

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128-4209

DIRECTIVE
NUMBER 25-6

27 April 1998

PERSONNEL SECURITY

POLICY AND PROCEDURES FOR THE ADMINISTRATION OF THE LIMITED
ACCESS AUTHORIZATION (LAA) PROGRAM

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This Directive supersedes ED 25-6, dated 22 Apr 92 and Change 1 dated 22 Apr 93.

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1. **Summary.** To provide policy and procedures to be followed by agencies under the command and control of the United States European Command (USEUCOM) for the management, supervision, and oversight of the Limited Access Authorization (LAA) Program.
2. **Applicability.** This directive applies to all staff elements, remote sites, and supporting contractor agencies subordinate to USEUCOM. Component services are not responsible to this directive since their LAA programs are managed by their service headquarters.
3. **Internal Control Systems.** This Staff Memorandum contains no internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
4. **Suggested Improvements.** The proponent for this Staff Memorandum is the HQ USEUCOM Special Security Office (SSO). Suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECJ2-SSO, Unit 30400, Box 1000, APO AE 09128.
5. **Exclusions.** The policies of this ED do NOT apply to:
 - a. Release/control of NATO classified Information references A-31 and A-33.
 - b. Release of information to Foreign Government Officials, reference A-30.
 - c. Non-USEUCOM employees.
6. **References.** See Appendix A.
7. **Definitions.**
 - a. Foreign National (FN). Any person who is not a U.S. citizen.
 - b. U.S. Contact Official (USCO). An American citizen, with the proper level of security clearance for the material concerned, in a supervisory position over the FN requiring a LAA, who is appointed on orders, to supervise the actions of a specified FN having a LAA while the FN is in possession of controlled U.S. material authorized for access by their LAA.
 - c. Element. The term element in this ED refers to all staff and remote activities, contractor facilities, or other agency under the direct command and control of HQ USEUCOM.
 - d. Commander. The term commander in this ED refers to the senior person in charge of an element.
 - e. Security Manager. The person assigned the primary or additional duties of administering the element's security program.
 - f. Access. Access, as it relates to the LAA Program, **IS NOT** a security clearance. The LAA program was designed to allow a qualified FN ATTENDED ACCESS to specific U.S. controlled information, which is releasable to the country(ies) to which the FN is a citizen.
 - g. Attended Access. Attended Access means that the appointed primary or alternate USCO supervises the FN's activities while the FN is in possession of pre-authorized controlled material.

h. Controlled Information/Material. Any information or material which the U.S. Government has determined to require protection from unauthorized disclosure. The following are examples of "controlled" material. A complete listing may be found in Ref A-1.

(1) Classified Material. All levels of U.S. classified material as defined and managed by Information Security policies, IAW ref. A-10.

(2) ADP-I/II Sensitive Material. Classified or sensitive systems security data accessible to a FN on a stand alone PC work station or by PC networked to a host mainframe.

i. Qualified Derogatory Information. Incidents and/or information defined in Appendix I to Ref A-1, which impact a FN's suitability to retain a LAA.

8. **Responsibilities.**

a. USCINCEUR. The U.S. Commander in Chief Europe (USCINCEUR) is responsible for the execution, management, and oversight of the command's LAA program. The USCINCEUR has delegated authority to the first flag grade officer responsible for personnel security for the management of the LAA program.

b. USEUCOM, ECJ2. The USEUCOM Director of Intelligence, ECJ2, has staff management responsibility over the LAA program. The ECJ2 will resolve any contentious issues between the elements concerning the LAA program and is the granting authority to issue a LAA.

c. ECJ2, Special Security Officer (SSO). The ECJ2-SSO is delegated responsibility for the development, management, and oversight of the command LAA program. Additionally, the SSO will provide counterintelligence (CI) advice and assistance, adjudication of Single Scope Background Investigations (SSBIs) and periodic reinvestigations (PRs) reports, review security incident reports, coordinate polygraph interview support, and assist with security inspections and investigations, as requested by the USEUCOM LAA Manager.

d. USEUCOM Inspector General (ECIG). The ECIG has responsibility to conduct oversight inspections regarding the LAA Program during normally scheduled inspections to elements having or which have had LAAs.

e. Elements. Each element having or which have had LAAs is responsible for complying with the policies in this ED.

f. Element Security Managers (SMs). SMs are responsible for complying with the policies of this ED.

g. U.S. Contact Official (USCO). The primary and alternate USCOs are personally responsible to supervise an appointed FN having an LAA while the FN has access to pre-approved U.S. controlled material.

h. USEUCOM Personnel. All USEUCOM personnel are responsible for reporting any violation of LAA policy to their security manager or to the USEUCOM LAA Manager within 24 hours of becoming knowledgeable of an actual or suspected policy violation. Elements may not adjudicate suspected or actual violation of policies outlined in this ED. All reports will be forwarded to USEUCOM LAA Manager for adjudication. See Ref A-10 and para 7G, this ED, for reporting instructions.

9. Policies.

a. **LAAS ARE NOT SECURITY CLEARANCES.** An LAA is permission granted by USCINCEUR, allowing local element commanders to permit attended access by a FN to **SPECIFIED U.S. CONTROLLED INFORMATION OWNED BY THE U.S., RELEASABLE TO THE COUNTRY(IES) TO WHICH THE FN HOLDS CITIZENSHIP, WHILE UNDER THE SUPERVISION OF AN APPOINTED USCO.** A LAA is an **exception to security policies and requires strict adherence to the procedures and policies in this ED.**

b. TOP SECRET Access. A FN will **NOT** be granted LAA for access to U.S. TOP SECRET material.

c. NATO Controlled Material. A LAA **DOES NOT** authorize a FN to have access to **NATO** controlled material. Sites having requirements for a FN to access NATO controlled material will process requests IAW NATO Security Clearance procedures.

d. Positions **NOT** Authorized a LAA. Jobs or duties such as secretary, driver, clerk, mechanic, or other generic administrative or installation support positions **are not authorized an LAA.** LAAs will be evaluated against a special skill or technical knowledge requirement which the FN provides as part of their official duties.

(1)..Courier-controlled material. Only U.S. personnel may serve as official couriers for U.S. controlled material.

(a) FN will not be issued an LAA to serve as a courier; however, a FN, with an LAA for the material to be transmitted, may transport, for DELIVERY ONLY, controlled material, IF:

1.The material is first prepared for transmission by the unit's document control official, IAW Ref A-10. The material may only be delivered to the recipient's document control official. The material within the package must be recorded on the FN's access log. The FN must be accompanied by another person, who does not have to have an LAA.

2 The document custodian must use a receipt system which records the date and time the package was dispatched, received by the recipient's document custodian, and when the signed receipt was returned to the U.S. document custodian. A FN may NOT courier material from an outside agency to the U.S. facility even if it is the same package which they delivered.

(b) This provision is to allow elements to maximize usage of personnel resources. It is **NOT** to permit FN to routinely courier controlled material between their work area and their host nation counterparts for action.

(2)..Work in or have unattended access to area(s) where controlled material is stored or processed without the knowledge and supervision of their primary or alternate USCO.

(3)..Have combinations or keys to storage containers, rooms, or facilities where controlled information is stored or processed. **All FN must be under the supervision of their USCO while in possession of controlled material or in areas storing or processing controlled material.**

e. LAA Restrictions on FN. Foreign Nationals are restricted from:

(1)..serving as the primary or sole representative of a U.S. classified program. A FN may only augment a U.S. action officer by providing a special skill or technical knowledge to the U.S. action officer otherwise not available. Job descriptions must reflect that the FN is responsible to and/or supervised by the U.S. action officer responsible for the program (s) concerned.

(2)..receiving incoming mail/distribution which is not first screened by a cleared U.S. person to remove controlled material. This restriction includes internal/external office distribution or mail. Only the FN's

appointed primary or alternate USCO may provide controlled material to the FN after recording the material in the FN's Material Access Log, HQ USEUCOM Form 5B-R.

(3)..In anyway reproducing controlled information unless, approved and supervised by their USCO.

f. Access Badges and Passes. A LAA does **NOT** authorize issuance of a post/installation/facility badge or pass granting unescorted access into controlled areas by a FN.

g. Derogatory Information. Any derogatory information; of the type described in ref A-1, Appendix I; will be reported telephonically by the element commander or security manager to the USEUCOM LAA Manager, within 24 hours of the element becoming knowledgeable of the incident. Field adjudication of derogatory information is **NOT** authorized. When actual or suspected violations of LAA and/or security policies occur, the element commander must immediately suspend the FN's access pending an investigation of the incident and adjudication of the commander's findings by the USEUCOM LAA Manager, see para I below.

h. Travel Orders. Unlike a security clearance, a LAA access may not be listed on travel orders as a security clearance. A FN's LAA may not be exported to attend classified conferences unless:

(1) The primary or alternate USCO accompanies the FN.

(2) All material accessed while attending the conference is controlled and recorded (by subject for documents on topic for interpreters) on the access log by the USCO.

(3) The FN does not store or courier controlled material to, from, or during the conference/meeting (s).

i. LAA Suspension. The element SM/commander will immediately suspend a FN's LAA and report the suspension to the USEUCOM LAA Manager within 24 hours via telephone, followed by hard copy message within 72 hours, when:

(1) Requirements for the LAA no longer exist.

(2) FN is involved in a security violation.

(3) Credible derogatory information regarding a FN's suitability for access to controlled material becomes known.

(4) LAA authorization expires and no extension was granted by the USEUCOM LAA Manager.

(5) The FN's SSBI or PR expires and no extension was granted by the USEUCOM LAA Manager.

(6) The FN refuses to undergo a polygraph examination upon official request.

j. Granting Access. Only the USEUCOM LAA Manager may issue, extend, or reinstate a FN's LAA. The element commander, security manager, or USCO may suspend a FN's access.

