**Homeland
Security**

MEMORANDUM FOR: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Homeland Security Advisors
All State Emergency Management Agency Directors
All Urban Area Core City/Core County Points of Contact
All UASI State Points of Contact

FROM: Dennis Schrader
Deputy Administrator
National Preparedness Directorate
Federal Emergency Management Agency

Robert B. Stephan
Assistant Secretary
Office of Infrastructure Protection
National Protection and Program Directorate

SUBJECT: Critical Infrastructure and Key Resource Asset Protection Technical
Assistance Program

The establishment of a Statewide critical infrastructure/key resource (CI/KR) protection program is a
top priority that requires close collaboration among local, State, Federal and private sector partners.
In accordance with the National Infrastructure Protection Plan (NIPP) and the Fiscal Year (FY) 2007
Homeland Security Grant Program (HSGP) Guidance, State governments are responsible for
developing and implementing a Statewide/regional CI/KR protection program, in accordance with
the NIPP Risk Management Framework, as a component of their overarching homeland security
program. In support of this national priority, the Department of Homeland Security (DHS) Federal
Emergency Management Agency (FEMA) National Preparedness Directorate (NPD) and the Office
of Infrastructure Protection (IP) have partnered to develop a technical assistance program to
facilitate the development and implementation of a CI/KR protection program and associated CI/KR
protection capabilities. This service has been developed in support of requirements identified in the
NIPP and HSGP, and in coordination with experts from the State and local community. The
attached overview document provides a detailed description of, and requirements associated with,
the available service.

The Critical Infrastructure and Key Resource Asset Protection Technical Assistance Program
(CAPTAP) service is available at no cost to requesting jurisdictions. If you are interested in and
eligible to receive the service, please submit a *Technical Assistance Request Form* (located in the
attached overview document) to your DHS Preparedness Officer. IP Protective Security Advisors
(PSAs) have also been deployed across the nation and are available to answer questions, provide

additional information on the service, and facilitate the request and delivery processes of the service. To request assistance from a PSA, please contact the PSA Duty Desk at PSADutyDesk@dhs.gov.

Additionally, due to a limited availability of this TA service, requests will be scheduled on a first come basis and in accordance with DHS priorities. If you require additional information regarding the above technical assistance service, please contact the NPD Centralized Scheduling and Information Desk (CSID) at 1-800-368-6498 or askcsid@dhs.gov.

Critical Infrastructure/Key Resources Asset Protection Technical Assistance Program (CAPTAP)

Background:

Infrastructure protection is an integral component of the homeland security mission and overall national preparedness efforts. A key element of the national approach to infrastructure protection is the National Infrastructure Protection Program (NIPP). The NIPP outlines a comprehensive Risk Management Framework and establishes processes for combining consequence, vulnerability, and threat information to produce a comprehensive, systematic, and rational assessment of national or sector risk. Additionally, the NIPP defines a methodology to prioritize critical infrastructure/key resources (CI/KR) protection activities based on risk, as well as the CI/KR protection roles and responsibilities for security partners, including all levels of government, private industry, nongovernmental agencies and tribal partners. Based upon the requirements identified in the NIPP and Fiscal Year (FY) 2007 Homeland Security Grant Program (HSGP) Guidance, State governments are responsible for developing and implementing a Statewide/regional CI/KR protection program, in accordance with the NIPP Risk Management Framework, as a component of their overarching homeland security program.

Program Description:

This technical assistance (TA) service assists State and local law enforcement, first responders, emergency management, and other homeland security officials understand the steps necessary to develop and implement a comprehensive CI/KR protection program in their respective jurisdiction, through the facilitated sharing of best practices and lessons learned. This includes understanding processes, methodologies, and resources necessary to identify, assess, prioritize, and protect CI/KR assets, as well as those capabilities necessary to prevent and respond to incidents, should they occur. Through a partnership with the Los Angeles Police Department's (LAPD) Operation Archangel and the DHS Office of Infrastructure Protection (IP) Infrastructure Information Collection Division (IICD), this TA service can also provide training on the use of *Constellation*[1] and the *Automated Critical Asset Management System* (ACAMS)[2].

