



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20250

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13: Subcabinet Officials  
FROM: Chuck Conner  
Deputy Secretary  
SUBJECT: Sensitive Compartmented Information (SCI) Access and Responsibilities.

This memorandum serves to remind those who are authorized access to SCI material of certain regulatory requirements specified by the Central Intelligence Agency (CIA).

Sensitive Compartmented Information (SCI) refers to a method of handling classified information that relates to specific national security topics or programs requiring special, restricted handling. Determination to grant an individual access to SCI material must be approved by the CIA. Discussions of SCI material can only be conducted in a certified Secure Compartmented Information Facility (SCIF). The Department has two SCIFs in the headquarters complex: one in the 5B Suite in the Whitten Building and one adjacent to the Operations Center in the South Building.

PERSONAL (UNOFFICIAL) FOREIGN TRAVEL

Individuals with SCI access who are planning unofficial (personal) travel to or through foreign countries have a special security obligation before they begin their trip. This includes a requirement to provide advance notice of unofficial travel to the Office of Security Services and, if appropriate for the country being visited, to receive a defensive security briefing. Unofficial travel must be reported using the AD Form 1196, located at <http://www.usda.gov/da/pdsd/forms/htm>, and should be faxed to Susan Gulbranson, Chief personnel and Document Security Division (PDSO) Office of Security Services, facsimile number (202) 720-1689, no later than two weeks prior to travel. Employees will be notified by PDSO if the foreign travel requires a defensive security briefing.

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CONTACTS with FOREIGN NATIONALS

Persons with SCI access also have a continuing responsibility to report all close and continuing contacts with foreign nationals (casual contacts normally need not be reported) or any contact with representatives of foreign countries that is considered threatening or suspicious. Such information should be reported by contacting Ms. Susan Gulbranson or Mr. John Loveless at (202) 720-7373.

REQUEST for SCI ACCESS

Due to the extreme sensitivity of SCI material, requests for individuals to be granted access to SCI material must be based on a clearly-articulated, mission-related "need to know" criteria and must be endorsed by the individual's Under Secretary, Assistant Secretary or Staff Office Director.

For further information, please contact Ms. Gulbranson on (202) 720-7373 or Russ Ashworth, Director of the Office of Security Services on (202) 720-0272.

cc: SCI Cleared Staff