

FAIRVIEW TDY Handbook

(U) A guide for traveling to Site

Last Updated: 6 February 2013
POC: [REDACTED]

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(U) The purpose of this TDY Handbook is to provide the Fairview traveler with the proper procedures and guidelines when traveling on official business, either local, CONUS or OCONUS, in support of the Fairview Program. This information is applicable to all Fairview team members who travel or have the potential to travel.

(U) General Authority:

Locally:

(U) Governed by SSO Office and Program Travel Policy and Processes.

In Country:

(U//FOUO) As directed by the Program Director or delegate (Mission Program Manager).

(U) SSO Required Courses:

(U) In accordance with SSO Travel Training Requirements for Conferences, CONUS and OCONUS TDYs.

(U) Official Travel (CONUS)

(U) Conferences:

- CIAT2101 – Elicitation Techniques (8)
- Check-in w/SSO Security (Travel Alias)

(U) Mission Travel:

- OHES1108 – Heartsaver (4)
- SOST2209 – Basic Sensitive Ops (40)
- CIAT2101 – Elicitation Techniques (8)
- Check-in w/SSO Security (Travel Alias)
- Check-in w/Mission Program Manager

(U) Official Travel (OCONUS)

(U) Mission Travel:

- OHES1108 – Heartsaver (4)
- SOST2209 – Basic Sensitive Ops (40)
- SOST2213 – Surveillance Detection Orientation (40)
- CIAT2101 – Elicitation Techniques (8)
- CIAT2103 – Personal Security & Safety Overseas
- Check-in w/SSO Security (Travel Alias)
- Check-in w/Mission Program Manager
- Security Awareness Travel Briefing (call [REDACTED] to schedule)
- Medical Center Clearance (schedule appointment)

(U) Program Recommended Courses:

(U) None

(U//FOUO) Cover Travel:

(U) Cover travel information is provided merely as an FYI. FAIRVIEW does not have any sites that require cover travel.

(C) Defense Management Support Services Activity (DMSSA) – required cover, as traveler is not to overtly identify himself/herself as an employee of the National Security Agency or a member of the intelligence community. Traveler must attend a cover briefing from S353 (Special Operations) once a year, or prior to the TDY. Please note: If special arrangements need to be made please email dl ssotravel. Each situation will be considered as needed.

(U) Helpful Links for country information / TDY documents:

- NSA: Ft. Meade
NSAnet (go travel)
[REDACTED]
- U.S. Department of State:
NSAnet: [REDACTED]
Internet: <http://www.state.gov>
- U.S. Department of State travel page:
[REDACTED]

(U//FOUO) Partner Organizations - Visits to Partner Meeting Facilities:

(C) Locations include: EAGLE, EDEN and TITANPOINT (SSB)

Dress: Depends on meeting type (standard: business casual).

No NSA Badges or NSA Insignia Apparel.

Do not use DoD identification, use Driver's License for identification (where applicable).

- When entering facility:
Sign In at Front Desk with:
 - Name: Self
 - POC: Meeting POC
- When entering SCIF:
Follow instructions per visit/meeting POC.

Notes:

EAGLE – For visitors without retention picture badges -- please return temporary badge (provided at front security desk) at the end of each visit.

EDEN/TITANPOINT (SSB) – Contact [REDACTED] ([REDACTED])
([REDACTED]) or [REDACTED] ([REDACTED]) prior to traveling. [REDACTED]
[REDACTED] and/or [REDACTED] will be responsible for contacting the FAIRVIEW
Partner (Lithium) Security POC and Bureau Security POC to coordinate the security-
related details of the visit. Traveler will be contacted by [REDACTED] or
[REDACTED] with specific OPSEC instructions. Please also coordinate visit with Partner

POC (person visiting, or person coordinating the meeting), Partner PMO ([REDACTED]) and Deputy Program Director ([REDACTED])

(U) Sites: Visits to FAIRVIEW Collection and/or Processing Facilities:

(C) Visits to FAIRVIEW collection sites are not allowed. All requests need to be coordinated and approved by FAIRVIEW Program Management – [REDACTED] or [REDACTED]. For visits to PINECONE, contact – Contact [REDACTED] ([REDACTED]) or [REDACTED] ([REDACTED]) prior to traveling. [REDACTED] and/or [REDACTED] will be responsible for contacting Lithium Security POC and Bureau Security POC to coordinate the security-related details of the visit. Traveler will be contacted by [REDACTED] or [REDACTED] with specific OPSEC instructions.