(1) A LAA access may be suspended locally for administrative reasons [i.e. extended leave (90 days or more), temporary duty outside of their duty position, and other situations changing the conditions of the LAA]. The LAA may be locally reinstated provided there were no changes to the original accesses and the LAA would otherwise still be valid.

(2) LAA access suspended "for cause" because of a security incident, personal suitability, or other security incident, personal suitability, or other disqualifying actions concerning the FN, may only be reinstated by the USEUCOM LAA Manager. See Appendix D, this ED for further details.

k. Security Indoctrination. All FN's granted a LAA must receive a security indoctrination and annual refresher training. They will complete HQ USEUCOM Form 2A-R.

l. Investigations. All personal security investigations (PSI) for LAAs must be processed through the Defense Security Service (DSS). No SSBI or PR will be accepted as complete for the purpose of issuing a LAA until DSS provides a favorably completed DD 1879 to the USEUCOM LAA Manager and the case file (s) are favorably adjudicated.

m. Polygraph Examination. All FN's applying for and/or having a LAA must provide written consent that they, upon official request, will submit to undergo a polygraph examination, unless prohibited by host nation law.

(1) A polygraph is required when a SSBI or PR is incomplete (e.g. information is not verifiable for the full ten year scope).

(2) A polygraph may be required to resolve disputed SSBI/PR information, when the FN is party to a security violation or suspected in a subversion or espionage investigation, or as part of a random command security polygraph screening program.

(3) If legal geographical, political, or medical conditions prohibit use of a polygraph and/or the FN will not consent to submit to a polygraph upon request, their LAA will be terminated if previously issued or denied if a new application. A FN's consent will be recorded on their SF 86, item 18 and on HQ USEUCOM Form 2A-R, Security Briefing Statement. If a FN refuses to undergo a polygraph, upon request, and consent is on file, the LAA will be withdrawn and an investigation into the matter conducted.

n. Controlled Material Access Log. A HQ USEUCOM Form 5B-R, Controlled Material Access Log will be maintained on all controlled material accessed by a FN. The log will be completed and maintained by the USCO until the form is filled. As the forms become full, the USCO will forward them to the element security manager for placement in the FN's personnel security file. They will be retained with the HQ USEUCOM Form 1-R covering the period time reflected by the forms. See Appendix E for records management instructions. During the annual revalidation process, both the HQ USEUCOM Form 1-R and all the related access log sheets will be forwarded to the USEUCOM LAA Manager with the request for renewal. See Appendix C, and Annex 3 to Appendix I, this ED, for more information.

10. **Procedures.** This ED does **NOT** replace but enhances and/or supplements DOD 5200.2-R (reference A-1), governing the LAA program. Do not use this ED exclusive of the references cited in Appendix A. Specific details on LAA actions within USEUCOM are explained in the appendices of the ED. Below are the general duties of USEUCOM elements regarding the LAA Program.

a. ECJ2 will:

- (1) Develop, review, update, and republish ED 25-6 as required.
- (2) Manage the LAA program for USCINCEUR.
- (3) Provide advice and assistance to the CINC and USEUCOM elements concerning LAA program issues.
- (4) Process all requests for initial, continued, or reinstatement of a LAA submitted by USEUCOM elements.
- (5) Augment oversight inspection teams, as requested by ECIG, to review field compliance the LAA program policies.

- (6) Investigate LAA and security policy violations.
- (7) Review/adjudicate completed SSBI/PR reports.
- (8) Adjudicate LAA suspension actions taken against a FN.
- (9) Coordinate all required polygraph support.
- (10) Provide counterintelligence advice and assistance concerning LAA issues.
- (11) Assist in the conducting of security inspections and investigations.

b. ECIG. The IG will conduct LAA oversight inspections during routinely scheduled IG site visits.

11. **ADMINISTRATION.** Users are invited to send written comments and suggested improvements concerning this ED to HQ USEUCOM, ATTN: ECJ2-SSO, HQ USEUCOM, Unit 30400, Box 1000, APO AE 09128.

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- C - LAA Application/Revalidation Process
- D - LAA Suspension and Termination
- E - LAA Records Management
- F - LAA Reporting Requirements
- G - LAA Oversight Inspection Program
- H - LAA Action Samples
- I - LAA Forms and Instructions
- J - LAA Overview Briefing

APPENDIX A**REFERENCES**

1. Department of Defense (DOD) Directive 5200.2-R, Personnel Security Program, January 1987.
2. USEUCOM Directive (ED) 10-1, Official Mail, dated 15 May 95.
3. ED 25-3, SCI Compartmented Information Billet Administration, and Access Authorization, dated 09 Aug 93.
4. ED 25-4, Joint Key Management, dated 06 May 97.
5. ED 25-5, Security Requirements for Automated Information Systems, dated 01 Mar 96.
6. ED 25-8, Disclosure of U.S. Classified Information to Foreign Governments and International Organizations (U) (C), dated 13 Jan 95.
7. ED 25-14, Personnel Security Program, dated 01 May 93.
8. ED 30-6, Local National Personnel, dated 17 Sep 93.
9. ED 30-7, HQ, USEUCOM Urinalysis Testing, dated 13 Feb 97.
10. ED 40-5, International Intelligence Contacts and Arrangements, dated 27 Dec 94.
11. ED 40-11, Counterintelligence Support (U) (S), dated 23 Aug 95.
12. ED 55-9, Operations Security, dated 25 Apr 96.
13. ED 60-8, Logistics support Using Acquisition and Cross-Servicing Agreements, 24 May 96.
14. ED 60-10, Nuclear Surety Management (NU) (NC), (ACE Directive #80-6), Vol 2), (Under revision)
15. ED 90-6, Administration of Security Assistance Organizations/Offices (SAOs)), dated 22 Aug 94.
16. ED 125-4, Mission, Functions and Inspection Procedures of the USEUCOM Inspector, dated 05 Mar 96.
17. SM 5-11, Hours of Operation, dated 27 Jun 96.
18. SM 5-23, Command Inspection of Component Commands Headquarters, Security Assistance Organizations and other USEUCOM Subordinate Activities, dated 05 Mar 96.
19. SM 5-34, Translator Services, dated 03 May 95.
20. SM 25-8, Disclosure of U.S. Classified Information to Foreign Governments and International Organizations (U) (C), dated 13 Jan 95.
21. SM 25-13, Control of NATO Classified Material, dated 19 Aug 94.

APPENDIX B

LAA EVALUATION PROCEDURES

1. Purpose. This appendix explains the evaluation criteria when determining if a FN or their job position is eligible for LAA consideration.

2. Discussion. LAA only applies to a FN hired directly by the U.S. government or employed by a contractor paid by the U.S. government. FN positions normally do not require access to U.S. controlled material. However, special cases do arise when special skills and/or technical knowledge possessed by a FN are required to assist in a U.S. action office in a task for which a qualified U.S. citizen is not obtainable to satisfy the requirement. In these special cases, you may consider granting a LAA to a FN. LAA is an exception to security policies and requires extensive supervision and administrative control by U.S. personnel.

3. LAA Screening Criteria. When you are considering requesting a LAA for a FN you must review the position, and the person. To document the evaluation process, element commanders issue a Commander's Statement (CS) through their chain of command to the USEUCOM LAA Manager addressing the following issues. See Appendix C for details concerning the application process and Appendix I for a sample CS.

a. The Position. LAA only applies to U.S. employed FN; therefore, only FN positions qualify for LAA consideration.

(1) FN Hire Position. Since permitting a FN access to controlled U.S. data is an exception to policy, the element commander must first explain why a U.S. person may not be hired into the position requiring a LAA. If a U.S. person may be hired into the position then hiring actions to recruit local and/or stateside U.S. persons must be implemented. If hiring efforts fail or are not possible, then continue the review process.

(2) Position Code. A FN position which requires access to U.S. classified material must be coded as either Critical Sensitive or Non-Critical Sensitive. Positions not coded as one of these two categories will not be considered for a LAA.

(3) Duties. Certain jobs are expressly prohibited from consideration for a LAA, see para 7D, this ED for explanation of those duties. Duties such as translator or interpreter, must be part of a FN's official job description and rated standards before they will be considered as justifying a LAA. Unofficial and "other duties as assigned" are **not** valid justification for a LAA. If the skill and/or knowledge which the FN possesses is of such great value to the mission, then duties utilizing those skills must be part of their official duties.

b. Material Access. The next screening factor is to determine if the job requires access to controlled U.S. material. Sometimes you may satisfy the "special" requirement by limiting access to only unclassified portions of a classified program or by giving unclassified taskings to the FN. The following conditions must be satisfied before a FN may access U.S. classified material.

(1) Releasable to Host Nation. The material must be releasable to the nation(s) to which the FN holds citizenship. A FN may only access controlled material releasable to their country or countries if the FN holds dual or multiple citizenship. In the case of dual or multiple citizenship the material must be releasable to all the countries concerned.

(2) Minimum Essential Access. Every effort should be made to accomplish the mission without granting a FN a LAA. Whenever possible, the U.S. action officer should provide a FN specific taskings without granting them access to classified material. Many tasks can be accomplished without the FN directly accessing controlled material. Should it become necessary for a FN to access classified data, provide only the minimal material required for the FN to accomplish the assigned task. Examples: Interpreters need not be read into programs.

They can apply their special skill without knowing all the details of a project. Equipment specialist may be able to provide topic papers on an issue without general access to classified defense programs. Always consider the least amount of data necessary when determining what information to release to a FN .

c. Physical Security.

(1) USCO Supervision. The USCO must provide and receive controlled material and supervise the FN while in possession of controlled material. Each FN with a LAA must have an appointed USCO. See paragraphs 7B and 8G, this ED.