The TA service includes a five-day, on-site TA session with follow-up consultation, as needed. Requesting State and/or Urban Area jurisdictions can expect to receive the following from this service:

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[1] *Constellation* is an open source, data-analysis, and information gathering tool, which can search open source information resources to identify current information or data similarities tailored to a jurisdiction's needs.

[2] ACAMS is a secure, online database that allows for the input of CI/KR asset information, the cataloging, screening, and sorting this data, the production of several reports, and a variety of inquiries useful to the strategic planner and the tactical commander. ACAMS is also PCII protected to ensure that all information submitted to and contained within the system is protected from public release under the Freedom of Information Act (FOIA). Data contained within ACAMS can only be viewed and edited by those State and/or local jurisdictions who have entered and vetted the CI/KR asset information, while all data contained within ACAMS can be viewed nationally by DHS.

- An overview of the development, implementation, and operation of a CI/KR protection program, leveraging lessons learned and best practices from State and local CI/KR protection programs, including:
    - Understanding the CI/KR protection environment;
    - Understanding State and local roles and responsibilities associated with the NIPP risk management framework;
    - Engaging in and fostering public/private partnerships;
    - Developing a multidisciplinary and multi-jurisdictional CI/KR protection program;
    - Defining, identifying, and cataloging CI/KR sites and systems;
    - Conducting CI/KR assessments;
    - Cataloging CI/KR asset information using recognized naming and cataloging conventions;
    - Integrating mapping and geospatial information services (GIS);
    - Understanding, implementing, and using Protected Critical Infrastructure Information (PCII) protection measures;
    - Implementing preventive and protective actions at and around CI/KR sites;
    - Conducting pre-incident security enhancement planning;
    - Conducting site assessment out-briefs;
    - Developing, implementing, and communicating target-hardening options; and
    - Integrating CI/KR protective programs with fusion centers and/or emergency operation centers.

- An on-site assessment walk-through at a CI/KR site, including:
    - Effectively coordinating and communicating with CI/KR asset owner/operators and on-site security and facilities personnel;
    - Applying the assessment methodology; and
    - Conducting CI/KR owner/operator out-briefs.

- Training on, and access to, the Constellation and ACAMS tools, which include:
    - Programmable, role-based access;
    - Comprehensive CI/KR asset inventory, inventory management, and assessment tools;
    - Automated report generator for standard and customized reporting;
    - Built-in Buffer Zone Plan development tools;
    - DHS-approved CI/KR asset taxonomy classification tool;
    - Access to live and historical law enforcement and counter-terrorism news feeds;
    - Integrated mapping and GIS functionality;
    - Comprehensive electronic CI/KR reference documentation library;
    - Approved for PCII storage; and
    - "One click" response to DHS and other national CI/KR data calls.

Target Audience:

This five-day TA service is designed to share CI/KR protection program best practices with State and Urban Area representatives as they develop, implement, and/or enhance CI/KR protection programs within their respective jurisdictions. The target audience includes:

- **Executives** – Module 1 (2 hours) of Day 1
- **Management and Planners** responsible for the development, implementation, operation, and/or management of a CI/KR protection program – Days 1-5
- **Assessors or Collectors** who will conduct site assessments and/or collect information on CI/KR assets – Days 1-5
- **Analysts** who will use and/or analyze collected CI/KR information with current threats and/or operational requirements – Days 1-5

Prerequisites:

Prior to attending this service, attendees must meet the following requirements:

1. All States or Urban Areas represented in attendance at the TA delivery must have an identified State or Urban Area *PCII Coordinator* and subsequently initiated the *PCII Accreditation Process.* Additional information on the *PCII Accreditation Process* is available by contacting pcii-info@dhs.gov.

2. All attendees must pre-register for the course in order to have an account set up for the TA service. Instructions for pre-registration will be provided in the TA service confirmation letter. **All service attendees must be identified and their names submitted with the *TA Request Form*. Additionally all service attendees must complete the pre-registration two weeks prior to delivery of the TA service.**

3. Each attendee must complete the PCII computer-based training and print a certificate of completion and a Non-disclosure Agreement (NDA). All certificates and signed NDAs must be forwarded to the point of contact identified in the TA service confirmation letter.

4. All attendees must complete the NIPP web-based course: IS-860, which is available at http://www.training.fema.gov/emiweb/IS/is860.asp.

