

# INTERNAL SECURITY PROGRAM

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## 1. Purpose

This Directive establishes the Department of Homeland Security (DHS) Internal Security Program. The DHS Internal Security Program's mission is to conduct defensive activities to analyze and identify espionage, foreign intelligence service elicitation activities, and terrorist collection efforts directed against DHS. These activities will be conducted in close coordination with the United States Intelligence Community (IC) and Law Enforcement Agencies (LEAs), including the DHS Office of Inspector General (OIG).

## 2. Scope

This Directive applies to all personnel assigned to DHS Organizational Elements, including federal employees, detailees, and contractors providing support to DHS activities and operations.

## 3. Authorities

- A. Homeland Security Act of 2002
- B. Section 811(c) of the Intelligence Authorization Act of 1995 (50 U.S.C. § 402a)
- C. Presidential Decision Directive 12, August 5, 1993
- D. Director of Central Intelligence Directive 6/4, July 2, 1998
- E. Executive Order 12968, August 4, 1995
- F. Executive Order 12958, as amended, March 25, 2003
- G. White House Memorandum, "Early Detection of Espionage and Other Intelligence Activities Through the Identification and Referral of Anomalies," August 23, 1996

## 4. Definitions

A. **Defensive Activities:** Activities relating to personnel, physical, document, and communications security, such as training and awareness, foreign travel/contact briefings and debriefings, foreign visitor management, threat analysis, coordination with appropriate Intelligence Community members and Law Enforcement Agencies, internal security incident/indicator reporting, security issue reviews as coordinated with proper authorities, and assistance to adjudications and security disciplines.

B. **DHS Organizational Elements:** As used in this Directive, this term shall have the meaning given to the term in DHS Management Directive (MD) 0010.1, Management Directives System and DHS Announcements.

C. **DHS Headquarters (HQ) Offices:** This term includes the Office of the Secretary, Office of the Deputy Secretary, Office of the Director of Shared Services, Office of Small and Disadvantaged Business, Office of General Counsel, Office for State and Local Government Coordination and Preparedness, Office of International Affairs, Office for National Capital Region Coordination, Office for Civil Rights and Civil Liberties, Privacy Office, Office of the Chief of Staff, Office of the Executive Secretariat, Office of Public Affairs, Office of Legislative Affairs, Office of the Inspector General, Office for Private Sector Liaison, Counter Narcotics Office, Homeland Security Advisory Council, and other similar offices within DHS HQ. For purposes of this directive, DHS HQ Offices do not include the DHS Directorates.

D. **Internal Security Training and Awareness Program:** Required training for all DHS employees on topics such as foreign intelligence service elicitation and recruitment techniques, potential espionage indicators, terrorist modus operandi, espionage case studies, and internal security reporting requirements and processes. Also includes mandatory training for Internal Security Program Coordinators which familiarizes them with internal security issues and appropriate resolutions.

E. **Security Issue Review Program:** Program involves conducting preliminary actions to determine if an internal security incident or indicator should result in a referral to the Federal Bureau of Investigation, pursuant to Section 811 of the Intelligence Authorization Act of 1995.

F. **Unsolicited Communications:** Unauthorized electronic, written, or telephonic requests for information or suspicious inquiries received by a DHS entity or individual from an external source.

## **5. Responsibilities**

A. The DHS Chief Security Officer (CSO) shall:

1. Direct the DHS Internal Security Program.

2. Provide DHS Internal Security policy and procedural guidance and assistance to all DHS Organizational Elements, including support to programs such as personnel security, physical security, administrative security, special security programs, and investigations.
3. Chair an Internal Security Council comprised of senior representatives from DHS Headquarters Elements, Directorates, and other Organizational Elements as appropriate; the Council will provide a forum for discussion and resolution of internal security issues and will assist the CSO with implementation of critical or time-sensitive security responses that may be required by world events.
4. Ensure that DHS Organizational Elements comply with applicable laws, regulations, policies, and procedures in their Internal Security Program planning and implementation.
5. Ensure that internal security issues are properly coordinated with other U.S. Government agencies, as appropriate.