(2) FN Segregation. The FN must be segregated from other uncleared personnel and controlled material not authorized by their LAA. A LAA is issued for specific programs or projects. The FN is not allowed unattended access to material, containers, offices, or facilities where controlled material is stored or processed, even if the material is authorized for access by their LAA. See paras 7G, 7H, and 9, this ED for further details. Remember to consider such things as secure facsimile equipment, computer terminals, secure storage areas, and secure voice (radio or telephone) systems. Work areas need to be arranged segregating U.S. and FN employees to prevent inadvertent disclosure of controlled material by U.S. and/or other FNs through conversation, physical handling or viewing of material.

d. Information Security.

(1) Releasable to Country. All material which a FN may access under LAA must be releasable to the country of which the FN is a citizen.

(2) Material Marked "Releasable To." All material to which a FN is permitted access must be clearly marked with releasing instructions, i.e. "RELEASABLE TO" the nation of which the FN is a citizen.

(3) All classified material accessed by the FN, either physically, orally, or written, will be recorded on the FN's material access log. In cases where the information was verbal, such as interpreters, list the topic, classification level, and nature of the discussions. Remember - the FN must be under the supervision of the USCO. Preventing inadvertent or unauthorized disclosure of U.S. classified to a FN is the responsibility of the USCO as well as the element commander and security manager.

4. The (FN) Person. Once you screen the position and determine that it must be a FN position and it requires a LAA, you must locate a qualified FN. A qualified FN must meet the following conditions:

a. Citizenship. The FN being considered for LAA must be a citizen of the country to which the material is releasable.

b. Host Nation Clearance Recommendation. The FN must have and maintain a favorable recommendation from their government that they are trustworthy to access and protect controlled material. This recommendation may take the form of a valid security clearance, equal to or higher than the level of classification required to access the U.S. material in question or a statement that no information exists which would preclude the FN from being granted access to sensitive information. In either case, the FN must still be recommended by their government during the SSBI/PR process. If the concerned government is not willing to favorably recommend granting the FN access to controlled material, then the FN will not be considered for a LAA.

c. Suitability. The FN must be eligible by U.S. standards. Each LAA applicant must undergo a U.S. SSBI or PR of the same type and scope to which a U.S. person is subjected. See Appendix C for the SSBI/PR requesting process.

d. Polygraph Consent. Unless host nation laws prohibit the use of a polygraph, a FN must consent to undergo a polygraph examination, should it become required to complete a SSBI/PR or to clarify points in a security investigation. A FN not willing to consent to a polygraph examination will not be considered for a LAA. Should a

FN have a LAA and refuse to provide written consent to undergo a polygraph examination, if not prohibited, their LAA will be immediately terminated.

e. **Special Skills/Technical Knowledge.** The FN must possess special skills and/or technical knowledge which is not available through U.S. sources to receive consideration for a LAA. Since a LAA is designed to provide a U.S. action officer with special skills or knowledge through the FN, at no time may a FN become the primary or sole action officer for controlled U.S. programs. The USCO must restrict the FN from all but the very minimum essential material required for the FN to satisfy the special requirement(s).

5. Once the above considerations are addressed and a LAA is determined to meet the screening criteria, then the formal application process must be taken by the element commander. Refer to Appendix C for the LAA application process.

APPENDIX C**LAA APPLICATION/REVALIDATION PROCESS**

1. Requesting an initial LAA. After completing the screening process outlined in Appendix B and determining that a LAA is needed, proceed with this appendix. The LAA application process is two fold. First the requestor must obtain LAA approval from the USEUCOM LAA Manager, then submit the FN for a SSBI/PR. The request for an initial LAA is accomplished with the Commander's Statement.
2. Commander's Statement. The LAA application action is initiated with the Commander's Statement (CS). Complete the application package as outlined below requesting LAA approval for an FN, one FN per request, and forward it through the applicable USEUCOM Directorate to HQ USEUCOM, ECJ2-SSO, Unit 30400, Box 1000, APO AE 09128. Format is not critical; however, the Requestor must address all the below issues and provide all enclosures.
 - a. Paragraph One, FN Identity Data. Give the full name, place of birth, and citizenship of the FN. Provide as enclosure one a photocopy of the FN's passport identity page or other country identity papers to verify citizenship.
 - b. Paragraph Two, Job Description. Explain the special skill or technical knowledge to be performed by the FN requiring access to controlled U.S. material. Provide as enclosure two, DA Form 374, Job Description or related documentation detailing the FN's official position requirements; i.e. duties and responsibilities, education, special skills, and other defining data.
 - c. Paragraph Three, Job Site Diagram. Prepare a diagram of the office layout depicting locations of controlled material storage areas, USCOS, the location of the FN having or being considered for a LAA to other FN cleared and uncleared, photocopy machines, STU III telephones, and secure communications equipment. Provide the job site diagram as enclosure three.
 - d. Paragraph Four, LAA Description. Complete HQ USEUCOM Form 1-R through the description block, identifying the specific program(s) or project(s) the FN will support. The description must be precise and explicit with no open ends. If more space is required than available on the front of the form, you may continue on the back of the form. The FN will initial the beginning and end of the description block entry (front and back of form). The statement "-----Nothing Follows-----" will be entered after the last entry. Do not sign the form. Provide the partially completed form as enclosure four. The USEUCOM LAA Manager will enter the issue date, investigating agency data, LAA expiration date (one year from issue date), and approving authority signature after the SSBI/PR/Annual review is completed. The form will be returned to the Requestor for correction if incomplete. After a LAA is approved and a favorable SSBI/PR is received concerning the FN, the USEUCOM LAA Manager will return the signed copy of the HQ USEUCOM Form 1-R to the requestor.
 - e. Paragraph Five, USCO Appointment. Identify the primary and alternate USCOS and their relationship to the FN for whom they are responsible. Provide as enclosure five, HQ USEUCOM Form 3-R, signed by each USCO. The number of USCOS should be limited. The special cases for which a LAA may be issued precludes a FN from assisting all U.S. personnel within an agency thereby, granting "blanket" access to all critical material. In most cases, two USCOS should be ample to supervise a FN's activity. Assignment of more than one primary and two alternate USCOS must be approved by the USEUCOM LAA Manager.
 - f. Paragraph Six, Security Indoctrination. The SM will brief the FN of their security requirements covering the topics on the form at a minimum. After the briefing, the FN will complete the form at a minimum. After the briefing, the FN will complete the form by initialing each of the issues discussed and signing the bottom of the form. The SM will mail one (1) copy of the form to the USEUCOM LAA Manager and retain the other in the FN's security file.
3. USEUCOM LAA Manager Responsibilities. The USEUCOM LAA Manager will provide a Memorandum of

LAA Approval or Disapproval for each CS. If approved, this memo must accompany the request for a SSBI/PR as outlined below.

4. Requesting Security Investigations. All SSBI/PR investigations must be processed through the Defense Security Service (DSS), formerly DIS. When requesting a SSBI or PR for a FN approved for a LAA, the requestor must submit the SSBI/PR material directly to HQ USEUCOM, ATTN: ECJ2-SSO, Unit 30400, Box 1000, APO AE 09128. There are only 30 days in which to forward a signed SSBI/PR application to DSS. Since staffing the material would only cause unnecessary delays in application processing the material is sent directly to the USEUCOM LAA Manager by the element.

a. Single Scope Background Investigation (SSBI). Submit a memo requesting a SSBI for the FN with the following enclosures.

(1) Enclosure One, the USEUCOM LAA Manager LAA Approval Memo (copy of original). This memo is supplied by the USEUCOM LAA Manager after the procedures in para 2 above are completed.

(2) Enclosure Two, DD 1879, DOD Request for Personnel Security Investigation. Complete blocks 7, 10, 12, 14, 17, and 20 ONLY. NOTE: Insure that local agency checks data requested in block 10 and items 1-5 are completed. DO NOT SIGN block 18, the USEUCOM LAA Manager will complete the rest of the form.

(3) Enclosure Three, SF 86, Personnel Security Questionnaire (1 original plus five (5) copies). The element SM will keep one copy of the questionnaire in file series 380-67a of the FN .

(4) Enclosure Four, FD 258, Fingerprint Card (2 originals). DO NOT use SF 87 as it is no longer accepted by DSS. Take great care to ensure that the prints are clear. The most common reason for rejection of SSBI/PR requests at DSS is for unclear fingerprints.

(5) Enclosure Five, SF 312, Non-Disclosure Agreement. The FN must sign two (2) original copies of SF 312, dated 91; previous editions are not authorized. The element security manager will retain one copy locally and forward the other copy to the USEUCOM LAA Manager.

(6) NOTE: AN INTERIM LAA IS NOT AUTHORIZED. A FN may not be granted a LAA without having first undergone a SSBI conducted by DSS. If an equivalent 10 year scope of investigation was conducted by another investigative agency for which a previous LAA was granted, an extension of the original LAA may be granted by the USEUCOM LAA Manager while DSS processes the new SSBI request. In all cases a DSS investigation is required for a final LAA. See the conditions explained in para 5 of this appendix concerning extensions.

b. Periodic Reinvestigation (PR). A PR must be submitted to DSS between the sixth and fifth month before the fifth anniversary of the last SSBI/PR, but not earlier than six months prior to the expiration date. The request for a PR includes all the items listed in para 4A (2-5) above. See Annex 2, Appendix H for an example PR request. Note that dates on the PR forms being forwarded to DSS can not be older than 30 days between the date of signature and the date of receipt at DSS, nor will the application be accepted by DSS earlier than six months before the expiration date of the last SSBI/PR. Recommend that requesters use express mail when forwarding SSBI/PR requests to the USEUCOM LAA Manager. The HQ USEUCOM Form 3R need not be provided unless there are changes to the primary or alternate USCO. In place of the LAA Approval Memo, the requestor will submit the PR packet together with the fifth year Annual Renewal (AR) request. See the next paragraph for instructions for processing ARs.

