



Joint Task Force National Capital Region Medical **INSTRUCTION**

NUMBER 5210.01

December 13, 2011

Incorporating Change 1, April 22, 2013

J-3A

SUBJECT: Personnel Security Program (PSP)

References: See Enclosure 1

1. PURPOSE. This Instruction, in accordance with (IAW) the authority in References (a) through (d) and the guidance in References (e) through (i), cancels and reissues Reference (j) the policy to implement for the Joint Task Force National Capital Region (JTF CapMed) PSP.
2. APPLICABILITY. This Instruction applies to JTF CapMed Headquarters, Fort Belvoir Community Hospital (FBCH), Walter Reed National Military Medical Center (WRNMMC) [hereafter, FBCH and WRNMMC are referred to as Joint Medical Treatment Facilities (MTFs)], and the Joint Pathology Center.
3. POLICY. It is JTF CapMed policy to implement the procedures established in Reference (e).
4. RESPONSIBILITIES. See Enclosure 2
5. PROCEDURES. See Enclosure 3
6. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the JTF CapMed Website at: www.capmed.mil.

7. EFFECTIVE DATE. This Instruction:

- a. Is effective upon publishing to the JTF CapMed Website above; and
- b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with JTF CapMed Instruction 5025.01 (Reference (f)). If not, it will expire effective 10 years from the publication date and will be removed from the website.


STEPHEN L. JONES
Major General, U.S. Army
Acting Commander

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) Deputy Secretary of Defense Memorandum, “Authorities for Joint Task Force National Capital Region Medical (JTF CapMed),” February 7, 2012
- (b) Deputy Secretary of Defense Action Memorandum, “Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region Medical,” January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) DoD 5200.2-R, “DoD Personnel Security Program,” January 1987 as amended
- (f) JTF CapMed Instruction 5025.01, “Formats and Procedures for the Development and Publication of Issuances,” March 5, 2012
- (g) DoD 5220.22-R, “Industrial Security Regulation,” December 4, 1985
- (h) Chapter 47 of title 10, United States Code (also known as “Uniform Code of Military Justice”)
- (i) Title 18, United States Code
- (j) JTF CapMed 5210.01, “Personnel Security Program (PSP),” December 13, 2011 (hereby canceled)

ENCLOSURE 2

RESPONSIBILITIES

1. COMMANDER, JTF CAPMED (CJTF). The CJTF, IAW Reference (e), will designate a Security Chief and Personnel Security Officer (PSO) in writing.

2. DIRECTOR, CURRENT OPERATIONS, J-3A. The Director, J-3A, will establish policy, provide guidance, and set forth standards through the establishment of PSP IAW References (e) through (i) to prevent unauthorized access to classified and/or sensitive material, equipment, and documents by unauthorized personnel, including proactive measures to safeguard all material against espionage, sabotage, damage, theft, and loss.

3. CHIEF, SECURITY DIVISION, J-3A. The Chief, Security Division, J-3A, will:
 - a. Implement and administer an effective military and civilian PSP, IAW References (e), (g), and applicable federal law, which ensures assigned personnel obtain and maintain the appropriate security clearances relative to their assigned duties.

 - b. Establish and maintain an overall Command Security Program (encompassing personnel, physical, and information security) to ensure all assets are safe and secure from any possible threat, to include terrorist activities, civil unrest, and disgruntled employees.

4. JOINT MTF COMMANDERS AND CENTER DIRECTORS. The Joint MTF Commanders and Center Directors will ensure all the provisions of this Instruction are implemented, to include appointing a Joint MTF or Center PSO in writing. This appointment letter will be forwarded to the JTF CapMed PSO.

5. PSO. The PSO will:
 - a. Assist the CJTF, Director, J-3A, and the Chief, Security Division with managing the Command's PSP by determining the adequacy of its programs.

 - b. Verify, monitor, and evaluate all security clearances and background investigation determinations for personnel assigned to or employed by the JTF CapMed, its assigned or attached forces and personnel, and report the status to the CJTF via the chain of command.