Coordinating with the Partner:

- Provide at least 1 week's notice (if possible) prior to visit.
- Coordinate with the following personnel:
 - 1) Visit POC (person meeting w/at site, or person coordinating the visit)
 - 2) [REDACTED] – Program Management Office

(U) Cover Stories:

(C) When traveling to the Partner's facilities (EAGLE, EDEN, PINECONE) or other program sites (TITANPOINTE), family members and co-workers (who are not cleared), can be given generic travel plans, to include general geographic area visiting (i.e., City, State) and general purpose for visit (i.e., attend technical meeting, install equipment, site visit). Provide family members and/or co-workers with cell phone number, pager number, hotel phone number and any other applicable unclassified phone numbers. Also provide your family with a co-worker's phone number (one not on TDY with you) in case of an emergency at home. Your family should then contact the co-worker, who in-turn will contact you at the Partner's facility. Provide the same co-worker with an itinerary so they will know when/where to reach you.

(U) Cover Vehicles:

(S) The BLARNEY program has several vehicles available for use when visiting sites that require U.S. Government anonymity. The sign-out sheet and keys are available from both [REDACTED] on the 2nd floor of the [REDACTED] Building in room [REDACTED] and in the file cabinet outside the BLARNEY Program Director office ([REDACTED] Building, room [REDACTED])

(U) The following guidelines are provided for travelers using the BLARNEY cover vehicles. Please read and understand them prior to using the vehicles.

GUIDE TO THE USE OF BLARNEY "COVER" VEHICLES

Revised: August 2006

Prepared by: DF5243, [REDACTED] (Revised 22 August 2006)

S328 Security Officer, [REDACTED]

Derived From: NSA/CSS
Declassify On: 20291123

INTRODUCTION:

(S//SI) The information provided below provides details on specific security concerns related to the use of the BLARNEY Cover Vehicles. These vehicles are for "Official Use Only" to include the transport of NSA personnel and equipment. These vehicles are solely for the use by personnel who actively support NSA/FBI Programs. These Programs currently include: BLARNEY, FAIRVIEW, STORMBREW and OAKSTAR.

ACCIDENT AND DAMAGE REPORTING

(S//SI) In the case of an accident, contact the police and request an accident report. Identify yourself as a DoD employee UNLESS reporting your identity could compromise an operation or site, (i.e., involved in an accident while pulling out of a site parking lot). If your address is requested, indicate Ft. Meade, Maryland ONLY. As soon as possible, contact [REDACTED] Security, [REDACTED] who in turn will contact the General Counsel's Office and the Federal Bureau of Investigation.

(U) Obtain identities and insurance information of all parties involved and obtain the names of witnesses. Within 24 hours of the accident you must complete Accident form SF91 and submit it to [REDACTED] Security.

(S//SI) In the event of an accident that COULD compromise an operation or site, use your personal identification (including your personal insurance information) when requested and notify [REDACTED] Security AS SOON AS POSSIBLE. Arrangements will be made, through the FBI, to contact all parties to provide correct and accurate information.

ACQUISITION AND ASSIGNMENT OF "COVER" VEHICLES

(S//SI) The BLARNEY "cover" vehicles are leased through the Washington Field Office of the FBI in response to our specific vehicle requirements. The lease is through a commercial cover company. However, some personnel are aware of the FBI link but have no knowledge of NSA's involvement. No one should EVER have contact with the leasing company.

BREAKDOWN (on-road failure)

(U//FOUO) All vehicles should be covered under manufacturer's warranty for major mechanical problems. If necessary, call a tow truck and have it towed to the closest dealer. Failures, such as flat tires, dead battery, should be treated as non-warranty repair and may require the operator to pay out of pocket with

reimbursement provided from BLARNEY's "cash" account as long as a receipt is provided.