5. LAA Annual Revalidation (AR). All LAAs will be revalidated annually. Each element will submit an AR Request Memorandum, with the following enclosures to the USEUCOM LAA Manager, not earlier than 60 days and not later than 30 days prior to the anniversary date of the current LAA, except on the fifth year, which requires PR action six months prior to the LAA's expiration. See para 4B above for PR actions.

a. Paragraph One, LAA Justification. A statement that “continued LAA for (FN’s Name) is required at the current level of _____ or the new level of _____.”

b. Paragraph Two, Position. Statement that the position is still coded for the FN and no U.S. person may be hired. If U.S. personnel may be hired and were not available, attach documentation of the hiring action(s) attempted.

c. Paragraph Three, Access Requirements. Identify any changes to the original access, if applicable, or state no change. Provide a new HQ USEUCOM Form 1-R completed as instructed in para 2D, this annex. Provide a copy of the old HQ USEUCOM Form 1-R with the completed HQ USEUCOM Form 5B-Rs for the corresponding period.

d. Paragraph Four, Local Records Check. A statement by the element commander that local records were checked, as required for SSBI/PR requests and that all results were favorable or provide details using HQ USEUCOM Form 4-R as enclosure (s).

e. Paragraph Five, Security Briefing Updates. A statement that the FN and USCOs received their required refresher security briefings. Provide copies of the updated HQ USEUCOM Form 2R, from the FN and HQ USEUCOM Form 3-R for any new USCOs as enclosures.

f. Paragraph Six, Work Area Diagram. A statement that there are no changes to the FN’s physical work area or security considerations since the last diagram. If changes were made provide a new diagram as an enclosure.

6. LAA Extensions.

a. SSBI Process. No extension can be granted if no previous investigation of equal scope to the DSS SSBI was conducted concerning the FN. If a previous investigation was conducted which resulted in the FN being issued an LAA, then the rules of extension concerning a PR may be applied.

b. Periodic Reinvestigation Process. Extensions may be granted if the PR request was submitted IAW the following guidelines. LAA extensions for expired SSBI/PRs may be granted if:

(1) The requestor submitted the PR to the USEUCOM LAA Manager not later than five months prior to the expiration date of the last SSBI/PR.

(2) All previous conditions for the LAA remain unchanged; i.e. no new access is required. New access may not be granted until the new SSBI/PR is completed.

(3) Local record checks were favorable and no new incidents affecting the FN’s suitability for LAA are known.

(4) The SSBI/PR is not held-up at DSS for investigation of derogatory information.

(5) Exceptions to the above extension policy must be approved by the USEUCOM Director of Intelligence (ECJ2). The USEUCOM LAA Manager will forward requests for exception to extension policy, with comment, at the direction of the requestor.

c. Annual Revalidation Process. Extension of the LAA may be granted pending an AR if the element submitted the request at least 30 days before the current LAA expired.

7. Security Incidents. A LAA must be suspended when a FN becomes involved in a security incident. Only the USEUCOM LAA Manager may reinstate the access after reviewing the commander’s inquiry report and taking other actions determined by the USEUCOM LAA Manager as necessary to sufficiently adjudicate the matter.

8. Polygraph Examination. SSBI/PR's for which all information can not be verified or which do not meet the full 10 year scope must be supported by a polygraph examination. If legal geographical, political, or medical situations prevent completing a full SSBI/PR or required polygraph, the LAA may not be granted to the FN concerned. Refusal by the FN to undergo a required polygraph, where permitted, will result in the immediate suspension of their LAA and an investigation into the situation. If the FN later consents and undergoes a polygraph examination, the LAA may be reinstated pending the results and favorable determination by the USEUCOM LAA Manager.

9. Staff Actions.

a. Requesters. All elements desiring a LAA for FN employees must prepare and submit their requests through their responsible USEUCOM directorate, and manage their LAAs IAW this ED.

b. Requestor's Directorate. Each staff directorate is responsible for validating each LAA requested and then forwarding the validated requests to the USEUCOM LAA Manager for action.

(1) The LAA request and revalidation will go through the Requestor's appropriate staff directorate for validation.

(2) SSBI and PR requests will be forwarded directly to the USEUCOM LAA Manager. This is necessary to ensure DSS receives the investigation packet within 30 days from the date of signature. Recommendation: Do not date the investigation packets. The USEUCOM LAA Manager will apply a date to all the material upon receipt.

c. USEUCOM LAA Manager.

(1) LAA Approvals. The USEUCOM LAA Manager will process all LAA requests IAW with the policies of this ED. The USEUCOM LAA Manager will provide a Memorandum of Approval to the requestor.

(2) Request for SSBI/PRs. All requests for investigations will be forwarded to the USEUCOM LAA Manager for processing. The USEUCOM LAA Manager will process SSBI and PR IAW ED 25-14. The USEUCOM LAA Manager will monitor the status of investigations and receive completed investigations. Upon notice of a completed favorable investigation, the USEUCOM LAA Manager will forward the packet to the ECJ2 Director of Intelligence for command approval.

(3) Annual Revalidation (AR). The USEUCOM LAA Manager will review for approval each request for an AR, IAW guidelines of this ED.

(4) Suspensions. The USEUCOM LAA Manager on behalf of the ECJ2 is the only authority who may reinstate a suspended LAA for disciplinary or security reasons. The USEUCOM LAA Manager may suspend a LAA upon notification to the element commander when the FN or site practices are not IAW with the guidelines of this ED. The USEUCOM LAA Manager will review all element investigations into violations of LAA policies and may conduct further investigations as required.

(5) Notifications. The USEUCOM LAA Manager will provide a copy of any LAA actions to the appropriate USEUCOM staff directorate security officer responsible for the element.

(6) Reports of Derogatory Information. The USEUCOM LAA Manager will receive and process all reports of derogatory information IAW Appendix A, ref (1).

d. ECJ2.

(1) SSBI and PR requests. ECJ2 will adjudicate completed SSBI/PR reports as provided by the USEUCOM LAA Manager providing recommendations for the granting of the requested LAA.

(2) Reports of Derogatory Information. The ECJ2 will review reports of derogatory information, as provided by the USEUCOM LAA Manger, concerning a FN with a LAA to adjudicate the FN's suitability for continued access.

10. Granting Access. The element security manager must verify that all pending LAA actions are completed BEFORE granting a FN local access to controlled material authorized by the LAA.

APPENDIX D**LAA SUSPENSION AND TERMINATION**

1. Policy. The LAA may be terminated or suspended for administrative or adverse reasons by the element commander, security manager, or the USEUCOM LAA manager. The following actions are required when suspending or terminating a LAA.

2. LAA Termination. A FN's LAA must be terminated by the element commander when the FN's employment is terminated, when the LAA expires for which no extension was authorized, the FN changes duty position, or upon instruction by the USEUCOM LAA manager. The element commander must submit a LAA Termination Memorandum to the USEUCOM LAA manager. The following is the format and enclosure requirements. See Annex 5 to Appendix I for further instructions.

3. LAA Suspension.

a. Suspension "For Cause." If a FN becomes involved in a security violation or credible derogatory information concerning the FN becomes known, the element commander must immediately suspend the FN's LAA pending investigation and adjudication. The element commander must investigate and report the information to the USEUCOM LAA manager using HQ USEUCOM Form 4-R. The element commander is encouraged to provide their recommendation concerning the FN's LAA with their report. The suspension will remain in effect until the USEUCOM LAA manager can adjudicate the reported information. The USEUCOM LAA manager will provide instructions to the element commander as to when or whether to reinstate or permanently terminate the FN's LAA. Element commanders may not field adjudicate derogatory information and must report all incidents of insecurity or actual security violations concerning the FN to the USEUCOM LAA manager.

(1) Upon suspension of a LAA, the element commander will prepare a Notification of LAA Suspension Memorandum for the USEUCOM LAA Manager with a completed HQ USEUCOM Form 2B-R, Security Termination Statement, as an enclosure. The form will be initialed by all USCOs acknowledging the suspension and the fact that they must ensure no further access is granted to the FN pending the investigation and USEUCOM's adjudication of the incident.

(2) If the USEUCOM LAA Manager's decision is not to reinstate the LAA, the element commander will follow the instruction in para 2 above, to terminate the LAA.

(3) Element commanders may appeal the USEUCOM LAA Manager's decision to the Director of Intelligence, ECJ2.

b. Administrative Suspension. A FN's LAA may be administratively terminated without an adverse impact on the FN. Some duty positions require that a FN be eligible for a LAA. Administrative suspension or termination does not disqualify a FN for a LAA or unsuitable for their present duty position. When duty responsibilities change which previously required access to controlled information IAW the policies in this ED, the FN's LAA should be administratively suspended and USCOs briefed IAW para 3A (1), above. Should the requirement to access controlled material return, the FN may be administratively reinstated by the element commander provided the SSBI/PR and AR remain valid and no information is known or pending adjudication which would otherwise disqualify the FN from a LAA.

