



Interagency Security Committee Responsibilities and Standard Operating Procedures

I. Purpose.

To outline the responsibilities of members and the Standard Operating Procedures (SOP) to be followed by the Interagency Security Committee (ISC) and its Working Groups. This SOP replaces the one issued September 27, 2004.

II. Authorities.

This SOP is issued pursuant to Executive Order 12977, as amended and DHS Delegation 7035.1.

III. Responsibilities.

A. The ISC will:

1. Establish policies for security in and protection of federal facilities;
2. Develop, evaluate, oversee, and reinforce security standards for federal facilities;
3. Develop and implement a strategy for ensuring compliance with ISC standards;
4. Enhance the effectiveness of communication within the federal community on all matters concerning the protection of federal facilities, the employees therein, and the visiting public;
5. Enhance the quality and effectiveness of security and protection of federal facilities;
6. Establish Working Groups to perform tasks as directed by the ISC;
7. Meet on a quarterly basis to ensure successful completion of assigned tasks and to monitor Working Group progress; and
8. Issue a biennial report outlining progress, funding and other challenges, and the future agenda for enhancing the security in and protection of federal facilities.

B. The Chair of the ISC will:

1. Facilitate consensus and decision making among member agencies on policies, standards, and/or guidance;
2. Seek member advice and input on issues and priorities;
3. Serve as the official spokesperson on ISC matters; and
4. Designate an Executive Director to assist the Chair in all matters relating to the operation of the ISC and act for the Chair as necessary.

C. Membership—Primary. ISC primary members are representatives from the agencies and departments designated in EO 12977. They are Senior Executive Series (SES) level or senior level (GS-15 or equivalent) officials who are authorized to speak on behalf of the agency head and represent the officials responsible for the management of physical security programs of their agency. Primary members will:

1. Forward a signed appointment letter to the ISC Chair from their agency head appointing one primary and one alternate representative to serve as ISC members;
2. Advise the Chair in writing of any membership changes;
3. Ensure appropriate representation at ISC meetings;
4. Participate in and/or otherwise assist ISC Working Groups;
5. Accomplish all necessary interagency coordination and review of matters, documents, or positions issued by the ISC membership for concurrence;
6. Implement ISC policies, standards, and guidance within their agency's physical security program;

7. Support and coordinate ISC policies and standards within other security-related organizations on which they might serve;
8. Advise the ISC Chair or Executive Director of any deviations from ISC policies and standards and other organizational activities that may adversely impact the physical security of federal facilities; and
9. Provide concurrence, non-concurrence, and/or comments on ISC Working Group proposals provided to the membership for review.

D. Membership—Associate. ISC associate members are representatives from other agencies and departments not designated in EO 12977, or from major sub-components of the agencies and departments listed in the EO. They are Senior Executive Service (SES) or senior level (GS-15 or equivalent) officials who are authorized to speak on behalf of the agency head and represent the officials responsible for the management of their agency's physical security programs. Associate members are designated upon approval of the Chair. Associate members will:

1. Forward a signed appointment letter to the ISC Chair from their agency head appointing one primary and one alternate representative to serve as ISC associate members;
2. Advise the Chair in writing of any membership changes;
3. Perform all functions of the primary members except formally voting on the ISC concurrence or non-concurrence of ISC Working Group proposals or other issues before the ISC; and
4. If representing a sub-component of a primary agency, consult with the agency's primary member prior to providing input on proposed ISC documents; if representing an independent agency, comment directly on behalf of the agency.

E. ISC Steering Group. The ISC Steering Group consists of five members (three from primary agencies and two from associate agencies). They will serve staggered, two year terms and be appointed by the Chair at the biennial ISC Planning Conference. They will provide the Chair and/or the Executive Director their views on:

1. ISC priorities;
2. ISC meeting agendas;
3. ISC Working Group project plans; and
4. The operational impact of proposed initiatives affecting the physical security of federal facilities.

F. Working Groups (WGs). ISC Working Groups may be established by the Chair, the Steering Group with the approval of the Chair, or by majority vote of the membership. Working Groups may be assigned to accomplish a specific task within a defined time-frame, such as developing security standards, or they may be assigned to perform an on-going task such as identifying best practices or evaluating new technologies.

