



Defense Health Agency

ADMINISTRATIVE INSTRUCTION

NUMBER 5200.01

February 5, 2020

DAD-A&M/ISD

SUBJECT: Temporary Access to Classified Material

References: See Enclosure 1.

1. PURPOSE. This Defense Health Agency-Administrative Instruction (DHA-AI), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (e), establishes the Defense Health Agency's (DHA) procedures to provide cleared DoD personnel temporary access (i.e., one-time or short duration access), to classified information under the control and custody of DHA.

2. APPLICABILITY. This DHA-AI applies to all DHA personnel to include: assigned, attached, or detailed Active Duty and Reserve Service members, federal civilians, and other personnel assigned temporary or permanent duties at DHA.

3. POLICY IMPLEMENTATION. It is DHA's instruction, pursuant to References (d) and (e), that:

a. The Director, DHA, or designee may authorize cleared DoD personnel temporary access to classified information at a higher level than is authorized by the existing clearance in circumstances where urgent operational or contractual exigency exist. Access at the next higher level will not be authorized for Communications Security, Sensitive Compartmented Information, North Atlantic Treaty Organization, or foreign government information.

(1) The recipient of the temporary access authorization must be a U.S. citizen, possess a current DoD security clearance, and the access required will be limited to classified information one level higher than the current clearance.

(2) The employee to be afforded the higher-level access will have been continuously employed by a DoD Component or a cleared DoD contractor for the preceding 24-month period. Higher level access is not authorized for part-time employees.

(3) DoD contractor personnel may be authorized to access classified information under this provision not to exceed the company's facility security clearance.

b. Access must not exceed 180 days and is limited to specific, identifiable information that is made the subject of a written record.

c. The appropriate nondisclosure agreements/statements and indoctrination briefings must be completed and fully executed before temporary access can be granted.

d. The exercise of this provision will be used sparingly and repeat use within any 12-month period on behalf of the same individual is prohibited. Access will be cancelled promptly when no longer required, at the conclusion of the authorized period of access, or upon notification from the Director, DHA, or designee.

e. If the access granted involves another agency's classified information, then that agency must concur before access is granted.

f. Except under very limited circumstances, with limited access, and with continuous oversight and monitoring, individuals approved for temporary access will not be permitted access to classified information technology systems. The information requested will be furnished and retrieved by a local information custodian.

g. These procedures do not apply when circumstances exist which would permit the routine processing of an individual for the higher-level clearance. If the period of access will exceed 45 days, the recipient must complete an Electronic Questionnaires for Investigations Processing Application within 10 days of approval for temporary access and undergo a background investigation for the level of clearance required. Access will be terminated immediately upon notification of an unfavorable adjudication or other derogatory information.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Not cleared for public release**. This DHA-AI is available to authorized users from the DHA SharePoint site on the SECRET Internet Protocol Router Network at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

7. EFFECTIVE DATE. This DHA-AI:

- a. Is effective upon signature.
- b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with Reference (c).

A handwritten signature in black ink, appearing to read 'Ronald J. Place', followed by a horizontal line.

RONALD J. PLACE
LTG, MC, USA
Director

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” August 24, 2018
- (d) DoD Manual 5200.02, “Procedures for the DoD Personnel Security Program (PSP),” April 3, 2017
- (e) Code of Federal Regulations, Title 32, Section 154.16

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, will designate, in writing, the Deputy Assistant Director (DAD), Administration and Management (A&M), to act as the approving authority in accordance with paragraph 8.2b(1) of Reference (d).

2. DAD-A&M. The DAD-A&M must:
 - a. Approve or deny requests for temporary access to classified information, or revoke individual's access if afforded access pursuant to this DHA-AI.

 - b. Designate the DHA Enterprise Security, Threat Management, and Safety (ESTMS) as the Office of Primary Responsibility, in writing, for this DHA-AI.

 - c. Provide executive level oversight and execution of this program.

3. CHIEF, ESTMS. The Chief, ESTMS must establish goals, objectives, standards, as well as conduct education, outreach, and training in support of this DHA-AI.

4. PERSONNEL SECURITY OFFICER (PSO). The PSO must:
 - a. Receive temporary access requests and advise DAD-A&M, and Chief, ESTMS on whether individuals meet the citizenship and national security eligibility requirements to receive the requested information.

 - b. Post instances of temporary access in the security system of record (e.g., Joint Personnel Adjudication System, Defense Information System for Security), and maintain for 24 months from the date the access was originally granted.

 - c. Initiate background investigations for individuals requesting temporary access for a duration of 45 days or greater but not to exceed 180 days.

 - d. Notify the applicable local information custodian when an individual has been approved for temporary access.

 - e. Coordinate inter-agency agreements when another agency's information is requested.

 - f. Ensure compliance with the records retention and disposition requirements detailed in paragraph 5.9 of Reference (d).

5. LOCAL INFORMATION CUSTODIAN. The Local Information Custodian (i.e., any individual possessing classified material) must:

a. Provide protection and accountability for classified material at all times and for locking classified information in appropriate security containers whenever it is not in use or under direct supervision of cleared and authorized personnel.

b. Provide general supervision during instances of temporary access.

c. Record the higher-level information actually revealed, the date(s) such access is afforded, and the daily return of the material accessed, and submit to the PSO.

ENCLOSURE 3

PROCEDURES

1. GENERAL. Whenever possible, temporary access will be confined to a single instance or at most, a few occasions. Access at the higher level will be limited to information under the control and custody of the Director, DHA, and will be afforded under the general supervision of a local information custodian, (i.e., an employee cleared to the classification level for the information).

2. PROCESS

a. The process for submitting and processing a request for temporary access to classified information is as follows:

(1) Individuals requesting temporary access will coordinate, in writing, requests through their Government Supervisor or Contracting Officer's Representative (COR) to the PSO. In the event this is for an individual under a contract, the COR shall work with the contracting officer to confirm a DD Form 254 is part of the contract or one is added to the contract when there is a Government-validated need. The COR and contractor shall follow appropriate procedures as identified by the respective contracting officer. The request must be submitted via a Memorandum for Record (MFR) on official DHA letterhead through the DHA's correspondence tasking system. The MFR must contain:

- (a) The requester's full name and DoD Identification Number;
- (b) An unclassified description of the specific information to be accessed and duration of access;
- (c) A full and detailed justification why access is required and mission impact; and
- (d) Government Supervisor/COR recommended concurrence.

(2) Once received via the DHA's correspondence tasking system, the PSO will verify the individual meets the citizenship and national security eligibility requirements to receive the requested information. The PSO will then advise the DAD-A&M, on whether the individual meets the requirements for access.

(3) The DAD-A&M, will record their approval or denial in writing on the MFR submitted and provide to the PSO for further coordination.

(4) If approved, the PSO will coordinate with the Government Supervisor/COR, local information custodian, other agencies (as needed), to afford the individual the requested access.

b. Access will be revoked promptly when no longer needed, at the conclusion of the authorized period of access, or when directed by the Director, DHA, or the DAD-A&M. Individuals will be debriefed immediately when access is no longer required.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

A&M	Administration and Management
COR	Contracting Officer's Representative
DAD	Deputy Assistant Director
DHA	Defense Health Agency
DHA-AI	Defense Health Agency-Administrative Instruction
ESTMS	Enterprise Security, Threat Management, and Safety
MFR	Memorandum for Record
PSO	Personnel Security Officer