APPENDIX E**LAA RECORDS MANAGEMENT**

1. Records Management. Records pertaining to the LAA Program will be managed IAW AR 25-400-2 MARKS, file series number 380-67, Personnel Security, as defined below.
2. File Types and Retention. The following files will be used to maintain the LAA program material.
 - a. 380-67, General Personnel Security Correspondence. General correspondence concerning the LAA program nonspecific to the FN will be stored in this file. Material may be destroyed when no longer needed or replaced by new/updated material.
 - b. 380-67a, Security Clearance Information. The element commanders will create a file labeled 380-67a, for each FN being considered for or having a LAA. All documents prepared over the life of the LAA will be retained in IAW para (2) below.
 - (1) Material will be replaced as new forms are completed except for; expired HQ USEUCOM Form 1-R with corresponding ED 25-6 Forms 5B-R, Access Material Log Sheets and HQ USEUCOM Form 4-R with adjudicative reports, which will remain permanently in the file.
 - (2) File Construction. The file will be constructed in a regular or legal size file folder with the name label on the exposed tab. Paper fasteners will be applied to the top right and left sides of the opened folder. Documents will be placed as described below.
 - (a) Inner Right Side. The right side of the file retains all the background information concerning the FN's LAA. Using HQ USEUCOM Form 5R, Security File Index Sheet, as a cover/index, apply the related tab sheets and material as displayed on the forms.
 - (b) Inner Left Side.
 - 1 HQ USEUCOM Form 5C-R, Security File Action Log. This form is recommended for use to retain a record of actions taken in the life of a LAA. This record would prove useful during personnel rotations and to track actions during inquiries.
 - 2 General Correspondence concerning the FN not fitting into one of the Tabs listed on the right side of the file.
 - c. 380-67C, Personnel Security Inspection and Survey Files. Both the elements and the USEUCOM LAA Manager will retain copies of all inspections, surveys, and staff Assistance Visits (SAV)s until replaced by the next or similar report.
3. Records Retention. Personnel security files will be maintained on each FN with or having had a LAA.
 - a. Active Files. Both the element and the USEUCOM LAA Manager will retain an active security file IAW para 2, above.
 - b. Inactive LAA. Upon termination or suspension of a FN's LAA, the personnel security file will be moved into an inactive section of local security files and retained as long as the FN remains employed.
 - c. Retired Files. Once the FN retires or terminates their employment; two years; after which they will forward the record to the USEUCOM LAA Manager.

Element Commanders/Security Managers will retain the file for an additional two years; after which they will forward the record to the HQ USEUCOM LAA Manager.

(2) The USEUCOM LAA Manager will retain the file as follows:

(a) Non-Derogatory Files, 7 years from the date when the FN retired or terminated their employment.

(b) Derogatory Files, 20 years from the date when the FN retired or terminated their employment. The USEUCOM LAA manager will verify that all reports of derogatory information were forwarded to DSS for entry into DCII files.

4. FN Personal Data Retention. Retention of FN information is not affected by U.S. policies concerning U.S. Privacy Act Information or Intelligence Oversight policies of Executive Order 12333. Data will be retained IAW the above instruction.

APPENDIX F

LAA REPORTING REQUIREMENTS

1. Annual Reports.

a. Element Commanders. Each element with LAAs will provide a report concerning active and inactive LAAs on file using the following format, NLT 31 SEP annually, to the USEUCOM LAA Manager.

FN's Name	LAA Level	NEXT AR Date	NEXT PR DUE	LAA STATUS	COMMENTS
XXXXXXXX, X.	S	DDMMYY	DDMMYY	Active	Admin/Susp
BBBBBBBB, B.	C	DDMMYY	DDMMYY	Inactive	
CCCCCCCC, C.	NA	none	none	Term.	Inact:DDMMYY
DDDDDDDD, D.	NA	none	none	Retired	Fwd: DDMMYY

b. USEUCOM LAA Status Report. The USEUCOM LAA Manager will prepare the annual command LAA status report to DOD, as directed in ref 1.

c. Inspection/Survey Reports.

(1) Element Self-Inspection. Annually, each element commander will conduct a self-inspection of their LAA program compliance. The inspector (s) will use the checklist in Appendix G. A copy of the complete checklist will be retained by the element, and may be inspected.

(2) Command Inspection Program. An information copy of any Formal command inspections, conducted by any USEUCOM element, which addresses the LAA program, will be provided to the EUCOM LAA Manager. When possible, inspectors should use the checklist found in this ED to review an element's compliance with the LAA Program policies.

(3) Command Staff Assistance Visits. Copies of staff assistance visits, conducted by any USEUCOM element, which addresses the LAA program, will be provided to the USEUCOM LAA Manager. When possible, inspectors should use the checklist found in this ED to review an element's compliance with the LAA Program policies.

(4) The USEUCOM LAA Manager will make every effort to conduct a personal staff assistance visit to the work site of the approved LAA once within the five year period for which the LAAs are valid. Element Director's may request more frequent visits by the USEUCOM LAA Manager, as needed to ensure all aspects of the programs are in compliance with DOD and USEUCOM policies.

2. Additional Reports.

a. LAA Roster. USEUCOM LAA Manager will produce and distribute a LAA Roster. The LAA roster must be separate from the security clearance roster of U.S. personnel. The LAA roster must contain the following statement:

ATTENTION: PERSONNEL ON THIS ROSTER ARE NOT AUTHORIZED UNATTENDED ACCESS TO U.S. CLASSIFIED RESTRICTED MATERIAL OR ACCESS TO UNCONTROLLED OR CONTROLLED AREAS BASED ON THIS LAA. THEY MUST BE ACCOMPANIED BY THEIR USCO WHEN HANDLING PRE-APPROVED CONTROLLED MATERIAL OR WHEN THEY ARE IN RESTRICTED AREAS.

b. Reports of Security Violations. All security violations, involving a FN with a LAA, will be reported to the USEUCOM LAA Manager using HQ USEUCOM Form 4-R.

c. Reports of Derogatory information. All derogatory information developed concerning a FN with a LAA will be reported to the USEUCOM LAA Manager using HQ USEUCOM form 4-R.

APPENDIX G**LAA OVERSIGHT INSPECTION PROGRAM**

1. Responsibilities. Internal Oversight surveys on an elements LAA program is the responsibility of each element commander who has a FN with a LAA. Each element commander will verify their compliance with the policies of this ED by completing the following checklists NLT 31 SEP annually.
2. Checklist Retention. The following checklist may be used during formal command inspections of an element's LAA program. Results of each inspection/survey will be retained in file 380-67c by the element with a copy furnished to the USEUCOM LAA Manager.
3. Report Routing. Any USEUCOM activity conducting a formal inspection, survey, or assistance visit in which the LAA Program was assessed must, provide a copy of the report to the USEUCOM LAA Manager.

**HEADQUARTERS, U.S. EUROPEAN COMMAND LIMITED ACCESS AUTHORIZATION PROGRAM
OVERSIGHT INSPECTION CHECKLIST**

FOREIGN SERVICE NATIONAL PERSONNEL/JOB POSITION WITH LAA.

<u>INSPECTED ITEM</u>	<u>REFERENCE(S)</u>	<u>COMMENTS</u>
1 FN Position Screening	Appendix B; para 3A	
1a Are only FN employees granted a LAA?	Appendix B; para 3A	
1b Are all the positions coded for a FN employee only?	Appendix B; para 3A	
1c Can an U.S. citizen fill any of the positions?	Appendix B; para 2; para 3A	
1d Was reclassification action authorized/taken to convert the position from FN to U.S.?	Appendix B; para 3A(1)	
1e Were local job announcements published?	Appendix B; 3A(1)	
1f Were state-side hiring actions completed for the position?	Appendix B; para 3A(1)	
1g Is there a permanent exception to policy for the FN position excluding U.S. hire?	Appendix B; para 3A(1)	
1h Is the FN position coded as Critical Sensitive or Non-Critical Sensitive?	Appendix B; para 3A(2)	
1i Is the duty position prohibited from the LAA?	Appendix B; para 3A(3)	
1j Is access to U.S. classified information essential for the FN to perform official duties?	Appendix B; para 3B	
1k Are all FN with a LAA under the direct supervision of their USCO?	ED 25-6; para 8G; para 9D(3)	
1l Does the USCO release only the minimal essential data necessary to accomplish the assigned task?	Appendix B; para 3B(2)	
1m Are FN and U.S. work areas segregated from uncleared personnel?	Appendix B; 3C(2)para	

1n Is the material releasable to the Host Nation?	Appendix B; para 3D
1o Is the FN a citizen of the host nation?	Appendix B; para 4A
1p Does the FN have the recommendation of their government for the LAA?	Appendix B; para 4B
1q Did the FN sign a consent form for a polygraph interview?	Appendix B; para 4D
2 LAA Files Management.	Appendix E
2a Are records maintained IAW AR 25-400-2, MARKS?	Appendix E; para 1
2b Is there a security file for each FN (380-67a)?	Appendix E; para 2B
2c Are files constructed IAW the ED?	Appendix E; para 2B(2)
2d Is there a file for security inspections/surveys (604-5c)?	Appendix E; para 2C
2e Are active/inactive LAA files retained IAW ED 25-6?	Appendix E; 3A, 3B
2f Are retired LAA files managed IAW ED 25-6?	Appendix E; para 3C
3a Do FNs receive classified mail or distribution?	ED 25-6; para 9E(2)
3b Do cleared FNs courier classified material?	ED 25-6; para 9D(1)
3c Are courier controls IAW the policies of ED 25-6?.	ED 25-6; para 9D(1)(a)
3d Are FNs given unattended access to facilities where controlled material is stored?	ED 25-6; para 9D(2)
3e Are FNs given combinations or keys to classified containers?	ED 25-6; para 9D(3)
3f Are FNs issued facility passes/ access based on their LAA?	ED 25-6; para 9F
3g Are FNs LAA being listed as a security clearance on TDY orders?	ED 25-6; para 9H

3h Are LAAs being suspended when derogatory information becomes known concerning the FN?	para 9G
3I Are LAAs granted other than by the ECJ2?	para 8B
3j Are FNs and USCOs being briefed of their personal security responsibilities to the LAAs?	para 8G, 9K
3k Is ED 25-6 form 5B-R being maintained?	para 9N
3l Are all LAA's based on a SSBI/PR completed through DSS?	Append C4; para 7L
3m Is the FNs SSBI/PR current?	Appendix C
3n Are the LAAs revalidated annually?	Appendix C; para 5
3o Are LAA extensions IAW the ED?	Appendix C; para 6
3p Has the FN attended security education in the past 12 months?	Appendix J; Annex 6
4 LAA Suspensions and Terminations	Appendix D
4a Are LAAs being terminated IAW ED 25-6?	Appendix D; para 2
4b Are debriefing procedures being followed when an FN with a LAA retires, terminates their position, or otherwise no longer has access to controlled material?	Appendix D; para 2&3
5 REPORTS.	Appendix F
5a Are element commanders reporting LAA status NLT: 31 SEP, annually?	Appendix F; para 2A
5b (HQ ONLY) Are annual DOD LAA reports prepared NLT: 15 OCT?	Appendix F; para 2B
5c Security Incident Reports. Are elements reporting all incidents involving FN's who have a LAA?	Appendix F; para 3B
5d Self Inspections.	Appendix F; para 1C(1)
5e Are all elements with LAAs conducting & reporting self-inspections?	Appendix F; para 1C(1)

5f Formal Inspections/Visits.