5. States and/or Urban Areas requesting this service must provide a host facility for 5 days. **The facility must meet all information technology (IT) and equipment requirements, including a computer lab with 35 workstations and internet access.**

6. States and/or Urban Areas requesting this service must identify three potential CI/KR sites available to support an on-site assessment and walk-through. The assessment sites should be in close proximity to the host facility, must have a room available to accommodate the participants and instructors for an asset briefing, and the asset manager(s), engineer(s), and other security personnel, as appropriate, should be available for the full assessment exercise and walk-through.

Eligible Jurisdictions:

States and Urban Areas are eligible to request this service for **up to 20 participants**, in accordance with the prerequisites listed above. All service attendees should serve in a CI/KR protection role of one or more of the previously described target audience descriptions. Jurisdictions requesting and/or receiving the TA service should include participation from multidisciplinary and multi-jurisdictional agencies, including, but not limited to, law enforcement agencies and fire departments. Additionally, States and/or Urban Areas requesting the TA service are encouraged to coordinate participation with their respective State or Urban Area counterparts.

National Preparedness Goal Mapping:

Mission Areas: Prevention, Protection, Response

National Priorities: Strengthen Information Sharing and Collaboration, Expanded Regional Collaboration, Implement the NIPP, Strengthen Chemical, Biological, Radiological, Nuclear, and Explosive Detection, Response and Decontamination Capabilities

Capabilities: Information Gathering and Recognition of Indicators and Warnings; Intelligence/Information Sharing and Dissemination; Critical Infrastructure Protection

Note: **Due to the limited availability of this TA service, requests will be scheduled on a first come basis. Each State or Urban Area requesting this service will be limited to a maximum of 2 requests per year. All TA requests will be reviewed to ensure all prerequisite requirements have been completed. All services will be scheduled based upon availability of DHS TA service providers and in accordance with DHS priorities.**

For More Information

To register for any of these services, please submit a *Technical Assistance Request Form* to your FEMA/NPD Preparedness Officer via fax or email.

If you require additional information regarding the above service or assistance with the request process, please contact your FEMA/NPD Preparedness Officer.

The following contacts can provide additional information on specific programs:

ACAMS – Michael Clements, IP/IICD ACAMS Program Manager, at Michael.Clements@dhs.gov.

NIPP - The NIPP Program Office at NIPP@dhs.gov or you may visit the NIPP website at www.dhs.gov/nipp.

PCII - The PCII Program Office at pcii-info@dhs.gov or 202-360-3023, or you may visit the PCII website at www.dhs.gov/pcii

Technical Assistance (TA) Request Form

TA Requestor: _____ **Date:** _____
  (State or Urban Area requesting TA)

Please describe the nature and extent of the issue or problem you are experiencing:
_____
_____
_____

TA Service Requested: CI/KR Asset Protection Technical Assistance Program (CAPTAP)

Jurisdiction Level to Receive TA: ☐ State ☐ Urban Area ☐ Both

Additional Information: _____

Request is consistent with the technical assistance goals, projected needs, and priorities addressed in the State and/or Urban Area Homeland Security Strategy.
☐ Yes. If "yes," please list the strategy goal/objective: _____
☐ No. If "no," please attach an explanation or strategy update justifying this need for technical assistance or redefining goals, objectives, and priorities.

Desired Delivery Dates/Timeline:_____

Have you identified a facility to host the TA delivery that meets the identified requirements (<u>35 workstations with internet access</u>)? ☐ Yes ☐ No Facility name and location: _____
_____

Anticipated Number of TA Participants (<u>maximum 20</u>): _____

List of TA Service Participants (<u>maximum 20</u>) Attached to this Request Form: ☐ Yes ☐ No

List of 3 Potential Sites Available for Assessment Attached to this Request Form: ☐ Yes ☐ No

Additional Information on Specific Needs: _____
_____
_____
_____

TA Requestor Point of Contact Information:
  Name: _____
  Title: _____
  Phone Number: _____
  E-mail Address: _____

_____ _____
SAA or UAWG Authorized Signature **FEMA/NPD Preparedness Officer Signature**

_____ _____
Date **Date**

_____ _____
DHS IP/PCII Authorized Signature **DHS IP/IICD Authorized Signature**

_____ _____
Date **Date**