

Security

ACCESS TO III CORPS AND FORT HOOD, ACOFS, G3 TOP SECRET CONTROL OFFICE,
COSMIC/ATOMAL NORTH ATLANTIC TREATY ORGANIZATION (NATO) SUBREGISTRY,
AND ACOFS G3 RESTRICTED AREAS IN BUILDING 1001.

History. This regulation supersedes III Corps and Fort Hood regulation 380-1 dated 31 August 1994.

Summary. This regulation establishes responsibility for access control, access roster procedures and entry control procedures into restricted areas in the Assistant Chief of Staff (ACofS) G3, Building 1001.

Changes. Changes are not official unless authenticated by the Directorate of Information Management.

Supplementation. Local supplementation of this regulation is prohibited except upon approval of the Assistant Chief of Staff (ACofS), G3.

Suggested improvements. The proponent of this regulation is the ACofS, G3. Send comments and suggested improvements to Commander, III Corps and Fort Hood, ATTN: AFZF-GT, Fort Hood, Texas 76544-5056.

FOR THE COMMANDER:

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Colonel, USA
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DISTRIBUTION:
IAW FHT Form 1853, S

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OVERVIEW

1

Purpose

This regulation establishes responsibility for access control, access roster procedures and entry control procedures into:

- III Corps and Fort Hood Top Secret Control Office and the COSMIC/ATOMAL NATO sub-registry located in room C330, building 1001.
- III Corps and Fort Hood Corps Operations Center (COC) located in room B019, building 1001 and the Sanctuary CP located in room B019, building 1001.
- III Corps and Fort Hood G3 Plans and Exercises Division and Operations Division located in room B020, building 1001.
- III Corps Contingency Operations and the Global Command and Control Systems (GCCS) located in room BW002, building 1001.

1a

References

Section I. Required references

AR 190-13

The Army Physical Security Program, Chapter 6

Section II. Related references

United States National Security Authority for NATO (USNSAN)

AR 380-5

Army Information Security Program

Section III. Referenced forms

DAAG Form 29 (referenced para 4b)

Sub-Registry/Control Point Signature List

1b

Abbreviations and terms

The glossary explains abbreviations and terms used in this regulation

1c

Summary of Change

This revision—

- Deletes the reference to “card readers” and adds access badges.

1d

UNRESTRICTED AND RESTRICTED ACCESS POLICY

2

Routine Unrestricted Access

Routine *unrestricted* access to G3 restricted areas is limited to those personnel, both military, civilian and DOD contractor, that requires routine (daily) access in order to conduct official business with the COC, Plans and Exercises Division, the Operations Division and Contingency Operations/GCCS.

Names of personnel who require access must also appear on access rosters provided quarterly by their command, approved by the ACofS, G3 security manager and maintained in the Corps Operations Center (COC).

These personnel will be issued III Corps Headquarters access badges that will allow access to restricted areas during normal duty hours only (0530-1930 and holidays).

Access to restricted areas will be case-by-case, approved by the ACofS, G3 security manager, prior to badge issue.

2a

Routine Restricted Access

Personnel whose names appear on quarterly access rosters provided by their command and who require non- routine access will receive *restricted* access.

Personnel with restricted access will not receive a III Corps Headquarters access badge that allows unrestricted access to G3 restricted areas.

2b

RESPONSIBILITIES

3

Assistant Chief of Staff (ACofS) G3

The ACofS G3 will appoint in writing the G3 security manager who provides overall management of access into the G3 restricted areas.

The ACofS G3 will appoint in writing, the G3 security manager as: the Top Secret Control Officer (TSCO) and the COSMIC/ATOMAL Control Officer of the III Corps NATO Sub-registry.

3a

Deputy G3 for Operations:

The Deputy G3 for Operations is responsible for the overall security and control of:

- The Sanctuary CP, room B020, building 1001.
- the Operations Division, room B019, building 1001.
- Contingency Operations, Global Command and Control Systems, room BW002 building 1001.

3b

Deputy G3 for Plans And Exercises

The Deputy G3 for Plans and Exercises is responsible for the overall security and control of War Plans and Exercise Division, room B019, building 1001.

3c

ACCESS PROCEDURES

4

**Top Secret
Control
Vault**

Commanders of Top Secret Control (TSCO) subordinate control points will provide appointment documents for the control officer and all alternates for their control point according to Figure 4-1.

- Security clearance access rosters for personnel requiring access to the top secret control vault will be provided to the III Corps top secret control officer quarterly and signed by the command's security manager.
- Personnel not listed on the access rosters will not be permitted access.
- The III Corps top secret control officer is the authority for establishing top secret control points.

4a

**NATO
COSMIC/
ATOMAL
Sub-registry**

Commanders of NATO control points will provide an appointment document for the NATO control point officer and all alternates according to Figure 4-1.

A DAAG Form 29 (Sub-Registry/Control Point Signature List) will accompany the appointment document.

Commanders of established subordinate control points will provide a roster of personnel who require access to NATO materials to the III Corps NATO sub-registry according to Figure 4-2.

Prior to granting NATO access, personnel must be briefed by personnel with NATO access and sign the NATO briefing certificate.

A copy of the NATO briefing certificate will be provided to the III Corps NATO sub-registry control officer before access is granted.

The III Corps NATO Sub-registry Control Officer is the authority for establishing control points.

