

Issue Date: 08/12/2004

DEPARTMENT OF HOMELAND SECURITY SCIF ESCORT PROCEDURES

I. Purpose

This Directive establishes policy for personnel escort procedures for the Department of Homeland Security (DHS) Sensitive Compartmented Information Facilities (SCIF).

II. Scope

This Directive applies to all DHS personnel, which includes government (military and civilian) and contractors.

III. Authorities

- A. Director of Central Intelligence Directive No. 6/4, "Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information."
- B. Director of Central Intelligence Directive No. 6/9 "Physical Security Standards for Sensitive Compartmented Information Facilities."

IV. Definitions

- A. **DHS SCI Facility (SCIF)**: Any facility that has been approved and accredited to process, store, and/or develop Sensitive Compartmented Information (SCI) for the Department of Homeland Security.
- B. **Facility Security Officer (FSO)**: Under the authority of the Special Security Officer (see below), is responsible for the day-to-day management and implementation of DHS SCI security and administrative instructions for a designated DHS SCIF
- C. **Occupant Escort**: A person whose work space resides within the SCIF and who has been authorized by the FSO to escort uncleared personnel within the facility. The "Occupant Escort" should be the first choice for escort duties.

D. **Security Escort**. An SCI-cleared security officer or individual authorized by the FSO to provide escort duties within a SCIF.

E. **Special Security Officer (SSO)**: DHS Official who provides SCI advice and assistance and normally has day-to-day SCI security cognizance over all DHS security components and subordinate SCIFs.

V. Responsibilities

A. The escort is responsible for:

1. Ensuring that the area(s) in which the uncleared personnel is working are sanitized.

a. Remove all classified or sensitive material from the affected area. Check desks, table tops, computer screens, bookshelves, bulletin boards, etc.

b. Close all hallway and office doors not related to the affected area.

2. Ensuring that escorted individuals have relinquished all prohibited items prior to entry. Prohibited items include, but are not limited to: personal digital assistants (PDAs); cellular phones; pagers that transmit; computers; two-way radio transmitters; test, measurement, and diagnostic equipment; photographic and recording equipment; firearms, weapons, and ammunition, explosives, incendiary substances, radioactive materials, flammable liquids, and other hazardous materials.

3. Ensuring that all the affected personnel (those residing in the area(s) where the uncleared personnel are working) are informed personally that uncleared personnel are in the vicinity.

4. Turning on the red lights in the hallways and in any areas where the uncleared personnel will be working and ensuring red lights are turned off after the last uncleared individual is escorted from the SCIF

B. The Office of Security-designated guard force is responsible for issuing all visitor cards.

VI. Policy & Procedures

A. Escorts must inform and obtain clearance from the FSO prior to bringing uncleared personnel into the SCIF.

The "Occupant Escort" is the first choice for escort duties.

B. Escorts must remain with uncleared personnel for the duration of the time the uncleared personnel are in the SCIF.

If the uncleared personnel needs to use the restroom, the escort will wait outside, and resume the escort when the uncleared personnel exits.

C. When the visit is complete, escort the uncleared personnel out of the SCIF and then follow the checkout procedures of the Badging and ID office. Escorts will inform security when the uncleared personnel have departed.

D. If for any reason there is a security incident with the uncleared personnel, call security immediately.

E. Any questions or concerns regarding this directive should be addressed to the DHS Office of Security Customer Service Center at (202) 692-4432.