

## SECURITY AND LAW ENFORCEMENT SUBPLAN

**1. Purpose.** This appendix provides general policy procedures for the execution of quality control (QC) activities by the Office of Security and Law Enforcement within the Detroit District.

**2. Applicability.** This plan applies to the District Security Manager and those individuals responsible for security activities relating to the areas of Personnel Security, Information Systems Security, Communications Security, Operations Security, and the Foreign Visitor Assistance program.

### **3. References**

- a. AR 190-13, The Army Physical Security Program, dated 30 September 1993
- b. AR 190-40, Serious Incident Reporting, dated 30 November 1993
- c. AR 190-45, Law Enforcement Reporting, dated 20 October 2000
- d. AR 190-51, Security of Unclassified Army Property (Sensitive and Non-sensitive), dated 30 September 1993
- e. AR 380-1, Department of the Army Guide to Marking Classified Documents, dated
- f. AR 380-5, Department of the Army Information Security Program, dated 29 September 2000
- g. AR 380-10, Technology Transfer, Disclosure of Information and Contacts with Foreign Representatives, dated 15 February 2001
- h. AR 380-19, Information Systems Security, dated 27 February 1998
- i. AR 380-40, Policy for Safeguarding and Controlling Communications Security (COMSEC) Material, dated
- j. AR 380-67, Personnel Security Program, dated 9 September 1998
- k. AR 381-12, Subversion and Espionage Directed against the U.S. Army (SAEDA), dated 15 January 1993

- l. AR 530-1, Operations Security (OPSEC), **dated**
- m. AR 530-2, Communications Security, **dated**
- n. ER 380-1-18, Technology Transfer, Disclosure of Information and Contacts with Foreign Representatives, dated 1 August 1996
- o. ER 1130-2-420, Visitor Assistance Program, **dated**

**4. Definitions.** See Appendix A

**5. General.** The Detroit District Security Manager is the Commander's representative for all security measures. The Security Manager shall be responsible for developing and following quality control processes and business procedures to ensure quality products from the inception of planning through operations and maintenance.

**6. Quality Control Activities**

a. Responsibilities. The District Security Manager is responsible for the District's Security Program, with oversight responsibility for all security-related tasks; including, but not limited to:

(1) Conducting an annual physical security inspection/survey of the District's five Area Offices, the Fox River Sub-Office and South Bend, Marquette, and Saginaw Field Offices, as well as the District's Communications Center

(2) Performing oversight for Information Security Systems, including the Communications Center

Note: Communications Security (COMSEC) inspections will be scheduled by the Division COMSEC Manager within 9-12 months of the last inspection, but not to exceed 24 months. This Division COMSEC Manager or a designated representative will conduct the inspection. The inspection will focus on ensuring COMSEC material(s) is/are stored, used, distributed, maintained, and accounted for IAW Department of the Army regulations (i.e. AR 380-40) and Technical Bulletins (i.e. TB 380-41).

(3) Security Clearances:

(a) Requesting initial security clearances and periodic reinvestigations, and acting as liaison between the District, the Army Central Personnel Security Clearance Facility and the Defense Security Service

(b) Maintaining security clearance rosters and assisting in the conduct of position sensitivity reviews as required

(c) Reviewing personnel investigative files (National Agency Checks of Inquiries) received by OPM, coordinate necessary corrective action(s) with Human Resources and Office of Counsel.

(4) Conducting and or facilitating the initiation of criminal and/or administrative investigations utilizing available resources

(5) Coordinating with local, state, federal, military POCs and with Canadian Law Enforcement authorities for the continual assessment of threats: local, domestic and international

(6) Performing oversight of the Foreign Visitor Control Program

(7) Performing oversight for all Incident Reports

(8) Performing oversight for security guard contracts at the P.V. McNamara Building, the Soo Area Office and the Detroit Area Office

(9) Managing and conducting Security Training/Education

(10) Issuing CEFMS Keycards.

b. Assessments

(1) An annual physical security inspection/survey is conducted at each of the District's Area/Field and Sub-Offices, as well as the District's Communications Center. A report of findings is presented to the Individual-in-Charge at the completion of the inspection/survey. Where deficiencies were noted, the Individual-in-Charge has 30 working days to present a plan of correction action(s) to the security office.

(2) Information Security Systems/Communications Center

- On an annual basis, the Security Manager reviews the Commander's appointment of employees to various Information Security Systems positions, i.e. ISSM, ISSO; and reviews the training qualifications of the COMSEC Custodian.
- Reviews accreditation status of all AIS
- Reviews status of anti-virus software to ensure latest version is in place
- Assesses and evaluates the policy and procedures for receiving, transmitting, storing and destroying classified materials.

(3) The Security Manager, in conjunction with Division/Office Chiefs and HR, reviews the status of security clearances on an annual basis. This review includes the verification of employee need-to-know and position sensitivity codes.

(4) The Security Manager coordinates, gathers, processes and reports information pertaining to acts of violence and vandalism against Corps property and employees. Federal, state and local law enforcement agencies are utilized as necessary for investigations. Quarterly reports on criminal activities are forwarded to the Division Provost Marshal.

(5) The District Security Manager conducts daily liaison with the local Federal Protective Service. The Security Manager attends a monthly meeting with federal, state, local and Canadian law enforcement agencies.

(6) The Executive Office has responsibility for the Foreign Visitor Control Program; however, the Security Manger maintains oversight responsibility for this program.

(7) The Security Manager assesses policy and procedures for incident reporting in accordance with ARs 190-40 and 190-45.

(8) Designated representatives at the Detroit and Soo Area Offices monitor their respective security guard contracts. The District Security Office is advised of any problems noted on an immediate basis. The District Security Office monitors the P.V. McNamara security guard contract on weekly basis.

(9) Security training and education is provided on an ongoing basis to all Detroit District employees as outlined in AR 380-5, AR 380-19, AR 380-67, and AR 381-12.

(10) The Security Manager establishes policy for the proper issuance and safeguarding of CEFMS Keycards within the district.

c. Lessons Learned. The District Security Manager will publish issues and corrective actions taken in a quarterly security and law enforcement article in the District's *SOUNDINGS* newsletter. This and other electronic media or written correspondence will be used to share lessons learned in the areas of security operations throughout the District.