

## Sample Request to Use a Camera in a Limited Area

MEMORANDUM FOR: KURT W. RUNGE  
DIRECTOR  
OFFICE OF HEADQUARTERS SECURITY OPERATIONS

FROM: NAME OF FEDERAL SUPERVISOR MAKING REQUEST  
TITLE  
NAME OF ORGANIZATIONAL ELEMENT

SUBJECT: Request to Use Camera within a Limited Area of the  
\_\_\_\_\_ Facility

I hereby request permission to use a camera to take photographs at the \_\_\_\_\_ Facility. The following information is submitted:

Date Camera Will Be Used: Enter Dates.

Person Using the Camera: Enter Name of Person Using Camera.

Purpose of Photography: Why photography is needed.

Location of Photography: Where the camera will be used. (This cannot be a Vault-Type Room, or a Limited Area approved for Top Secret, Sensitive Compartmented Information, Special Access Program information, or a TEMPEST Protected Area).

Equipment to be Used: Preferably a government-owned digital camera. If a personally owned camera is to be used, there must be a statement that the camera has been inspected by the HQ TSP Team and approved for use.

I understand and will comply with the following security rules pertaining to use of a camera in a Limited Area.

1. The area will be sanitized before any photographs are taken. This includes covering up or removing from view all classified and sensitive documents or matter and the total shutdown of any classified computer system.
2. Only still photographs are authorized.
3. I will not photograph any Security Area signs that are not visible to the general public.
4. I will not photograph any access control or intrusion detection equipment such as card readers, PIN pads, door locks, secure telephone devices, sensors, motion detectors, etc., that are not visible to the general public.
5. I will not photograph any planning or project calendars.
6. An authorized occupant of the area will be present during the entire photography session.

7. At the conclusion of the photography, the camera and/or its media will be handled as a classified "working paper" and submitted to a Derivative Classifier (DC) for review prior to being used for any purpose.
8. The camera and/or its media will be stored as classified matter until a DC determines the photographs are unclassified.
9. In the event classified matter appears in any photograph, the camera and/or its media will be sanitized by the HQ TSP Team.

If you have any questions on this matter, please contact me at (phone number of the person making request).

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

cc:

Director, Technical Security Program (EHSS-54)

Security Area Program Manager – GTN/FORS (EHSS-41)

User's HSO

Director, Office of Physical Protection (EHSS-41)