(S//SI) When the vehicle is taken to a dealer for repair, use your personal identification but provide your Division Anonymity outside phone number. ETS Division Office: [REDACTED]

CLEANING VEHICLES

(U) A credit card, provided by the [REDACTED] Security Office, should be used when taking the Cover Vehicles to the Car Wash. (See "Credit Cards")

COMMERCIAL DRIVER'S LICENSES

(U) DoD civilian employees who operate vehicles having a gross vehicle weight rating (GVWR) or combined GVWR of 26,001 or more pounds on public highways must have a Commercial Driver's License (CDL).

CONTRACTOR USE OF GOVs

(S//SI) Contractor personnel are prohibited from operating the "Cover" Vehicles.

COURSE ATTENDANCE

(S//SI) Vehicles may be used to attend Agency-sponsored/off-campus courses if attendance is required in a "cover" capacity. Operations always take priority over any other vehicle use.

CREDIT CARDS

(S//SI) [REDACTED] Security is issued a limited number of cover credit cards for use for vehicle maintenance. The FBI controls these cards and does not want them used in the local area for gasoline purchases. The cards may be used when taking a vehicle TDY or for small repairs (i.e., tires, battery). Always sign your true name to the receipt. Turn the receipt over to the [REDACTED] Security Team as soon as possible.

DISPATCHING ASSIGNED VEHICLES

(U//FOUO) The sign out log for the BLARNEY cover vehicles is located with the keys. You can reserve a vehicle by signing up on the calendar online at "go calendar," choose either BLARNEY Silver or Blue van calendar. Each time a vehicle is taken, you must complete the Sign-Out Log. Operational use of the vehicles takes priority over any/all other requirements. Return the keys and/or vehicle passes to the sign out location.

DISPOSING OF VEHICLES

(U//FOUO) The [REDACTED] Security Team handles the disposition of the vehicles.

EMISSIONS INSPECTIONS

(S//SI) The FBI notifies [REDACTED] Security when emission inspections are due. Volunteers are solicited from ETS, and funds obtained from the BLARNEY

"cash" account, to get the emissions inspections completed. ALWAYS ENSURE THAT THE PROPER TAGS ARE ON THE VEHICLES BEFORE GOING FOR EMISSIONS TESTING.

FINES, TRAFFIC VIOLATIONS

(U) Fines and Traffic Violations are the responsibility of the individual.

FUEL TYPES

(U) Fuel type should adhere to the guidelines provided by the auto manufacturer.

IMPAIRED DRIVING

(U) Drivers are responsible to determine and report if he/she is physically incapable of operating an Agency vehicle. Employees may be considered negligent for accidents determined to be caused by their sleepiness, use of medications, alcohol, etc.

INSURANCE

(S//SI) The Government is self-insured, via the Tort-Claims Act. Claims will be handled by the FBI or U.S. Army, Ft. Meade, depending upon the type of claim. Personal injuries to NSA employees are covered under the Workmen's Compensation Act.

KEYS

(U//FOUO) Keys to the BLARNEY vehicles are located with [REDACTED] on the 2nd floor of the [REDACTED] Building in room [REDACTED] and in the file cabinet outside the BLARNEY Program Director office ([REDACTED] Building, room [REDACTED])

LAWS, COMPLIANCE WITH

(U) Operators of any NSA vehicle shall comply with all applicable Federal, State, local laws and no employee may be directed or compelled to disregard these laws.

MAINTENANCE

(U//FOUO) The BLARNEY Car Custodian is responsible for the routine maintenance of the vehicles, according to the manufacturer's recommendations.

MEALS AND PERSONAL STOPS

(S//SI) Stops, should they be necessary, shall occur only along the most direct route. In addition, for appearance reasons, stops shall always be avoided within 10 miles of any NSA facility. Vehicle operators shall not schedule their local travel itinerary to include stopping for lunch at the beginning or end of their trip (i.e., early checkout). In addition, NSA vehicles (to include "cover" vehicles) shall NOT be used to transport employees to non-official luncheons (if individuals pay for their own lunch, it's not official). Employees (with the exception of those on TDY who have a need to stop at places required for personal upkeep, comfort or health) shall never use government vehicles to accomplish personal business (e.g., pick up dry cleaning, haircuts, etc).