B. The DHS Internal Security Program Manager is the Chief of the DHS Internal Security Branch. The Program Manager shall:

1. Establish and manage an Internal Security Program for DHS in accordance with applicable laws and regulations.
2. Develop overarching internal security policies and procedures for the Department and assist DHS Organizational Elements with internal security program development.
3. Conduct periodic compliance reviews of Internal Security Programs of DHS Organizational Elements, as required.
4. Obtain periodic internal security reports from DHS Organizational Elements and prepare overarching reports for senior management.
5. Establish and chair a DHS Internal Security Sub-Working Group to provide a forum to discuss internal security issues. The group will be composed of Internal Security Coordinators from DHS Organizational Elements.
6. Manage the Internal Security program for DHS HQ Offices. Provide planning, support, and advice for DHS HQ senior officials and offices.

7. Establish and manage an Internal Security Analytical Program, whereby Internal Security analyst(s) will conduct analysis and write reports concerning internal security threats.
8. Establish and manage an Internal Security detailee contingent drawn from federal agencies and DHS Organizational Elements, which will facilitate coordination on internal security issues.
9. Provide support to the DHS Office of Security, Security Training and Technical Support Division to establish and manage an Internal Security Training and Awareness Program.
10. Establish and coordinate a reporting and briefing/debriefing program for DHS foreign travel and foreign contacts.
11. Establish and coordinate a foreign visitor program to address security requirements regarding visits of foreign nationals to DHS facilities and personnel.
12. Establish and coordinate a DHS Security Issue Review Program, which will entail establishing reporting mechanisms, conducting preliminary reviews of internal security incidents/indicators, and referring them to the appropriate U.S. Government agency.
  - a. If the U.S. Government agency decides to initiate an investigation, the DHS Internal Security Program Manager, upon completion of the investigation, will convey relevant information to the OIG.
  - b. If the U.S. Government agency decides not to investigate, the DHS Internal Security Program Manager will convey this information to the OIG, and the OIG will appropriately coordinate with the DHS Internal Security Program Manager on further investigation of the matter.
  - c. If DHS Internal Security specialists encounter allegations or indications of criminal misconduct and serious administrative misconduct on the part of DHS employees, contractors, and grantees, these matters will be referred to the OIG.
13. Index and analyze “unsolicited communications” received by the Office of Security and properly coordinate with appropriate DHS Organizational Elements, IC members, and federal, state, and local LEAs.

14. Conduct assessments of programs and/or activities of DHS Organizational Elements to identify potential threats, vulnerabilities, and internal security deficiencies; make recommendations for improvement as appropriate. The DHS Internal Security Program Manager shall ensure that such assessments do not conflict with, supersede, or substitute for OIG assessments of such matters, based on OIG notifications.

15. Ensure adequate resources for the development and implementation of the DHS Internal Security Program.

C. DHS HQ Offices shall:

1. Identify an employee in their area of responsibility to perform collateral duties as an Internal Security Point of Contact; this individual will be the primary interface between his or her office and the DHS Internal Security Program and will communicate and coordinate with the DHS Internal Security Program Manager concerning internal security matters.

2. Advise the DHS Internal Security Program Manager when information indicates that classified information is being, or may have been, disclosed in an unauthorized manner to a foreign national or an agent of a foreign government. The DHS Internal Security Program Manager will then notify the appropriate U.S. Government agency.

3. Provide input for periodic internal security reports to DHS Internal Security Program Manager as applicable.

4. Ensure that consistent with applicable laws and regulations, DHS Internal Security representatives are appropriately provided access to records and files relevant to the Department's internal security.