Are USEUCOM elements providing an info copy of inspections/visits to USEUCOM LAA Manager when LAA policy is addressed?

Appendix F; para 1C(2,3)

5g Are LAA rosters printed separate from other access rosters?

Appendix F; para 2A

5h Are security violation reports involving FNs with a LAA being forwarded to ECSM?

Appendix F; para 2B

5I Are reports of derogatory information concerning FNs with a LAA being provided to HQ USEUCOM LAA Manager, ECJ2-SSO?

Appendix F; para 3C

APPENDIX H

LAA ACTION SAMPLES

1. Purpose. To provide a sample format for the different LAA actions required of element commanders having FN's with LAAs.
2. Discussion. The samples are provided as a guide for format; however, the information requirements reflect the minimum acceptable. Variation of format is authorized and additional information may be provided to fit the field situation.

Enclosures:

- Annex 1: Commander's Statement for LAA Approval
- Annex 2: Application for Background Investigation/Periodic Re-investigation
- Annex 3: LAA Annual Revalidation Request
- Annex 4: Report of LAA Suspension
- Annex 5: Report of LAA Termination
- Annex 6: Commander's Annual Status Report

ANNEX 1 TO APPENDIX H
COMMANDER'S STATEMENT FOR LAA APPROVAL

1. Purpose. To provide a sample format for the Commander's Statement to request a LAA.
2. Discussion. The Commander's Statement (CS) is an element commander's request to the USEUCOM LAA Manager to obtain a LAA for a FN. The Commander's Statement documents the screening actions taken by the element commander when determining the need for the LAA and eligibility of the FN concerned for the access.
3. Provided as a guide is a sample CS. Elements may alter the format; however, all the enclosures and related information must be included.

Office Symbol

Date

MEMORANDUM FOR HQ USEUCOM, ECJ2-SSO, ATTN: EUCOM LAA MANAGER, UNIT 30400, Box 1000, AE 09128

SUBJECT: Commander's Statement for Limited Access Authorization (LAA) Approval for: (FN's Name)

1. Request LAA approval for (Name) IAW ED 25-6. A photo copy of (Name's) national identity document is provided as enclosure one. Mr./Mrs. (Name) is a citizen of (country) qualifying for access to U.S. controlled material releasable to (country) IAW ED 25-6.
2. Mr./Mrs. (Name)'s duties as (job title) requires technical proficiency in both American English and (country) for the purpose of translating between the two languages. A copy of (Name's) job description is provided as enclosure two.
3. As shown by the job site diagram, enclosure three, (Name) does not have unsupervised access to controlled material, IAW ED25-6. The work area of FN and U.S. personnel is physically divided preventing any chance of inadvertent disclosure of controlled material.
4. A partially completed HQ USEUCOM Form 1-R, detailing specific access requested for (Name) is provided, enclosure four.
5. A primary and alternate USCO have been appointed IAW ED 25-6, briefing forms provided as enclosures five and six.
6. (Name) was briefed concerning his/her responsibilities if granted a LAA. He/She completed the security briefing statement and acknowledged consent to undergo a polygraph examination if required.
7. A SF 312 was completed and provided as enclosure eight.
8. POC for this action is _____, Security Manager, (phone).

- 7 Encls
- 1 - Identity Papers
 - 2 - Job Description
 - 3 - Job Site Diagram
 - 4 - HQ USEUCOM Form 1-R
 - 5 - HQ USEUCOM Form 2-R
 - 6 - HQ USEUCOM Form 3-R (Pri)
 - 7 - HQ USEUCOM Form 3-R (Alt)

SIGNATURE LINE
 Rank, Service
 Chief, ODC - XXXXX

cf:
 (EUCOM Directorate)

ANNEX 2 TO APPENDIX H

**APPLICATION FOR SINGLE SCOPE BACKGROUND
INVESTIGATION/PERIODIC REINVESTIGATION**

1. Purpose. To provide a sample format for requesting a LAA Single Scope Background Investigation (SSBI) or Periodic Reinvestigation (PR).
2. Discussion.
 - a. All FN's requiring a LAA must undergo a SSBI for an initial LAA and a PR every five years to retain their LAA.
 - b. All investigations must be conducted through the Defense Security Service (DSS).
 - c. Provided as guides are the element commander's request for investigation. The request's format may be varied; however, all the listed enclosures and related information must be provided.

Office Symbol

Date

MEMORANDUM FOR HQ USEUCOM, ECJ2-SSO, ATTN: EUCOM LAA MANAGER, UNIT 30400, Box 1000, AE 09128

SUBJECT: Application for Single Scope Background Investigation (SSBI): (FN's Name)

1. Request that a SSBI be requested for (Name).
2. Provided are the required forms IAW ED 25-6.
3. FN has not been granted access to controlled material pending completion of this action, IAW ED 25-6.
4. We are not aware of any information which might preclude favorable completion of this action.
5. POC for this action is _____, Security Manager, (phone).

5 Encls

1 - SF 86, dated _____

2 - FD 258 (2 copies)

3 - DD 1879

4 - EUCOM LAA Approval Memo

5 - SF 312, dated _____

Name

Rank, Service

Chief, ODC - XXXXX

cf:

(EUCOM Directorate)

27 April 1998

ED 25-6

Office Symbol

Date

MEMORANDUM FOR HQ USEUCOM, ECJ2-SSO, ATTN: EUCOM LAA MANAGER, UNIT 30400, Box
1000, AE 09128

SUBJECT: Application for Periodic Reinvestigation: (FN's Name)

1. Request that a PR be opened for (Name).
2. Provided are the required forms IAW ED 25-6.
3. We are submitting this within the deadlines established in ED 25-6 and hereby request an extension of the FN's current LAA, due to expire on _____, through the completion of all investigative activity by the Defense Security Service.
4. We are not knowledgeable of any information which might preclude completion of this action.
5. POC for this action is _____, Security Manager, (phone).

3 Encls
1 - SF 86, dated _____
2 - DD 1879
3 - EUCOM Revalidation Approval Memo

Name
Rank, Service
Chief, ODC - XXXXX

cf:
(EUCOM Directorates)

ANNEX 3 TO APPENDIX H

LAA ANNUAL REVALIDATION REQUEST

1. Purpose. To provide a sample format for requesting an Annual LAA Revalidation.
2. Discussion.
 - a. Each LAA must be revalidated annually by the element commander to the USEUCOM LAA Manager.
 - b. A format for the revalidation request is provided. The request's format may be varied; however, all the listed enclosures and related information must be provided.

Office Symbol

Date

MEMORANDUM FOR HQ USEUCOM, ECJ2-SSO, ATTN: EUCOM LAA MANAGER, UNIT 30400, Box 1000, AE 09128

SUBJECT: Annual Limited Access Authorization (LAA) Revalidation Request for: (FN's Name)

1. Request that the LAA for (Name) be revalidated for 12 months.
2. No changes were made to the material provided to you for the previous AR process. (Any changes must be mentioned here and a new HQ USEUCOM Form 1-R and/or HQ USEUCOM Form 3R enclosed.)
3. We are submitting this within the deadlines established in ED 25-6 and hereby request an extension of the FN's current LAA due to expire on _____ .
4. We are not knowledgeable of any information which might preclude completion of this action. Certificate of the local records check is enclosed.
5. POC for this action is _____, Security Manager, (phone).

3 Encls
 RSO statement of Records Check,
 dated _____
 HQ USEUCOM Form 1-R
 HQ USEUCOM Form 3 R

Name
 Rank, Service
 Chief, ODC - XXXXX

cf:
 (EUCOM Directorate)

ANNEX 4 TO APPENDIX H
REPORT OF LAA SUSPENSION

1. Purpose. To provide a sample format of a LAA Suspension Notification.
2. Discussion. A LAA may be suspended for Administrative or "For Cause" reasons. A sample of both actions is provided as a guide. The format may be altered; however, all the enclosures and related information must be provided.

Office Symbol

Date

MEMORANDUM FOR HQ USEUCOM, ECJ2-SSO, ATTN: EUCOM LAA MANAGER, UNIT 30400,
Box 1000, AE 09128

SUBJECT: Report of Administrative Limited Access Authorization (LAA) Suspension: (FN's Name)

1. The LAA for _____ was administratively suspended effective DATE, IAW ED 25-6. Due to extended sick leave , LAA access will not be required by him/her for approximately six months.
2. (Name's) has been moved to the inactive holding area where it will remain until the his/her access is reinstated or he/she retires or terminates his/her employment.
3. Copies of the security debriefing forms are provided IAW ED 25-6.
4. POC for this action is _____, Security Manager, (phone).