1. **WG Leader Responsibilities.** The WG leader will be designated by the Chair or Executive Director and is expected to:
 - a. Develop a draft project plan in consultation with the WG members;
 - b. Lead all WG meetings and guide the WG members in task assignments;
 - c. Report quarterly to the ISC membership;
 - d. Prepare draft WG products for comment; and
 - e. Prepare WG products for signature.
2. **WG Membership and Responsibilities.** Working Groups will generally consist of three to seven individuals and one ISC support staff. WG members are expected to:
 - a. Attend all meetings or assign a permanent staff member for the Working Group;
 - b. Complete WG assignments within agreed upon timeframes; and

- c. Assist the WG Leader and support other WG members.
3. **ISC Support Staff Responsibilities.** ISC staff members are expected to:
 - a. Assist the WG leader draft the project plan and meeting agendas; and
 - b. Record the decisions of the Working Group and follow-up actions.
4. **Work Product Draft, Comment, and Issuance Procedures.** Working Groups should accomplish their tasks consistent with the following guidelines:
 - a. Distribute draft products to designated sub-sets of ISC members for preliminary comment and amend the draft as appropriate;
 - b. Provide a second draft to all members (primary and associate) for comment before finalization;
 - c. Reconcile all comments and revise the document as necessary;
 - d. Present all irreconcilable comments to the Chair or Executive Director for decision; and
 - e. Prepare a final draft for formal concurrence by the primary members and provide it to the Executive Director for distribution. (See section 4D for final approval and issuance.)

IV. Procedures.

A. ISC Meetings will:

1. Be held quarterly or at the call of the Chair or Executive Director;
2. Follow a Steering Group-reviewed agenda distributed to all members (primary and associate) five work days prior to the meeting;
3. Be documented in minutes distributed to all members within four weeks after each meeting;
4. Provide the opportunity for discussion of additional items not listed in the agenda as proposed by either primary or associate members present;
5. Be scheduled for no more than two hours unless circumstances dictate otherwise; and
6. Follow consensus voting procedures as described in 4B.

B. Consensus Voting.

1. The ISC will strive for consensus approval of all proposals. Consensus approval is defined as unanimous affirmation and/or no outright objection to ISC Working Group proposals or other issues before the ISC.
2. Voting shall be by voice vote, show of hands, show of voting card, or in writing (e.g., memo or e-mail) as directed by the Chair or Executive Director. Any member may abstain from voting.
3. All issues before the committee are open for discussion by all members (primary and associate).
4. After the initial discussion, a consensus proposal will be put forth for vote by the Chair or Executive Director.
5. If consensus is achieved, the motion or proposal is accepted; if consensus is not achieved, discussion of the issue/proposal/options, etc. will continue by all members present and a consensus vote will be attempted again at the direction of the Chair or Executive Director.
6. Failing consensus of all members present, a two thirds majority of the primary members present will be required. Failing a two thirds majority of the primary members, the proposal will be modified, deferred, or otherwise addressed at the discretion of the Chair or Executive Director.
7. The minutes will document the voting process and the final decision reached.

C. Task Identification. ISC tasks may be proposed in various ways:

1. **ISC Biennial Conference:** The ISC will conduct a biennial planning conference, the purpose of which will be to identify and prioritize ISC tasks for the subsequent two years;
2. **ISC Quarterly Meetings:** Members may propose an ISC task at ISC quarterly meetings. The membership shall prioritize such tasks or defer that action until the next quarterly meeting or biennial planning conference.
3. **Urgent Circumstances:** Circumstances may dictate the forming of a special short-term ISC Working Group to address a specific task. These Working Groups may be formed at the request of the Steering Group, the Chair, and/or the Executive Director.

D. Document Approval Process.

1. All ISC members will have an opportunity to provide comments on draft ISC documents. Comments shall be requested within a reasonable time frame. If comments are not received within the stated time frame, concurrence will be assumed unless an extension is granted by the WG leader, Chair or Executive Director.
2. Associate members--who represent a sub-component of an agency or department listed in E.O. 12977--will submit comments through the agency's or department's primary representative. Associate members from independent agencies shall comment directly on behalf of their agency.
3. Every effort will be made to reconcile all comments received. If comments cannot be reconciled, they shall be reported to the Executive Director with the final draft.
4. Once a final draft is developed, it shall be forwarded to the Executive Director for review to ensure consistency with DHS correspondence requirements. The final draft will be issued to only primary ISC members for formal concurrence. A reasonable due date will be established for concurrence. If no response is received by the due date, concurrence will be assumed. Extensions to the due date may be requested. After concurrence it will be issued as an ISC document over the signature of the Chair.

V. Revisions.

This SOP will be periodically reviewed and updated as necessary.