

**Department of Transportation**  
**Office of the Secretary**  
**Washington, D.C.**

**ORDER**

DOT 1630.4

8-13-74

SUBJECT: INTERAGENCY COMMUNICATIONS SYSTEM SPECIAL ACCESS AUTHORIZATIONS

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1. PURPOSE. This order prescribes procedures for obtaining and controlling special access authorizations necessary for employees of the Department of Transportation (DOT) elements to be allowed access to information concerning the Interagency Communications System (ICS).
2. SCOPE. The provisions of this order apply to the Office of the Secretary (OST) and the operating administrations. In addition, pursuant to delegation by the National Transportation Safety Board (NTSB) under Section 5(m) of the DOT Act, the directive is applicable to the NTSB.
3. BACKGROUND. The U. S. Army Interagency Communications Agency (ICA) provides and manages the Interagency Communications System as agent for the Office of Preparedness in connection with the Federal continuity of Government operations. Information relating to the specifics of the system mission, its capabilities, locations and related details is classified at various levels. DOT personnel with need for the classified information, or to areas where it may be acquired, must be specially authorized by the ICA in accordance with this order before they will be allowed such access.
4. RESPONSIBILITIES.
  - a. Director of Investigations and Security, OST, shall
    - (1) Provide liaison with the Department of Army on security matters relating to the ICS.
    - (2) Arrange for ICS Access Authorizations needed by employees of all DOT elements to be issued or discontinued.
    - (3) Provide guidance to DOT officials on the classification level of information pertaining to the ICS.
  - b. Operating Administration Security Staff shall:
    - (1) Arrange for submission to the OST Director of Investigations and Security of papers and information necessary to obtain or discontinue ICS Access Authorizations for persons under their jurisdiction.

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DISTRIBUTION: All Secretarial Offices  
All Operating Administrations  
National Transportation Safety Board

OPI: Office of  
Investigations  
and Security

- (2) Advise persons under their jurisdiction concerned with the ICS as to the classification and level of information relating to the system.
- (3) Assure that appropriate security briefings and debriefings are given to persons authorized access to ICS information.

5. REQUIREMENTS.

- a. To qualify for access to ICS information, DOT personnel must be currently cleared for access to information classified as Top Secret.
- b. A valid need-to-know must be established for the person to have access to specific ICS information or to areas in which it is impracticable to prevent the person from acquiring classified ICS information. In this regard, Departmental personnel who have a need-to-know are those whose duties involve:
  - (1) Those aspects of continuity of operations planning which include specific details of the ICS; and
  - (2) Installation, maintenance, or operation of ICS equipment and related training.
- c. ICS access authorizations issued by the Interagency Communications System Security Officer must be obtained before the DOT employees will be allowed access to the ICS information.
- d. Date of approval of an ICS Access Authorization will be concurrent with the date the ICS Security Agreement (security briefing) form is executed.
- e. Upon termination of a need-to-know for ICS information each person who has been authorized such access shall be required to execute an ICS Security Termination Statement.

6. PROCEDURES. ICS access authorization shall be obtained and controlled as follows:

- a. Officials of the Department whose subordinates are concerned with the Interagency Communications System shall advise the Personnel Security Officer for their element of the specific need-to-know for each candidate for an ICS Access Authorization.

- b. The Personnel Security Officers shall provide to the OST Director of Investigations and Security the information specified in Attachment 1 to this order for each candidate under their jurisdiction who meets the clearance requirements and has a confirmed need for the authorization.
  - c. The OST Director of Investigations and Security shall submit the appropriate request forms to the ICS Security Officer and shall notify the Personnel Security Officer concerned when the ICS Security Officer has given his tentative approval, and shall forward the ICS Security Agreement for the candidate to execute.
  - d. The ICS Access Authorization is approved when the ICS Security Agreement is executed. The security official who assures that the candidate understands his security responsibilities in respect to the ICS information shall sign as witness on the security agreement form. As a minimum, candidates shall be familiar with Section 793, 794 and 1001 of Title 18, United States Code, as printed on the reverse of DOT F 1600.10, Security Termination Statement. The signed and dated ICS Security Agreement shall be forwarded to the ICS Security Officer through the OST Director of Investigations and Security.
  - e. When the person no longer needs the ICS Access Authorization (duty changes, termination of employment, etc.) the person shall be required to read and comply with the provisions of the ICS Security Termination Statement. It shall be signed and witnessed in the same manner as for the ICS Security Agreement in subparagraph d above. The ICS Access Authorization is rescinded concurrent with the date the ICS Security Termination Statement is signed. It should be forwarded to the ICS Security Officer through the OST Director of Investigations and Security.
7. UPDATING ICS RECORDS. Semi-annually the ICS Security Office will transmit to the OST Director of Investigations and Security a roster of all DOT personnel shown on the ICS records as being currently approved for ICS Access Authorization. The roster shall be reviewed with DOT security elements concerned for any changes or corrections needed.
  8. FORMS AVAILABILITY. Forms needed for carrying out the requirements of this order may be obtained from the OST Director of Investigations and Security.

9. PERSONNEL SECURITY OFFICERS. For the purposes of this order, the operating administration offices listed below shall perform the Personnel Security Officer functions prescribed in paragraph 6 above. Officials of all other DOT elements shall submit papers and information directly to the OST Director of Investigations and Security as their servicing Personnel Security Officer.
- a. U. S. Coast Guard. Chief, Security Programs Branch, G-PS-6.
  - b. Federal Aviation Administration. Chief, Security Division, ASE-200.
  - c. Federal Highway Administration. Personnel Security Officer, HPT-1.2.

FOR THE SECRETARY OF TRANSPORTATION:



William S. Heffelfinger  
Assistant Secretary  
Administration

INFORMATION REQUIRED FOR REQUESTING  
INTERAGENCY COMMUNICATIONS SYSTEMS (ICS) ACCESS AUTHORIZATIONS

1. Full name of person.
2. Date and place of birth.
3. Social Security number.
4. Present job title.
5. DOT element and complete official address where employed.
6. Type of personnel investigation completed, by whom, and date completed.
7. Date and by whom Top Secret clearance was issued.
8. Official duties which clearly establish need-to-know in respect to classified ICS information.
9. When applicable, name of the person that applicant is replacing on the ICS roster. If the replaced person has continued need for ICS access authorization for other reasons, this should be noted.
10. Any other pertinent information which would be useful in evaluating the request.
11. Personnel security officer submitting the request.