

ID Verification/Escort Duties

ID Verification procedure:

ID Verification is completed upon entry into FAA Facilities (by guard force personnel) by comparing the FAA Form 1600.78 against the passport of the individual. **Once their identity has been authenticated and designated escorts are present, escort badges will be issued.**

**PASSPORT
&
FAA
ESCORT**

Escorts must:

- Receive a Foreign Visitor Awareness briefing
- Maintain Continuous Contact
- Ensure ID Media is worn at all times
- Protect Sensitive Information and Areas
- Ensure the protection of sensitive areas/information
- Report Incidents and/or Problems to SSE



Reporting Requirements

FAA personnel are required to report:

- All suspicious and/or questionable occurrences
- Non-compliance with security measures
- **Any solicitation of sensitive FAA information (FOUO, Classified, etc).**

Report all incidents to your local SSE or the Office of Security!!!



Your Local SSE is:

Name: _____

Phone Number: _____

**Federal Aviation Administration
Assistant Administrator for Security
and Hazardous Materials (ASH-1)
Office of Security
Internal Security Division
800 Independence Ave, SW
Room 315
Washington, DC 20591
202-493-5405**

Hosting Foreign Visitors



**Assistant Administrator for Security
and Hazardous Materials (ASH-1)
Office of Security
Internal Security Division
800 Independence Ave, SW
Room 315
Washington, DC 20591**

What to protect...

Do this!!!

Not this!!!

Information:

Sensitive Unclassified Information (SUI). SUI, in any form (hard copy or electronic), is the term used to identify information that does not meet the standards to be classified under Executive Order 12958 but is still pertinent to the national interests of the United States and requires protection from unauthorized disclosure. SUI may also include information that may qualify for withholding from the public under the Freedom of Information Act (FOIA).

- **SUI includes, but is not limited to:** **Personal information of employees**, information revealing For Official Use Only or Sensitive Security Information, NAS operational data, security systems, procedures and countermeasures, security force procedures, deployment and readiness information, emergency, safety and security administrative and communications protocols, and activities or operations related to national intelligence, special access, military or law enforcement programs.

Classified Information.

Top Secret
Secret
Confidential

The unauthorized disclosure of classified information may cause damage to National Security and may endanger US lives.



Areas:

Areas where sensitive discussions, review, and/or operations take place (regardless of area markings and signage)

Restricted Areas (SUI discussed, reviewed, etc)
Closed Areas (Classified discussed, stored, etc)
Watch floors
LAN Rooms
HR Offices

Government Escorts should:

Have a plan

- Plans should include the routes and areas where the visitors will be allowed/not allowed (based on the nature and purpose of the visit).

Be aware of surroundings

- Ensure that sensitive discussions and/or operations are not being conducted in the presence of the visitors



Inform Key Personnel

- Ensure that key facility personnel, including any on-site U.S. military, SSEs and law enforcement representatives, are aware of the proposed dates for foreign visitors, their countries of origin, purpose of the visit and any other security relevant information. Also advise these individuals of any proposed changes in plans or itineraries.

Maintain Continuous Contact

- Maintain continuous contact with their assigned visitor and, if needed, remind them of the limitations associated with their visit (restrictions regarding areas and/or sensitive information)

Challenge visitors who do not follow instructions

- Escorts must challenge visitors who deviate from approved activities

Immediately report issues of concern to:

- Their local SSE
- or
- Office of Security, 202-493-5405



Government Escorts should not:

Disclose Sensitive Information without prior approval

- Disclosure of sensitive unclassified information must be coordinated with and approved for release by the FAA proponent/data owner in advance of the visit.
- Unapproved or unauthorized disclosures of SUI or export controlled technical data can result in civil or criminal liability as well as adverse personnel actions.

Allow access to FAA computer systems or networks

- Visitors are not authorized access to any FAA computer system

Introduce media (CDs, Thumb Drives, etc) to FAA Computer systems that has been used on non-FAA computer systems



Escort more individuals than can be controlled or monitored

Allow unauthorized camera/recording device usage (including cell phone cameras)

- Photographs of sensitive or critical operational activities, security screening processes, air traffic control facilities, information technology equipment/infrastructure and security operations are not permitted without prior coordination with the SSE and the approval of the Facility Manager.