

How to Obtain Geneva Conventions Identification Cards and Common Access Cards (CAC) for FFRDC Employees Accompanying the Armed Forces Abroad

Overview: Recent changes to DoD policies allow for individuals to receive Geneva Conventions ID/Common Access Cards (CAC) following specific procedures. FFRDC Sponsors and FFRDC employees seeking a CAC providing Geneva Conventions protections must work with the Offices of the Under Secretaries of Defense for Personnel and Readiness (OUSD (P&R)) and for Acquisition, Technology and Logistics (OUSD (AT&L)) which established the policies and procedures contained within the references below.

References:

- (a) DoD Instruction 3020.41 implements policy and guidance, assigns responsibilities, and serves as a comprehensive source of DoD policy and procedures concerning DoD FFRDC employees authorized to accompany the U.S. Armed Forces.
- (b) Directive Type Memorandum (DTM) 08-003 provides next generation common access card (CAC) implementation guidance.

Specific Guidance/Process Steps:

- (1) Attachment 3, Section 3.a. of Reference (b) outlines CAC eligibility for FFRDC employees. Eligibility is also based on the Sponsor's determination of the type and frequency of access required to DoD facilities or networks that will effectively support the mission.
- (2) For FFRDC employees operating with DoD forces overseas, Enclosure 2 of Reference (a) considers these FFRDC employees "authorized to accompany the U.S. Armed Forces" and subject to Geneva Conventions credentials and protections.
- (3) Section 16, Figure 2 of Reference (b) states that FFRDC employees covered under authorities in Reference (a) are to receive "U.S. DoD/Uniformed Services Geneva Conventions ID Card for Civilians Accompanying the Armed Forces".
- (4) In accordance with Section 6.2.7 of Reference (a), Sponsors have a means by which the Government will inform FFRDC employees of the requirements and procedures applicable to a deployment.
- (5) FFRDC employees authorized to accompany the U.S. Armed Forces must receive a Letter of Authorization (LOA) meeting minimum requirements in Section 6.2.7.4 of Reference (a) prior to issuance of Geneva Conventions ID/Common Access Card. The LOA is issued by a joint web-based database known as the Synchronized Predeployment and Operational Tracker, which is governed under Section 6.2.6.
- (6) FFRDC Sponsors and FFRDC employees traveling abroad must follow the Deployment and Theater Admission Requirements and Procedures outlined in Section 6.2.7 of Reference (a) prior to departure. This process will confirm the appropriate LOA and proper Geneva Conventions ID card.

Review of the above guidance and implementation of the described actions provides an established path for CAC issuance.

Links:

DoD Instruction 3020.41: <http://www.dtic.mil/whs/directives/corres/pdf/302041p.pdf>

DTM 08-003: dated December 1, 2008 (update in progress)

How to Obtain Official United States Government (USG) Passports for FFRDC Employees that travel to Foreign Countries on behalf of DoD

Overview: Department of State (DoS) regulations and DoD policies allow FFRDC employees to receive official USG passports for work assigned abroad. DoS issues passports on behalf of the DoD via processes managed by the Travel Services Division within the Director of Logistics – Washington (Army). FFRDC Sponsors and FFRDC employees seeking an official passport must follow procedures outlined in the references below to receive approval for an official passport. DoS reserves the right to deny passport issuance to FFRDC employees.

References:

- (a) Title 22, Code of Federal Regulations, Section 51.3(b), states *when authorized by the Department, an official passport may be issued to a U.S. government FFRDC employee traveling abroad to carry out official duties on behalf of the U.S. government.*
- (b) DoD Directive 1000.21E establishes policies and assigns the Secretary of the Army, specifically the Administrative Assistant for the Secretary of the Army, as the DoD Executive Agent for passport issuance and services.
- (c) DoD 1000.21-R implements the 1000.21 series directive and contains additional policies and procedures for obtaining passports.
- (d) DoD Directive 4500.54E establishes the Foreign Clearance Program and Foreign Clearance Guide (FCG) to support DoS and DoD with the issuance of official passports.

Specific Guidance/Process Steps (all cite Reference (c) unless specifically noted):

- (1) Use of passports is governed by Section C1.5.
- (2) DoD Components and Military Departments whose FFRDCs employees require passports should follow requirements outlined in sections C1.4.2. and C1.4.3. respectively.
- (3) DoD Components and Military Departments should have designated, in writing, Passport Agents to handle passport requests following procedures outlined in Chapter 3.
- (4) Passport applicants must follow all procedures listed in Section C1.4.10. and Chapter 2 to request an official passport.
- (5) Passport Agents must advise applicants of all requirements and instructions in accordance with Section C1.4.8.18.
- (6) DoS uses the FCG authorized by Reference (d) to approve the issuance of passports. The FCG is the authority for travel clearance, passport, and visa requirements for DoD personnel and FFRDC employees to enter foreign countries on official business.

Links:

DoD Directive 1000.21E: <http://www.dtic.mil/whs/directives/corres/pdf/100021e.pdf>

DoD 1000.21-R: <http://www.dtic.mil/whs/directives/corres/pdf/100021r.pdf>

How to Obtain an ITAR Exemption for FFRDC Employees to Review, Analyze, and Discuss U.S. ITAR-controlled Data with Foreign Nationals

Overview: Current DoD Procedures place the burden of certifying the use of International Traffic in Arms Regulation (ITAR) Exemptions on the Military Departments (MILDEP). This creates challenges for FFRDCs whose Sponsors are not a MILDEP. The Under Secretary of Defense for Acquisition, Technology and Logistics (USD (AT&L)) recently began to certify ITAR exemptions, via the Office of International Cooperation (IC), based on their interpretation of the law. They developed the following processes to assist an FFRDC with obtaining ITAR exemptions. FFRDCs that have work requiring an ITAR exemption whose Sponsors are not a MILDEP should work with the IC office to develop similar processes, as required, to perform their work. Our office will work to transfer this process to the Office of the USD (Policy) to provide ITAR exemptions for non USD (AT&L) OSD FFRDC tasks.