Encl
HQ USEUCOM Form 2B-R

Name
Rank, Service
Chief, ODC - XXXXX

cf:
(EUCOM Directorate)

27 April 1998

ED 25-6

Office Symbol

Date

MEMORANDUM FOR HQ USEUCOM, ECJ2-SSO, ATTN: EUCOM LAA MANAGER, UNIT 30400, Box
1000, AE 09128

SUBJECT: Report of Limited Access Authorization (LAA) Suspension; For Cause: (FN's Name)

1. The LAA for _____ was temporarily suspended effective DATE, IAW ED 25-6, due to his/her involvement in a security incident. Complete details of the incident and a copy of the local inquiry are enclosed.
2. (Name's) file has been moved to the inactive holding area where it will remain until his/her access is reinstated or the he/she retires or terminates his/her employment.
3. Copies of the security debriefing forms are provided IAW ED 25-6.
4. POC for this action is _____, Security Manager, (phone).

3 Encls

- 1 - HQ USEUCOM Form 4-R
- 2 - CDR INQUIRY
- 3 - HQ USEUCOM Form 2B-R

Name
Rank, Service
Chief, ODC - XXXXX

cf:
(EUCOM Directorate)

ANNEX 5 TO APPENDIX H
REPORT OF LAA TERMINATION

1. Purpose. To provide a sample format of a LAA Termination Notification.
2. Discussion. This action is to notify the EUCOM LAA Manager of a local termination action or completion of a directed action.
3. Format for the report is as follows.
 - a. Paragraph One. "This is to notify you that the LAA for (FN's Name) was terminated effective _____. A copy of the his/her security debriefing form HQ USEUCOM Form 2B-R, is provided as enclosure one. (FN's Name) should be removed from any access rosters to reflect this change of status. This action was taken as a result of (explain the nature of the action.)"
 - b. Paragraph Two. The appointed USCOs were notified of the LAA termination. A termination form, HQ USEUCOM Form 3B-R, is provided as enclosure (2).
 - c. Paragraph Three. If the termination action is the result of a local situation not previously reported to the USEUCOM LAA manager, provide the details here and a copy of any documenting information.

Office Symbol

Date

MEMORANDUM FOR HQ USEUCOM, ECJ2-SSO, ATTN: EUCOM LAA MANAGER, UNIT 30400, Box 1000, AE 09128

SUBJECT: Report of Limited Access Authorization (LAA) Termination: (FN's Name)

- 1. LAA for _____ was terminated effective DATE, per ED 25-6. His/her LAA file has been moved to the inactive holding area where it will remain until he/she retires or terminates his/her employment.
- 2. Copies of the security debriefing forms are enclosed.
- 3. The reason(s) for this action are..... A copy of HQ USEUCOM Form 4-R is attached concerning this matter.
- 4. POC for this action is _____, Security Manager, (phone).

4 Encls

- 1 - HQ USEUCOM Form 2B-R
- 2 - HQ USEUCOM Form 3B-R (P/A)
- 3 - SF 312
- 4 - HQ USEUCOM Form 4-R

Name
 Rank, Service
 Chief, OCD - XXXXX

cf:
(EUCOM Directorate)

ANNEX 6 TO APPENDIX H
COMMANDER'S ANNUAL STATUS REPORT

1. Purpose. To provide a sample format of the Commander's Annual LAA Status Report.
2. Discussion. Element commanders having or who have had LAAs are required to submit an Annual LAA Status Report to the EUCOM LAA Manager NLT 30 September, annually.
 - a. Active LAAs. All current FN personnel having a valid LAA.
 - b. Inactive LAAs. All FN personnel whose LAAs are temporarily suspended either for local administrative reasons or pending command adjudication.
 - c. Retired LAAs. All terminated LAAs of FN personnel who are still employed by the element or have terminated their employment but whose LAA security record is still retained IAW ED 25-6.
3. A format for the report is provided as a sample.

Office Symbol

Date

MEMORANDUM FOR HQ USEUCOM, ECJ2-SSO, ATTN: EUCOM LAA MANAGER, UNIT 30400, Box 1000, APO AE 09128

SUBJECT: Annual Limited Access Authorization (LAA) Status Report

1. This command currently has _____ active and _____ inactive LAAs. We are forwarding _____ files for retirement, IAW ED 25-6.

2. The current status of this element's foreign national employees with a LAA is as follows:

<u>FN's Name</u>	<u>LAA Level</u>	<u>NEXT AR Date</u>	<u>NEXT PR Due</u>	<u>LAA Status</u>	<u>COMMENTS</u>
XXXXXXXX, X.	S	DDMMYY	DDMMYY	Active	
BBBBBBB, B.	C	DDMMYY	DDMMYY	Inactive	Admin Susp
CCCCCCC, C.	NA	none	none	Terminated	Term/DDMMYY
DDDDDDD, D.	NA	none	none	Retired	Fwd DDMMYY

3. POC for this action is _____, Security Manager, (phone).

Encl
 File: DDDDDD, D
 HQ USEUCOM Form 2B-R

Name
 Rank, Service
 Chief, ODC - XXXXX

cf:
 (EUCOM Directorate)

APPENDIX I

LAA FORMS AND INSTRUCTIONS

1. Purpose. To provide instructions for the completion, use, and disposition of forms used in the management of the LAA program.
2. Discussion.
 - a. Completion. Unless additional instructions are provided, all DD, FD, and SF forms will be completed IAW their applicable guidance.
 - b. Local Reproduction. Most forms used in the LAA program are locally reproducible. These forms are tagged by an “-R” at the end of their form designation number.
 - c. Retention. Unless otherwise stated, forms will be maintained IAW MARKS, per the instructions in this ED, Appendix E.

APPENDIX J

LAA OVERVIEW BRIEFING

1. Purpose. To provide a standard briefing for use by elements in training personnel concerning the LAA Program.
2. Discussion. The enclosed briefing is recommended for use in an element's security indoctrination and annual refresher training. Presentation of this briefing should not be limited to USCOs and/or FNs with a LAA. Everyone employed at a location which has LAAs is required to review or receive this briefing annually during their security awareness training. At a minimum, all FNs with a LAA and all USCOs will receive the training annually and it will be annotated on their Security Briefing Forms.

LIMITED ACCESS AUTHORIZATION (LAA) PROGRAM

EXECUTIVE'S OVERVIEW BRIEFING

U.S. EUROPEAN COMMAND

AUTHORIZES CLEARED FOREIGN NATIONALS CONTROLLED ACCESS TO SPECIFIC U.S. CLASSIFIED MATERIAL. RELEASABLE TO THE NATION TO WHICH THE FN IS A CITIZEN, UNDER THE DIRECT CONTROL OF A CLEARED U.S. PERSON.

HQ, USEUCOM LAA CONTROL OFFICER

LAA PROGRAM

THE LIMITED ACCESS AUTHORIZATION PROGRAM (LAA) IS PROVIDED FOR IN DEPARTMENT OF DEFENSE (DOD) DIRECTIVE 5200.2-R, PERSONNEL SECURITY. THE PROGRAM IS DESIGNED TO ALLOW A FOREIGN NATIONAL TO ACCESS U.S. CONTROLLED CLASSIFIED MATERIAL, WHICH IS RELEASABLE TO THE GOVERNMENT TO WHICH THE FOREIGN NATIONAL HOLDS CITIZENSHIP. CERTAIN CONDITIONS EXIST WHICH RESTRICT THE LEVEL AND TYPE OF MATERIAL AND PHYSICAL CONTROLS REQUIRED ON THE FOREIGN NATIONAL.

WE WILL DISCUSS THE KEY ISSUES OF THE LAA PROGRAM IN THIS BRIEFING.

THIS BRIEFING IS UNCLASSIFIED.

INTENT OF THE LAA PROGRAM

- * AUGMENTATION TO U.S. ACTION OFFICERS
- * PROVIDE A SPECIAL SKILL OR TECHNICAL KNOWLEDGE NOT AVAILABLE FROM U.S. PERSONNEL
- * CONTROLLED ACCESS BY FN PERSONNEL TO ESSENTIAL U.S. CLASSIFIED

THE LAA PROGRAM WAS DESIGNED AS AN AID FOR U.S. ACTION OFFICERS IN AREAS OR PROGRAMS WHICH REQUIRE SPECIAL SKILLS OR TECHNICAL KNOWLEDGE NOT IMMEDIATELY AVAILABLE FROM A U.S. PERSON. BY GRANTING A FOREIGN NATIONAL ACCESS TO LIMITED CLASSIFIED INFORMATION NECESSARY TO UNDERSTAND AND SATISFY THE UNIQUE JOB REQUIREMENT WE (THE U.S.) CAPITALIZE ON THE FULL RESOURCES OF OUR PERSONNEL.

HQ, USEUCOM LAA PROGRAM OFFICER

IT IS NOT THE INTENT OF THE LAA PROGRAM TO REPLACE U.S. ACTION OFFICERS OF CLASSIFIED PROGRAMS WITH FOREIGN NATIONAL PERSONNEL.

HOWEVER, THE LAA PROGRAM **DOES INTENTIONALLY** RESTRICT WHAT AND WHEN THE FOREIGN NATIONAL MAY ACCESS APPROVED MATERIAL.

LAA RESTRICTIONS

A LAA DOES NOT AUTHORIZE A FOREIGN NATIONAL:

- * ACCESS TO NATO CLASSIFIED MATERIAL
- * GENERAL ACCESS TO U.S. CLASSIFIED MATERIAL
- * UNATTENDED ACCESS TO AUTHORIZED MATERIAL
- * ACCESS TO TOP SECRET MATERIAL
- * UNESCORTED ENTRY TO CONTROLLED AREAS

HQ, USEUCOM LAA PROGRAM OFFICER**LAA RESTRICTIONS**

A LAA DOES NOT GRANT A FOREIGN NATIONAL THE SAME TYPE OF ACCESS TO CLASSIFIED MATERIAL THAT WE AS U.S. CITIZENS MAY ENJOY.

