



## **Definitions**

Controlled Area - A facility or area that has met the security requirements for the handling of classified information on the field.

Escort– A person designated by officials who is properly cleared, has proper training, and can transfer material within a package to a Designated Government Representative or Addressee.

## **Escort Role**

- Maintaining observation and control of the third party approved user.
- Monitoring Classified Information (CI) use in the field by third party approved user to ensure that they comply with all controls mentioned in this procedure and apply reasonable measures to protect Classified Information (CI).
- Monitoring the surrounding area to ensure no personnel or monitoring equipment can observe, duplicate, or steal the Classified Information (CI) in use by the third party approved user.
- Notifying immediately the Facility Security Officer (FSO) of any suspected or actual compromise of Classified Information (CI).

## **Issuance of Classified Information (CI) for Field Use**

Prior to issuance of any Classified Information (CI) to an approved user to be taken into the field, user and/or Escort must be present in the CIF.

### **Request of Classified Information (CI) for Field Use**

Request for Classified Information (CI) use in the field shall be submitted by approved users/escort to the Facility Security Officer (FSO) in accordance with Classified Information (CI) in field. Use Request Form, Attachment One. All field forms with the form numbers are available in ECMS.

### **Provide Briefing**

The approved user and/or escort will read and sign Attachment Three, Classified Information in the Field Briefing to document an acknowledgement.

### **Issue Requested Information**

Upon completion, the Facility Security Officer (FSO) will sign out the Classified Information (CI) via, "Issued Documents in the Field Log", and have the approved user or escort initial indicating the documents have been released to their custody.

### **Maintain Visual Observation**

Classified Information (CI) shall be covered with the escort during transition from the CIF to the work area and on the way back to the CIF. While in the work area, the escort will maintain visual observation.

### **Establish Controlled Area**

The escort or user will establish a Controlled Area around Classified Information (CI) to ensure that unauthorized individuals do not make contact with Classified Information (CI) at any time the user or escort may:

- Place plastic chains around desks or chairs with signs indicating "*CRITICAL TASK IN PROGRESS*".
- Display placards stating "*CRITICAL TASK IN PROGRESS*" adjacent the approved user.

Escort will ensure that he or she is not interrupted while utilizing the Classified Information (CI) during their task.

### **Duplication and/or Destruction of Classified Information (CI) in the Field**

While in the field, the user or escort shall not duplicate or destroy Classified Information (CI) in any manner. Approved user or user and escort must ensure that:

- No unauthorized classified conversations are held.
- No printer, copier, camera, or other duplication devices can be used in the controlled area.
- No shredder or other destruction devices can be used in the controlled area.

User may take hand written notes on the Classified Information (CI). However these notes shall be turned over to the Facility Security Officer (FSO) or Authorized Derivative Classifier (ADC) for review upon returning to the CIF.

**Leave Controlled Area**

Prior to leaving Controlled Area, the user or escort shall ensure that all Classified Information (CI) is collected, and a page count is performed to ensure that no information is missing. The user shall turn over the Classified Information (CI) to the escort, who will conduct a peer check to ensure no pages, documents, or other Classified Information (CI) assets are missing. Upon completion of the count check, the user with or without the escort make sure the removal of placards/chains. They then exit the Controlled Area and return to the CIF.

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