U.S. Customs and Border Protection

Attachment J

Requesting Exceptions to Citizenship Requirement

HB 1400-05D
Information Systems Security Policies and
Procedures Handbook

Version 2.0

July 27, 2009

DOCUMENT CHANGE HISTORY

Version	Date	Description
1.0	July 27, 2009	Initial CBP 1400-05D release based solely on DHS 4300A, Version 6.1.1, attachment. There are no substantive differences between this CBP attachment and its source DHS attachment. This attachment is included as part of the CBP 1400-05D handbook suite to enable the CBP user to be able to access all IT security policies (DHS as well as CBP specific) at one location.
2.0	December 21, 2010	Updated form to include fields for date and plaec of birth. Also, new requirement for "Security Certification" for FSNs.

1.0   INTRODUCTION

Department of Homeland Security (DHS) policy requires that only government and contractor personnel who are citizens of the United States will be given access to DHS systems. Exceptions to this policy must be obtained for any non-U.S. citizens, including Foreign Service Nationals (FSNs), for which access to DHS systems is needed. Exceptions are to be requested of and granted by the Component Head or designee, with concurrence from the DHS Office of Security and the DHS Chief Information Officer (CIO) or their designees.

Attached is the form to be used in requesting exceptions to the DHS policy. The form can be partially filled out electronically and saved as a Microsoft Word file; however, signatures on hard copies are required. The completed form should be submitted to the Component Head or the Component Head's designee for approval. For approved exceptions, the Component Head or designee must then obtain concurrence from the DHS Office of Security and the DHS CIO or their designees. The signed form should be filed in the employee's personnel file.

DHS IT Security Program
Exceptions to Citizenship Requirement

Tracking Number: _____
(To be filled in by DHS staff)

Department of Homeland Security (DHS) policy requires that only government and contractor personnel who are citizens of the United States will be given access to DHS systems. Exceptions to this policy must be obtained for any non-U.S. citizens, including Foreign Service Nationals (FSNs), for whom access to DHS systems is needed. Exceptions are to be requested of and granted by the Component Head or designee with concurrence of the DHS Office of Security and the DHS Chief Information Officer (CIO) or their designees. The form to be used in requesting exceptions to the DHS policy is below. The form can be partially filled out electronically and saved as a Microsoft Word file; however, signatures on hard copies are required. The completed form should be submitted to the Component Head or designee for approval. For approved exceptions, the Component Head or designee must then obtain concurrence from the DHS Office of Security and the DHS CIO or their designees. The signed form should be filed in the employee's personnel file.

Date: _____

From (name): _____

Title: _____

Component: _____

Telephone number: _____

E-mail address: _____

An exception from DHS policy requiring that those with access to DHS systems be U.S. citizens is requested for the following employee:

Name of Employee: _____

Date of Birth: _____

Place of Birth: _____

Position: _____

Country of Citizenship: _____

Foreign Service National? ☐ If checked, attached "Security Certification: issued in accordance with 3 FAM 7220

Justification for the exception request: _____

Submit completed form to the Component Head.

Component Head (or Designee) Decision

My approval with the requested exception to the U.S. citizenship requirement for access to DHS systems:

☐ **Approve.**

☐ **Disapprove.**

Reason for disapproval: _____

Name (printed): _____

Title: _____

Date: _____

Signature: _____

DHS Office of Security

My concurrence with the requested exception to the U.S. citizenship requirement for access to DHS systems:

☐ **Concur.**

☐ **Nonconcur.**

Reason for nonconcurrence: _____

Name (printed): _____

Title: _____

Date: _____

Signature: _____

DHS CIO

My concurrence with the requested exception to the U.S. citizenship requirement for access to DHS systems:

☐ **Concur.**

☐ **Nonconcur.**

Reason for nonconcurrence: _____

Name (printed): _____

Title: _____

Date: _____

Signature: _____