A LAA DOES NOT GIVE A FOREIGN NATIONAL ACCESS TO NATO MATERIAL. A NATO SECURITY CLEARANCE IS ISSUED AND CONTROLLED UNDER A DIFFERENT PROGRAM AND SET OF RULES.

A LAA DOES NOT GIVE A FOREIGN NATIONAL GENERAL ACCESS TO ALL U.S. CLASSIFIED WITHIN THE SPECIFIED CLASSIFICATION LEVEL.

EUCOM LAA AUTHORITY

THE FOREIGN NATIONAL MUST BE UNDER THE PERSONAL CONTROL AND OBSERVATION OF A CLEARED U.S. PERSON WHILE IN POSSESSION OF AUTHORIZED U.S. CLASSIFIED MATERIAL.

AT NO TIME MAY A FOREIGN NATIONAL BE GRANTED ACCESS TO TOP SECRET MATERIAL UNDER THE LAA PROGRAM.

FINALLY, A FOREIGN NATIONAL MAY NOT BE GRANTED UNESCORTED ACCESS TO CONTROLLED AREAS OR ISSUED FACILITY PASSES BASED ON A LAA.

IT IS NOT A SECURITY CLEARANCE.

HQ, USEUCOM LAA PROGRAM OFFICER

DOD POLICY AUTHORIZES THE CINC TO DELEGATE AUTHORITY FOR MANAGEMENT OF THE LAA PROGRAM TO THE FIRST FLAG GRADE OFFICER RESPONSIBLE FOR PERSONNEL SECURITY MATTERS.

WITHIN HQ USEUCOM THE DIRECTOR OF INTELLIGENCE, ECJ2, HAS BEEN DELEGATED THE RESPONSIBILITY AND AUTHORITY FOR MANAGEMENT OF THE COMMAND'S LAA PROGRAM.

LAA ISSUING AUTHORITY IS THE ECJ2.

JOB QUALIFICATIONS

- * SPECIAL SKILL OR TECHNICAL KNOWLEDGE
- * CRITICAL TO MISSION ACCOMPLISHMENT
- * NOT A GENERAL ADMIN OR SUPPORT POSITION
- * NO U.S. PERSONAL AVAILABLE TO SATISFY THE REQUIREMENT

FN HIRE POSITION

AUTHORITY FOR A LAA IS BASED ON THE DEMONSTRATED NEED FOR A SPECIAL SKILL OR SOME UNIQUE TECHNICAL KNOWLEDGE NOT POSSESSED BY AN AVAILABLE U.S. PERSON. THE REQUESTER MUST HAVE ATTEMPTED TO HIRE A U.S. PERSON TO SATISFY THE REQUIREMENT OR PROVIDE JUSTIFICATION TO WAIVE THE U.S. HIRE REQUIREMENT. THE CAPABILITY THAT THE FOREIGN NATIONAL PROVIDES TO THE ACTIVITY MUST BE CRITICAL TO ACCOMPLISHING THE MISSION.

CERTAIN POSITIONS ARE NOT AUTHORIZED FOR LAA CONSIDERATION SUCH AS ADMINISTRATIVE (E.G. SECRETARIES AND CLERKS) AND GENERAL SUPPORT (E.G. DRIVERS, COURIERS, MECHANICS) POSITIONS.

LAA IS AN EXCEPTION TO NATIONAL SECURITY POLICY AND IS ONLY AUTHORIZED IN EXTREME CASES WHERE U.S. PERSONNEL ARE NOT AVAILABLE.

FN QUALIFICATIONS

- * MUST BE A CITIZEN OF THE FOREIGN NATION TO WHICH THE MATERIAL IS RELEASABLE
- * THE FN MUST POSSESS A SPECIAL SKILL OR TECHNICAL KNOWLEDGE NOT AVAILABLE FROM U.S. PERSONNEL
- * FN MUST UNDERGO A FAVORABLE U.S. SECURITY INVESTIGATION
- * MUST CONSENT TO UNDERGO A POLYGRAPH INTERVIEW REQUEST WHEN NOT PROHIBITED BY HOST NATION LAWS

THE (FN) PERSON

WHEN AN AGENCY DETERMINES A LAA IS REQUIRED, A QUALIFIED FOREIGN NATIONAL MUST BE LOCATED AND NOMINATED. USUALLY THE POSITION IS CONSIDERED IN TERMS OF THE PERSON SINCE IT IS USUALLY THE SERVICE OF AN EMPLOYEE WHICH A REQUESTER DESIRES TO UTILIZE.

THE FOREIGN NATIONAL MUST BE A CITIZEN OF THE COUNTRY TO WHICH THE MATERIAL IS RELEASABLE. THIS IS IMPORTANT BECAUSE SOME FOREIGN NATIONALS ARE GUEST WORKERS IN A COUNTRY AND MAY NOT BE A CITIZEN OF THE NATION CONCERNED. IF THE FOREIGN

NATIONAL HOLDS DUAL OR MULTIPLE CITIZENSHIP THEN THE MATERIAL MUST BE RELEASABLE TO ALL COUNTRIES INVOLVED.

THE FOREIGN NATIONAL MUST UNDERGO A U.S. SECURITY INVESTIGATION JUST AS U.S. PERSONNEL DO AND RECEIVE A FAVORABLE RECOMMENDATION. HOWEVER, THIS IS NOT A SECURITY CLEARANCE -- IT IS A LIMITED ACCESS AUTHORIZATION.

MATERIAL ACCESS

- * RELEASABLE TO THE NATION(S) TO WHICH THE FN HOLDS CITIZENSHIP
- * PRE-APPROVED PROGRAMS/MATERIAL
- * APPROVED LEVEL OF CLASSIFICATION
- * MINIMUM ESSENTIAL MATERIAL
- * AS PROVIDED BY THE USCO

HQ, USEUCOM LAA PROGRAM OFFICER

A LAA DOES NOT GRANT GENERAL ACCESS TO ALL CLASSIFIED MATERIAL. EVEN IF A FOREIGN NATIONAL IS APPROVED TO ACCESS MATERIAL OF A CLASSIFIED PROGRAM, THE U.S. CONTACT OFFICIAL (USCO) MUST PHYSICALLY SCREEN ALL RELEASED MATERIAL. THE FOREIGN NATIONAL MAY ONLY BE GIVEN THE MINIMUM ESSENTIAL MATERIAL TO ALLOW THE PERSON TO PROVIDE THE INTENDED SJILL OR TECHNICAL EXPERTISE.

THE DA FORM 3028-R, LIMITED ACCESS AUTHORIZATION, MUST CLEARLY SPELL OUT THE PROGRAM(S)/MATERIAL TO WHICH THE FOREIGN NATION WILL BE PROVIDED.

PHYSICAL SECURITY

- * FN MAY NOT HAVE COMBINATIONS TO:
 - CLASSIFIED STORAGE CONTAINERS
 - CONTROLLED AREAS
- * FN MAY NOT LEAVE THE WORK AREA WITH CLASSIFIED MATERIAL
- * PHYSICAL OBSERVATION/CONTROL OF USCO

ACCESS TO CLASSIFIED MATERIAL

A FOREIGN NATIONAL MAY NOT BE GIVEN COMBINATIONS TO CLASSIFIED STORAGE CONTAINERS OR CONTROLLED AREAS. ACCESS AND HANDLING OF CLASSIFIED MATERIAL BY A FOREIGN NATIONAL MUST ALWAYS BE CONTROLLED. PROVIDING FOREIGN NATIONAL PERSONNEL WITH THE KEYS TO THE FARM (COMBINATIONS) DOES NOT MAINTAIN CONTROL. REMEMBER THAT THE LAA IS NOT A SECURITY CLEARANCE. FOREIGN NATIONALS MAY NOT HAVE UNCONTROLLED ACCESS TO U.S. CLASSIFIED MATERIAL.

PERSONNEL SECURITY

- SAME AS FOR CLEARED U.S. PERSONNEL
- * FOREIGN TRAVEL RESTRICTIONS
- * FOREIGN CONTACTS
- * PERSONAL SUITABILITY
- ANNUAL REVALIDATION OF LAA REQUIREMENT
- PERIODIC REINVESTIGATIONS EVERY FIVE (5) YEARS
- INVESTIGATION PROCESSED THROUGH DSS

A FOREIGN NATIONAL GRANTED A LAA BECOMES SUBJECT TO ALL THE SECURITY RESTRICTIONS AND RESPONSIBILITIES SHARED BY U.S. PERSONNEL.

ADDITIONALLY, A LAA IS ONLY GRANTED FOR A **ONE YEAR** PERIOD. ALTHOUGH THE BACKGROUND INVESTIGATION IS GOOD FOR FIVE YEARS, LAAS MUST BE REVALIDATED ANNUALLY.

KEY POINTS

- * NOT A SECURITY CLEARANCE
- * ACCESS LIMITED TO ESSENTIAL MATERIAL
- * ACCESS UNDER USCO'S DIRECT CONTROL
- * AUGMENTATION FOR U.S. ACTION OFFICER
- * TO PROVIDE SPECIAL SKILL OR KNOWLEDGE

HQ, USEUCOM LAA PROGRAM OFFICER

IN SUMMARY - THE MOST IMPORTANT THING TO REMEMBER IS THAT A LAA IS NOT A SECURITY CLEARANCE. DO NOT EQUATE A LAA WITH A U.S. SECURITY CLEARANCE. FOREIGN NATIONALS MAY ONLY ACCESS THE MINIMUM ESSENTIAL MATERIAL TO SATISFY THE CRITICAL NEED. AT ALL TIMES, THE FOREIGN NATIONAL MUST BE UNDER THE DIRECT SUPERVISION OF THE USCO WHILE IN POSSESSION OF AUTHORIZED MATERIAL.