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Date: 07/08/2004

Category: 10 - Security **OPR:** OS

Title: AR 10-19 (U) PROCEDURES FOR REPORTING UNFORESEEN ABSENCES, EMERGENCIES AND DEATHS

REVISION SUMMARY: 08 July 2004

This regulation supersedes AR 10-19 dated, 30 August 2001.

AR 10-19 is revised and retitled *Procedures for Reporting Unforeseen Absences, Emergencies and Deaths*. This revision also updates previous procedures for reporting unforeseen absences, emergencies, and deaths.

Because this regulation has been extensively revised, boldfaced text has not been used.

FIELD DISSEMINATION: WWSB

This regulation was written by the Office of Security, Security Policy Staff,

19. (U) PROCEDURES FOR REPORTING UNFORESEEN ABSENCES, EMERGENCIES AND DEATHS

(U//AIUO) SYNOPSIS. This regulation prescribes Agency policy for reporting unforeseen absences, emergencies, and designation of emergency contacts for covered individuals. It also provides Agency policy for reporting deaths of covered individuals that occur outside the continental United States (CONUS).

- a. **(U//AIUO) AUTHORITY.** The authority for this regulation is the CIA Act of 1949 as amended, Executive Order 12333, and other applicable law.

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b. (U//AIUO) DEFINITION. For the purpose of this regulation, the following definition applies:

- (1) (U//AIUO) A "covered individual" is anyone with staff or staff-like access. A covered individual includes staff employees, participants in student programs, military and civilian detailees, internal (Type I) contract employees, career associate (Type C) contract employees, independent contractors, industrial contractors, panelists, consultants, and any other affiliated personnel with staff-like access. A covered individual also includes anyone in temporary non-pay status who has retained his or her staff or staff-like access. Individuals do not have to be in a formal employment relationship with the Agency to have staff-like access to Agency information and facilities.

c. (U//AIUO) POLICY

- (1) In order for the Agency to safeguard its personnel and information and to render effective assistance, each covered individual is required to:

- (a) (U//AIUO) Report to his or her supervisor any situations of a medical or legal nature that could potentially impact the covered individual's ability to report for duty consistent with their work schedule. If necessary, the supervisor will pass this information onward to the appropriate Agency officials.
- (b) (C) Notify his or her supervisor of an unplanned absence from the covered individual's work site, to include unscheduled leave and non-emergency situations. Notification must be made within the first two hours of the covered individual's scheduled tour of duty. In the Metropolitan Washington area, if the covered individual is unable to contact the supervisor, the covered individual should contact the Office of Security, Protective Programs Group, Security Operations Center (SOC) at [REDACTED] The SOC will attempt to contact the covered individual's supervisor, appropriate area security officer (ASO), and human resources (HR) officer. Covered individuals should remember to follow official cover procedures when reporting any absence.
- (c) (U//AIUO) Designate an emergency contact to act on the covered individual's behalf should conditions require it, and inform the emergency contact of the above reporting requirements. The contact should be prepared to alert the Agency of any emergency or absence when the covered individual is unable to do so, and notify the Agency of the covered individual's death.

- (2) (U//AIUO) When a covered individual fails to report to work without explanation for more than two hours after their work tour begins, the supervisor, in a coordinated effort with the component ASO, must try to reach the covered individual by telephone. If unsuccessful, other efforts, such as contacting the covered individual's emergency contact and/or a family member, should be used to locate the covered individual. If after four hours the absence is still unexplained, Metropolitan Washington area supervisors must

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report the absence to the SOC, who will refer it to Personnel Security Group, Investigations Division, Special Investigations Branch (SIB). The covered individual's supervisor should provide pertinent cover and operational considerations, along with the names of acquaintances that may be able to assist in locating the absent covered individual.

- (3) (C) When a covered individual is absent for more than 24 hours, SIB will advise the

[REDACTED]

d. (U//AIUO) REPORTING EMERGENCIES FROM THE FIELD

- (1) (C) Outside the Metropolitan Washington area, the designated field authority will investigate any unexplained absence and submit a report [REDACTED] within the first 24 hours after the absence is discovered.

- (2) (C) The designated field authority, in a coordinated effort with the HR [REDACTED] [REDACTED] will ensure that notification is made to the covered individual's emergency contact in a manner consistent with security and cover considerations. Only the designated field authority may authorize such notification. In the report to headquarters, the designated field authority will state specifically whether or not such notification was made.

e. (U//AIUO) RESPONSIBILITIES

- (1) (C) The Director of Security (D/OS) will develop and implement procedures for the expeditious handling of covered individual's emergencies in the Metropolitan Washington area and for the coordination of emergency actions with appropriate offices. Within the limits of applicable laws, regulations, and Agency equities, the D/OS will ensure that the interests of the covered individual are protected and that assistance is provided to ill or distressed covered individuals and their families.

- (2) (U//AIUO) Outside the Metropolitan Washington area, the above responsibility is delegated to the designated field authority.

- (3) (U//AIUO) Supervisors will ensure that all covered individuals under their supervision know and understand the provisions of this regulation.

- (4) (C) In the event of the death of a covered individual or a covered individual's dependent outside CONUS, the designated field authority will arrange for the preparation and shipment of the remains and personal effects of the deceased in accordance with the law, Agency regulations, [REDACTED]

- f. (U//AIUO) RELATED REGULATIONS.** The following activities are governed by other Agency regulations:

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(1) (U) AHB Employee Emergencies, Unforeseen Absences and Deaths

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