D. The Science and Technology Directorate, Information Analysis and Infrastructure Protection Directorate, Border and Transportation Security Directorate, Emergency Preparedness and Response Directorate, and Management Directorate shall each appoint an Internal Security Coordinator and appropriate staff based on the size of the organization and span of control involved in any subordinate programs. In addition to these Coordinators, Transportation Security Administration, Customs and Border Protection, Immigrations and Customs Enforcement, Federal Law Enforcement Training Center, Federal Emergency Management Agency, Federal Air Marshals Service, United States Secret Service, United States Citizenship and Immigration Service, and Federal Protective Service shall also appoint an Internal Security Coordinator and appropriate staff based on the size of the organization and span of control involved in any subordinate programs. All of the above-referenced Coordinators will be responsible for the duties listed in subsections 5.D.1 through 5.D.11 below.

1. Establish and manage an Internal Security Program for their Organizational Element in accordance with DHS guidelines provided by the DHS Internal Security Program Manager.
2. Communicate and coordinate with the DHS Internal Security Program Manager concerning internal security matters.
3. Maintain a minimum of a Top Secret clearance and be required to complete mandatory training upon appointment to this position.
4. Ensure that consistent with applicable laws and regulations, DHS Internal Security representatives are appropriately provided access to records and files relevant to the Department's internal security.
5. Establish and implement an Internal Security Training and Awareness Program in accordance with DHS Office of Security, Security Training and Technical Support Division requirements.
6. Establish and implement a foreign travel and foreign contact reporting and briefing/debriefing program in accordance with DHS Internal Security Program requirements.
7. Establish and implement a foreign visitor program in accordance with DHS Internal Security Program requirements.
8. Establish and implement a Security Issue Review Program in accordance with DHS Internal Security Program requirements. When information indicates that classified information is being, or may have been, disclosed in an unauthorized manner to a foreign national or an agent of a foreign government, the DHS Organizational Element will advise the DHS Internal Security Program Manager, who will then notify the appropriate U.S. Government agency.
9. Upon request by the DHS Internal Security Program Manager, conduct reviews and evaluations of Internal Security programs and procedures to assist in the improvement of the Internal Security Program.
10. Recommend to the DHS Internal Security Program Manager changes to policies, procedures, or practices of the DHS Internal Security Program as applicable.
11. Develop Internal Security policies and procedures to implement and supplement those developed by the DHS Internal Security Program Manager.

E. Subject to program requirements, the DHS Internal Security Program Manager may require the appointment of additional Internal Security Coordinators as needed. If a DHS Organizational Element determines that it needs additional Internal Security Coordinators to support their programs, it may appoint additional Coordinator(s) and will inform the DHS Internal Security Program Manager.

F. Internal Affairs offices within DHS Organizational Elements shall establish an internal security contact, who will coordinate investigations and issues of internal security with their Organizational Element's Internal Security Coordinator. The respective Internal Security Coordinator will make referrals of alleged espionage activities or foreign intelligence service collection activities to the DHS Internal Security Branch as appropriate.

## **6. Policy & Procedures**

A. DHS Organizational Elements shall comply with all applicable laws, policies, and procedures that are related to internal security in their program planning, development and implementation.

B. The Office of Security will issue additional policies and guidelines regarding the specific requirements for carrying out the responsibilities of this Directive.

C. Nothing in this Directive is intended to conflict with or circumscribe the authority of the OIG.

D. The United States Coast Guard (USCG) has a designated Senior Official of the Intelligence Community and a Counterintelligence (CI) program which is subject to Intelligence Community requirements. Nothing in this Directive shall conflict with, supersede, or substitute for the authority of the USCG to perform its counterintelligence mission. The USCG CI Program Manager shall communicate and coordinate with the DHS Internal Security Program Manager concerning issues relevant to this Directive. The USCG CI Program Manager shall advise the DHS Internal Security Program Manager, in a timely manner, about any information which indicates that classified information is being, or may have been disclosed in an unauthorized manner to a foreign national or an agent of a foreign government.

E. Any questions or concerns regarding this Directive should be addressed to the DHS Office of Security, Internal Security Branch Chief.