References:

- (a) Title 22, Code of Federal Regulations, Part 122.1 states *any person who engages in the United States in the business of either manufacturing or exporting defense articles of furnishing defense services is required to register with the Directorate of Defense Trade Controls.*
- (b) DOD Guidelines for Certifying use of ITAR Exemptions (5 March 2004) require an Authorized Exemption Officer (AEO) to approve ITAR exemption requests.

Specific Guidance/Process Steps:

- (1) FFRDCs requesting an ITAR exemption must register with the Department of State's Directorate of Defense Trade Controls in accordance with Reference (a). Information can be found at <http://www.pmdt.state.gov>.
- (2) FFRDCs whose Sponsor is not a MILDEP should contact Karen Kay at 703-693-0909 or Gordon Yim at 703-614-7295 with the International Cooperation office and inform them of the need to establish procedures to receive ITAR exemptions with their Sponsors. Procedures to receive ITAR exemptions should include steps (3) and (4) below.
- (3) FFRDCs must list the individual task (or group of tasks, as applicable) for which the exemption is being sought and provide background information about the specific defense program(s) included on their contracts/task orders that might involve interaction with foreign persons. The FFRDC should share this information with Sponsor's Authorized Exemption Officer designated by the IC office in accordance with Reference (b).
- (4) The AEO indicates approval of an exemption request by signing a memorandum to file (MTF). The MTF certifies the use of the exemption and sets forth and conditions for approval.

How to Obtain Access to the Non-Secure Protocol Internet Router (NIPR) and the Secure Protocol Internet Router (SIPR) at FFRDC locations

References:

- (a) CJCSI 6211.02C, *Defense Information System Network (DISN): Policy and Responsibilities*, provides information on connecting systems to the DISN
- (b) DODI 8510.01, *DOD Information Assurance Certification and Accreditation Process (DIACAP)*, helps support certification and accreditation (C&A) and other required decisions by DoD such as a connection approval.
- (c) *DSN Connection Process Guide* is a step-by-step guide to the detailed procedures that customers must follow in order to obtain a connection to the DISN.

Specific Guidance/Process Steps:

- (1) The Sponsor sends a connection validation letter (on the FFRDC's behalf) found in Reference (c) to the appropriate DISN Service Manager (SM). This letter provides information to determine if this connection is appropriate for the mission.
- (2) If the SM concurs with the request, then he or she will sign the letter and return it to the Sponsor. The Sponsor will then forward it to the appropriate Combatant Command, Service, Agency, or Field Activity HQ and subsequently the Office of the Assistant Secretary of Defense for Networks and Information Integration for review and approval.
- (3) After the Sponsor identifies the appropriate network/service and receives approval, it initiates a request for service fulfillment through the DDOE process. This tool orders DISN telecommunications services. The DDOE website is available at <https://www.disadirect.disa.mil/products/asp/welcome.asp>.
- (4) In parallel, and in accordance with Reference (b), the Sponsor should begin the certification and accreditation (C&A) processes for the information system (IS) which requires connection to the DISN. Reference (c) outlines the different requirements for NIPR and SIPR access.
- (5) Once the DDOE process has been completed, Sponsors register their FFRDC's Information System (IS) information in the appropriate databases. Reference (c) lists the appropriate databases.
- (6) Sponsor connection requests are submitted to the appropriate Chief Administrative Officer (CAO) in the form of a Connection Approval Package. This package provides the CAO the information necessary to make a risk-based connection approval decision. CAP submissions must be submitted a minimum of 30 days prior to the start of the exercise/mission.
- (7) The CAO reviews the contents, makes a connection decision and notifies the Sponsor.

Links:

CJCSI 6211.02C: http://www.dtic.mil/cjcs_directives/cdata/unlimit/6211_02.pdf

DODI 8510.01: <http://www.dtic.mil/whs/directives/corres/pdf/851001p.pdf>

DSN Connection Process Guide:

http://www.disa.mil/connect/library/files/disn_cap_05012010_v3.pdf

How to Obtain Access to Information on SIPRNET

Overview: No individual has complete access to SIPRNET, to include government employees. However, the Under Secretary of Defense for Acquisition, Technology & Logistics (USD (AT&L)) established and approved a means to grant FFRDCs increased access to SIPRNET to include specific sites requested by the FFRDC community. This decision is based on an understanding that FFRDCs' unique mission requires greater access to information contained on SIPRNET,

Specific Guidance: DoD identified specific SIPRNET IP addresses, known as the standard list, which FFRDCs can now access to meet their mission needs. This does not provide full access to SIPRNET, but should, at a minimum, help FFRDCs meet their requirements. The USD AT&L also requested periodic reviews to add additional sites to the standard list as necessary.

FFRDC Sponsors will accommodate requirements for access to additional sites beyond the standard list and on a case-by-case basis. In coordination with other FFRDC Sponsors, the Sponsor receiving this request from the FFRDC will determine if DoD should provide this additional access to the individual FFRDC or the entire FFRDC community.