(S//SI) ****EXCEPTION:** In keeping with OPSEC purposes (i.e., FBI recommends following an indirect route between NSA and Covert sites), the most direct route may be improper. This is at the discretion of the operator and based on guidelines provided by the FBI or the ██████████ Security Office.

OFFICIAL USE OF NSA "COVER" VEHICLES

(S//SI) The operation of all NSA vehicles is restricted to "official uses" only. Official uses are those which are necessary to accomplish the Agency's mission when operating under a "cover" capacity. Employees are subject to strict penalties when they operate vehicles for other than official uses.

(S//SI) Normally, the answer to what constitutes official use is a matter of management discretion, to be exercised within applicable laws and regulations. Supervisors should ensure that all vehicles under their control are being used solely in direct support of the NSA mission. Before requesting or using NSA vehicles, the following questions must be asked:

1. Is the use of the vehicle for official business and in the best interest to the Government?
2. Have other means of completing the task been ruled out (i.e., telephone, fax, mail)?
3. Is the official business being performed in a "cover" capacity?

(U//FOUO) Personnel using cover vehicles, with business at covert facilities, should avoid direct routes to and from NSA. Good security practices should be employed when determining the route. While there are rules involving overt government vehicles requiring the use of the most direct route between locations, they do not apply to cover vehicles. However, this should not be construed as permitting the use of the vehicle for personal business or other improper activities.

(U//FOUO) Some activities which are not normally considered official use of Government vehicles are: stopping by any employee's home; personal errands; going to pick up food, coffee mess goods, or travel to luncheons; transporting supplies to organizational picnics; and sightseeing. With the exception of parking in conjunction with official business, Agency vehicles should not, as a general rule, stop in NSA employee parking areas (i.e.; to transfer items, retrieve personal goods or coffee mess items).

OPERATION OF VEHICLES

(U) Agency motor vehicles will be used in such a way as to maximize fuel economy and to extend the life of the vehicle.

PARKING OR GARAGING OF VEHICLES

(S//SI) When not in use, the "Cover Vehicles" should be parked outside of [REDACTED]. When returning the keys remember to indicate the location of where the vehicle is parked.

(U) To minimize the chance of theft or tampering, all vehicles will be secured when parked. This includes shutting off the engine, setting the parking brake, closing all windows, and locking the door.

PASSES TO ENTER NSA SECURE AREA ENTRANCES

(S//SI) This does NOT refer to parking passes but rather entry to NSA loading dock areas. These passes are maintained by the ETS Division and issued on an as needed basis. It is permissible to take the cover vehicles through the Canine Road Inspection Station for one-day compound passes.

PENALTIES FOR MISUSE

(U//FOUO) Penalties for unauthorized or willful misuse of an NSA motor vehicle shall be cause for disciplinary actions as follows:

- **Civilian Personnel:** Any officer or employee of the Government who willfully uses or authorizes the use of any U.S. Government-owned or -leased passenger motor vehicle except for official purposes as authorized by 31 USC 1344 (b), or otherwise violates section 1344 shall be suspended from duty by the Head of the DoD Component concerned, without compensation, for not less than one month and shall be suspended for a longer period or summarily removed from office if circumstances warrant (31 USC 1349(b)). Other administrative actions, as warranted by the offense, shall apply if the misuse is determined not be of a willful nature.

REFUELING GUIDELINES

(U//FOUO) Each vehicle should contain NO LESS THAN one-half tank of gas. It is the responsibility of the driver to ensure that the vehicle is NOT returned with less than ½ tank. [REDACTED] has several gas cards for refueling use that can be signed out and are to be returned with the receipt for gas purchase.

REPLACEMENT CRITERIA

(U//FOUO) The [REDACTED] Security Office coordinates replacement vehicles with the BLARNEY Program Director and the Chief, ETS.