4b

**ACofS, G3
Restricted
Areas**

The commander or supervisor of any III Corps staff section, MSC, or Partners in Excellence will certify a need for routine restricted or unrestricted access to any restricted area covered by this regulation.

- A quarterly security clearance access roster provides certification for access.

Each command security manager/G2/S2 will prepare a security clearance access roster, listing personnel authorized by the command for access to the G3 restricted areas.

Rosters must include:

- Name.
- Rank.
- Social security number.
- Clearance level
- A list of restricted areas in which access is authorized.

(continued on next page)

**ACofS, G3
Restricted
Areas
(continued)**

Access rosters for restricted areas must be updated each quarter.

New access rosters must be submitted to the G3 security manager not later than 1 January, 1 April, 1 July, and 1 October.

The ACofS, G3, security manager will approve access rosters and forward to each G3 restricted area.

- Access rosters can be hand-carried, sent through distribution or sent by e-mail.
- All rosters must be signed by the command's security manager/G2/S2.
- Submit additions and/or deletions to access rosters as needed.
- Access rosters will be destroyed 5 working days after each quarterly suspense date.
- Blanket unit or divisional access rosters are not accepted.

Off post visitors requiring access to G3 restricted areas will be admitted upon verification of security clearance.

- Clearances are verified by a signed memorandum from the visitor's security manager.
- Clearances are not verified by telephone.

4c

**Personnel
Not on
Access
Roster**

Personnel who are not on their command's access roster will not be allowed unescorted entry or access to classified materials or information.

Restricted area overhead alert lights will be activated to indicate escorted personnel are present.

Personnel without a clearance (maintenance and inspection personnel) are permitted when:

- Current operations allow.
- COC duty personnel have verified proper identification and have established a legitimate need for access with appropriate service (Provost Marshal), Directorate of Logistics or Directorate of Public Works.

If there is a conflict regarding access to G3 restricted areas, COC personnel will contact the G3 security manager.

4d

Searches

Packages, containers, supplies and material brought into G3 restricted areas are subject to search.

Sealed packages delivered by the Armed Forces Courier Services (ARFCOS) or other authorized government couriers need not be opened for examination when accompanied by documentation.

Cameras, sound recording devices, radios or transmitting-receiving devices are not permitted in ACofS, G3 restricted areas unless approved by the ACofS, G3 security manager.

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**Searches
(continued)**

When departing, packaged materials are subject to search to ensure no classified material is being removed, either intentionally or inadvertently.

This includes, but is not limited to handbags, briefcases and lunch boxes.

Classified documents will be accompanied by appropriate documentation and will be secured in a brown opaque envelope or briefcase prior to departing G3 restricted areas.

4e

**Temporary
Storage
In the
Corps
Operations
Center
(COC)**

Temporary storage of classified material is for the convenience of visiting personnel only.

Arrangements for temporary storage must be made 30 days in advance.

Visiting personnel desiring classified storage must provide:

- Identification.
- A justification.

Allow G3 personnel to inspect the material.

Temporary storage requires approval by the G3 security manager.

4f

Figure 4-1. Sample duty appointment

AFZF-ST-S (date)

MEMORANDUM FOR Commander, III Corps & Fort Hood, ATTN: AFZF-GT-TSCO,
Fort Hood, TX 76544-5056

SUBJECT: Duty Appointment

1. Effective 31 July 2000, SFC John W. Doe, XXX-XX-XXX, HHC III Corps, Fort Hood, Texas is appointed as:

NATO Control Officer
2. Authority: USSAN 1-69, CONFIDENTIAL, AR 380-15, North Atlantic Treaty Organization.
3. Purpose: Perform duties IAW above references.
4. Period: Indefinite
5. Special Instructions: Prior to PCS, ETS or retirement, insure control point materials have been inventoried and assigned to your successor, with the III Corps NATO control officer present.

sample
(commander name)
rank, AG
Commanding

CF:
III Corps NATO Control Officer

Figure 4-2. Sample access request

AFZF-GT-TSCO (date)

MEMORANDUM FOR Commander III Corps & Fort Hood, ATTN: AFZF-GT-TSCO,
Fort Hood, TX 76544-5056

SUBJECT: Access to G3 Restricted Areas for 13th COSCOM.

1. The following personnel require access to ACoFS, G3 restricted areas indicated on a recurring basis.

NAME	RANK	SSN	CLEARANCE	AREA
SMITH, John C.	LTC	XXX-XX-XXXX	Top Secret	PLEX
JONES, Will D.	MSG	XXX-XX-XXXX	Secret	OPS
MILLER, Steve	CW4	XXX-XX-XXXX	Secret	GCCS
////////////////////LAST NAME////////////////////////////////////				

2. Clearances have been verified and are on file in this office.

3. POC is the undersigned at 287-4444.

sample

(security manager name)
rank, USA
Security Manager

Glossary

Section I. Abbreviations

ACofS

Assistant Chief of Staff

ARFCOS

Armed Forces Courier Services

COC

Corps Operations Center

DAAG

Department of the Army Adjutant General

DOIM

Directorate of Information Management

GCCS

Global Command and Control Systems

LTC

Lieutenant Colonel

MSC

Major subordinate command

NATO

North Atlantic Treaty Organization

SC

Signal Corps

TSCO

Top Secret Control

USA

United States Army

Section II. Terms

This section not used