 - c. Through the Joint Personnel Adjudication System (JPAS), verify the clearance status or background investigation determination of new employees to the JTF CapMed or assigned forces command upon arrival. Military and civil service personnel should already have, or have in progress, a completed personnel security investigation on file prior to their enlistment,

commission, or hiring into Federal service. Military and civil service personnel may be granted the appropriate security clearance, or an interim clearance, based on the favorable actions noted in the suitability and trustworthiness section and/or in the adjudication summary section in JPAS. As outlined in Reference (e), contractors must have either a fully adjudicated clearance or favorable background investigation determination from either a DoD Central Adjudicating Facility (DoDCAF), or local adjudicator prior to being granted access to Information Technology (IT) level I or II sensitive data. Military, civilians, and contractors in sensitive positions may be granted interim access after the background investigation is opened by Office of Personnel Management (OPM) and the application has been evaluated as an acceptable risk by the PSO or after a Request for Research and Upgrade has been submitted to the DoDCAF to reevaluate a completed investigation.

d. Determine the need for access to sensitive/classified information by personnel within the command and assigned or attached forces IAW Reference (e), and comply with civilian manpower instructions in regard to civil service employees. The PSO shall make a determination whether or not a new employee is eligible or allowed to be granted access to classified and/or sensitive data (i.e., Secret and/or IT-II level data). The PSO will grant access to sensitive/classified information only when such access is clearly consistent with the interests of national security.

e. Monitor security clearances for all employees and notify the respective department, within 90 days, when an employee's clearance status is about to expire or has expired. Personnel without the proper security clearance or background investigation determination for the level of access required for their position will have their access to the network and/or sensitive/classified data revoked accordingly. It is the individual's responsibility to maintain their security clearance status, monitor expiration dates, and proactively manage any renewal applications.

ENCLOSURE 3

PROCEDURES

1. ACCESS TO INFORMATION. Individuals entrusted with sensitive/classified and/or sensitive IT information must possess a clearance or background investigation determination consistent with the level of access based on the following principles:

a. There is a need for the information in the performance of the assigned task or duty (need-to-know).

b. Appropriate investigative requirements have been met and that these requirements are documented in JPAS.

(1) Security clearance and access authorizations for military and civil service personnel are processed and activated by the PSO. Per OPM guidance, all investigations shall be initiated using the electronic Standard Form 86, "Questionnaire for National Security Positions."

(2) Security clearances and background investigation/suitability determinations for contract employees should be submitted and maintained by the contract employee's Facility Security Officer (FSO) at their respective company whenever possible; however, if no FSO is available or is unable to process Positions of Trust, the PSO will submit the background investigation and service the contract employee once all security application requirements have been met by the contracting agency.

c. No person has a right to have access to sensitive/classified and/or sensitive IT information solely by virtue of the rank, position held, or the fact that the individual has had a security clearance in the past.

d. All non-U.S. citizens must have a fully adjudicated waiver of citizenship prior to obtaining any access requiring a clearance or background investigation IAW Reference (e).

2. JURISDICTION. All persons within the limits of JTF CapMed's Command and its assigned or attached forces are subject to Uniform Code of Military Justice and/or Federal law, including the laws of the State, territory, commonwealth, possession, district, or country in which the station or activity is located, which has been adopted as Federal law by Reference (e).

3. SECURITY BRIEFINGS. Initial and termination briefings will be accomplished in written form and require the signature of each individual executing the statement apprising them of their security responsibilities in compliance with Reference (e).

a. Initial Security Briefing. The purpose of this briefing is to inform new personnel of the dangers, acquaint them with the fact that they share responsibility in safeguarding sensitive or classified information, and to impress upon them the seriousness of security violations.

b. Security Termination Briefing. The purpose of this briefing is to assure that departing personnel have surrendered all classified material and that they are aware that Federal laws "prescribe severe penalties for unlawfully divulging information affecting the national defense" with which they may have come in contact during the course of their military service or employment.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CJTF	Commander, Joint Task Force National Capital Region Medical
DoDCAF	DoD Central Adjudicating Facility
FBCH	Fort Belvoir Community Hospital
FSO	Facility Security Officer
IAW	in accordance with
IT	Information Technology
JPAS	Joint Personnel Adjudication System
JTF CapMed	Joint Task Force National Capital Region Medical
MTF(s)	Medical Treatment Facility/Facilities
OPM	Office of Personnel Management
PSO	Personnel Security Officer
PSP	Personnel Security Program
WRNMMC	Walter Reed National Military Medical Center

PART II. DEFINITIONS

Necessary terms and definitions can be found in Reference (e).