TAGS (Gov't & Non-Gov't)

(S//SI) Most cover vehicles keep the tag of the vehicle leasing company. Others have Maryland registration listed to the U.S. Government. Operators should be aware of which tags are on the vehicle they operate.

TOLL TICKETS

(U//FOUO) EZ Passes are included in the vehicles to cover the cost of tolls.

TOWING

(S//SI) If the vehicle needs to be towed, it must be towed to the nearest dealership. Cost of towing will be reimbursed (receipt required). If you are carrying classified or sensitive documents, contact the ETS Division [REDACTED] during work hours or, during off-hours contact SOCC, [REDACTED] to have someone meet you and pick up the material.

TRAINING, DRIVER'S

(S//SI) No additional training is required to operate a BLARNEY cover vehicle. A valid driver's license is required to operate these vehicles.

(U) Multicultural Awareness:

(S//SI) The FAIRVIEW program has one OCONUS site – SILVER COLLAM (SC). However, Multicultural Awareness is not a big factor in visiting this OCONUS site. When traveling to SC, the SSO employee will travel with a NSA Security representative, a Lithium Security representative, and a Bureau Security representative. The SSO employee should maintain a low profile, decline from venturing off on their own and always follow the guidance of the three program Security representatives.

(U) General information:

(U) None .

(U) Protocol:

(U) Clothing/Attire: Clothing/attire should be appropriate for the occasion and/or to blend in to the environment. Non-casual attire could cause an OPSEC red flag at certain sites. Check with visit/site POC for guidance on proper attire prior to traveling.

(U) Business Practices:

(U) Business atmosphere: Remain courteous to both Partners. Remember – this is a Partnership, not a Contractual Relationship.

(U) Conversational subjects: Always be aware of your audience. Remain cognizant of the clearance level of the person(s) you are speaking with or meeting with. Remember – never discuss other Partners with the FAIRVIEW Partner.

(U) Entertainment:

(U) Each individual Government traveler is responsible for his/her own entertainment expenses while traveling. When in doubt, refer to the following guidance on gifts)
([REDACTED] and ethics ([REDACTED]

(U) Passports:

(U) While the FAIRVIEW site SILVER COLLAM(SC) is considered a U.S. Territory and a passport is not required, it is recommended. Having a valid U.S. passport speeds up the check-in/check-out process at the airport. Additionally, it is better to have a valid

passport in case the plane has to be redirected to land in a nearby country that requires a U.S. passport. Only blue tourist passports should be used when traveling to SILVER COLLAM (SC).

(U) Passport information/guidance can be obtained at either of the following web pages:

- NSA intranet: Passport Services Team (LL22)
[REDACTED]
- Official Dept. of State Travel web page:
Travel.state.gov ([REDACTED])

(U) Courier Procedures:

(U) Each traveler wishing to courier classified material is required to view the Courier Briefing. This briefing can be viewed online at [REDACTED]. Once the briefing has been viewed, the traveler then requests a Courier Letter from the LL22 OPS Travel Office, however we only provide Courier Letters for the airlines. The travel coordinator verifies that the traveler has viewed the Courier Briefing and will then provide the Courier Letter to the traveler(s).

(U) Travel Planning and Planning Message:

(U) LL22 Corporate Travel Services (go travel) can assist with all aspects of official travel to include information on Government travel charge cards, reservations via [REDACTED] ([REDACTED]) official Government passports, Request for Travel Authorization (RTA) form, travel checklists, and much, much more!

(U) Mission Cost:

- **RTA's:** Form can be found at the following URL
[REDACTED]
- **Per-Diem (Food & Lodging):** Per-Diem Information can be found at the following URL [REDACTED]

(U) TDY Pre-Brief: ***All travelers need attend*******

(U) PMD – Deputy Program Director will coordinate this meeting. It should be held at least two weeks prior to TDY. Everyone directly supporting the system should be invited.

(U) TDY De-Briefs: ***Select travelers will attend briefing*******

(U) PMD – Deputy Program Director will coordinate this meeting. Selected travelers supporting the system should be invited.

(U) Post TDY Trip Report:

(U) Timeline and content as directed by Program Director or Deputy Program Director.