

DEPARTMENT OF THE ARMY OFFICE OF THE DEPUTY CHIEF OF STAFF FOR INTELLIGENCE WASHINGTON DC 20310-1001



DAMI-CD (380)

1 Mar 04

MEMORANDUM FOR SEE DISTRUBITION

SUBJECT: Security Alert 04-003, Defense Intelligence Agency (DIA) Procedural Changes to Sensitive Compartmented Information (SCI) Fixed Facility Checklist (FFC) Process

- 1. Reference DIA message, DTG 062107Z Feb 04, SAB.
- 2. Referenced message is provided for information and immediate implementation of new staffing procedures and requirements. Note DIA DAC2B indicates that email is now the preferred method of submitting the FFC and other Sensitive Compartmented Information Facility (SCIF) related correspondence to their office for review and approval (email addresses are contained in the message).
- In addition, and effective immediately, all SCIF documentation submitted to DIA must contain the SCIF ID# on <u>each</u> page, to include fax cover sheets when faxing information.
- 4. The POC for comments, questions or assistance is Ms. Morisse, DSN 225-2645, email Judith.morisse@hqda.army or Ms. Autry, DSN 225-2647, email Jennifer.autry@hqda.army.mil.

Encl

MICHAEL T. RASCATI

Adting Director, Counterintelligence, HUMINT, Disclosure, and Security

DISTRIBUTION:

ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY (HQDA SSO/DIRECTOR OF SECURITY AND SAFETY)
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- U.S. ARMY OPERATIONAL TEST AND EVALUATION COMMAND (CSTE)

CF:

DAMI-IM (Mr. O'Brien) SSO, HQDA (LTC Carroll) DIA DAC2A (Ms. Truchon) DRAFTERS_NAME
:ELIZABETH K. KRUG, PHYSICAL SEC
DRAFTERS_OFFICE
:DAC-2A, 703-907-0939
RELEASERS_NAME
:PAM TRUCHON,BRANC,DAC-2,-1299
SPECIAL INSTRUCTIONS

DTG :062107Z MONTH :FEB YEAR :04

FROM

SSO DIAI/DAC-2AI/

TO

ALORS

SSO DAI/DAMI-CHS//

SSO USAF//XOII-A/CSA//

SSO DIA//DAC-3C PENTAGON SATELLITE OFFICE//

SSO NAVY//522//

SSO DTRA ALEX

SSO SOUTHCOM

SSO NORTHCOM

SSO CINCENT//CCJ2-SSO//

SSO EUCOM

SSO PACOM

SSO NIMA RES

INFO

SAFE

SUBJ: PROCEDURAL CHANGES TO SENSITIVE COMPARTMENTED INFORMATION (SCI) FACILITY (FIXED FACILITY CHECKLIST) PROCESS

SSO'S - PLEASE PASS TO ALL SCIFS

REFS: A. DCID 6/1, SECURITY POLICY FOR SCI

- B. DCID 6/9, PHYSICAL SECURITY FOR SCI FACILITIES (SCIFS)
- C. DOD DIRECTIVE 5105.21 (M-1), SCI ADMINISTRATION SECURITY MANUAL
- 1. IN A RENEWED EFFORT TO BETTER SERVE OUR CUSTOMERS, SSO DIA/DAC-2, ACCREDITATION MANAGEMENT BRANCH, PRESENTS THE FOLLOWING NEW GUIDANCE, EFFECTIVE IMMEDIATELY:

A. PURPOSE: TO EFFICIENTLY AND EFFECTIVELY PROCESS SUBMITTED FIXED FACILITY CHECKLISTS (FFC) (PRECONSTRUCTION, NEW, OR MODIFICATION) AND/OR PAGE CHANGES TO FIXED FACILITY CHECKLISTS.

B. SCOPE: TO DATE, DAC-2A ACCEPTS FIXED FACILITY CHECKLISTS BY
FAX, BY U.S. POSTAL SERVICE MAIL, BY E-MAIL (NIPRNET OR JWICS), OR BY
MESSAGE. WE WILL CONTINUE TO ACCEPT YOUR ACTIONS VIA ANY OF THESE
ACCEPTABLE MEANS; HOWEVER, WE ARE IN THE PROCESS OF UPDATING OUR
DATABASE AND HOPE TO COMPLETELY AUTOMATE OUR OFFICE WITHIN THE NEXT 2

YEARS. EVENTUALLY WE WILL BE A PAPERLESS OPERATION, THEREFORE, SOFT COPIES OF SCIF CORRESPONDENCE IS THE PREFERRED METHOD, WHEN POSSIBLE. SEE PARAGRAPH 2 BELOW FOR THE MOST UP-TO-DATE CONTACT INFORMATION.

C. POLICY: DAC-2A'S POLICY WILL NOW REQUIRE SCIF ID NUMBERS ON EACH PAGE OF YOUR FIXED FACILITY CHECKLIST AND/OR PAGE CHANGES. SCIF ID NUMBERS ON ALL PAGES, INCLUDING DIAGRAMS, BLUEPRINTS, SPEC SHEETS, TEMPEST ADDENDUMS, ETC., WILL ELIMINATE UNIDENTIFIABLE PAPER(S). BECAUSE OF THE VAST VOLUME OF ACTIONS WE RECEIVE, WE MUST HAVE A MECHANISM TO MARRY UP ALL THE PARTS TO THE APPROPRIATE SCIF. EVERYTHING WHICH PERTAINS TO YOUR SCIF SHOULD ALWAYS INCLUDE YOUR SCIF ID NUMBER, EVEN IF IT IS JUST A ONE-PAGE FAX, EFFECTIVE IMMEDIATELY.

- 2. METHODS OF CONTACTING DAC-2A FOLLOW:
 - A. PHONE: COMM (703) 907-1299/1300, DSN 283-1299/1300
 - B. SECURE FAX: COMM (703) 907-0920, DSN 283-0920 UNCLASSIFIED FAX: COMM (703) 907-1758, DSN 283-1758
 - C. E-MAIL: JWICS E-MAIL: <u>DIEM120@DIA.IC.GOV</u> (LOWERCASE)
 HOCNET E-MAIL: <u>DICM102@NOTES.DAWN.DIA.SMIL.MIL</u> (LOWERCASE)
 - D. MAILING ADDRESS: DEFENSE INTELLIGENCE AGENCY BUILDING 6000 WASHINGTON, DC 20340-5100 ATTN: CLAR, DAC-2A
 - E. DSSCS MESSAGE ADDRESS: SSO DIA//DAC-2A//
- 3. THE ACCREDITATION MANAGEMENT BRANCH WILL CONTINUE TO PROVIDE THE BEST WORLD-WIDE SUPPORT ANYTIME, ANYWHERE. HELP US TO HELP YOU.

CLASSIFICATION: UNCLASSIFIED

CAVEATS: NONE

TERMS: NONE