SCIF, SAPF, & AT Guidance

10 SEP 2025

ENGINEERING TECHNICAL LETTER (ETL)

AIR NATIONAL GUARD DESIGN OBJECTIVES AND PROCEDURES

Record of Changes (changes are indicated by **1**\ ... /**1**/)

Change No.	Date	Location

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FOREWORD

In accordance with Air Force Instruction 32-1023, the Chiefs of the National Guard Bureau (NGB) and Air Force Reserve develop supplementary instructions and or guidance unique to the Air National Guard (ANG) and Air Force Reserve Component (AFRC) construction programs and oversee management of their respective programs. In accordance with Title 10, U.S.C. Chapter 133 *Service, Supply, Procurement,* the ANG and the AFRC facilities programs are executed under Title 10. U.S.C., Chapter 1803. As such they may coordinate with Air Force Installation Mission Support Center (AFIMSC) and portions of Air Force Civil Engineer Center (AFCEC), but execute under Title 10, U.S.C., Chapter 1803.

Air National Guard Engineering Technical Letters (ANG ETLs) provide requirements (i.e., defined by users and operational needs) and are intended for use with unified technical requirements published in DoD Unified Facilities Criteria (UFC). ANG ETLs are applicable only to the Air National Guard, and do not represent unified DoD requirements. Differences in requirements between DoD Components as well as local and state agencies may exist due to differences in policies and operational needs.

The UFC system is prescribed by MIL-STD 3007G Standard Practice Unified Facilities Criteria, Facilities Criteria and Unified Facilities Guide Specifications and provides planning, design, construction, sustainment, restoration, and modernization criteria, and applicable to the Military Departments, Defense Agencies, and the DoD Field Activities. The UFC System also includes technical and functional requirements for specific facility types. Headquarters, U.S. Army Corps of Engineers (HQUSACE), Naval Facilities Engineering Systems Command (NAVFAC), and Air Force Civil Engineer Center (AFCEC) are responsible for administration of the UFC system. Technical content of UFC is the responsibility of the cognizant DoD working group.

ANG ETLs are living documents and will be periodically reviewed, updated, and made available to users as part of the Military Department's responsibility for providing technical criteria for military construction.

ANG ETLs are effective upon issuance and are distributed only in electronic media from the following source:

- Whole Building Design Guide web site https://www.wbdg.org/ffc/ang/engineering-technical-letters-angetl

POINT OF CONTACT: The point of contact for this ANGETL is CETB Civil Engineer, NGB/A4IC at (701) 723-6123, DSN 453-6123, MinotANG-NGB.A4IC.Workflow@us.af.mil

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AIR NATIONAL GUARD ETL
REVISION SUMMARY SHEET

Document: ANG ETL 25-01-02, SCIF, SAPF, & AT Guidance

Superseding: ANG ETL 24-01-02, SCIF & AT Guidance, 31 Mar 2024

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CHAPTER 1 INTRODUCTION

1-1 PURPOSE.

Provide guidance in implementing the Sensitive Compartmented Information Facility (SCIF), Special Access Program Facility (SAPF), and Antiterrorism (AT) design policy.

1-2 APPLICABILITY.

This document is applicable to both Design-Bid-Build (DBB) and Design-Build (DB) projects. Regardless of the execution method (i.e., offload to USACE, NAVFAC, etc.; Appendix 1031; Facility, Sustainment, Restoration, and Modernization Cooperative Agreement (FSRMCA); or Military Construction Cooperative Agreement (MCCA), this document must be referenced and incorporated into **all** agreements and contracts for pre-design; design; post design/pre-construction award; and post construction award services for ANG projects.

This ANGETL is applicable for all new designs, designs for which NGB/A4I formal approval of the Type A-2, 35% (Concept Development) submittal has not yet been issued for, and for all Code and Criteria Reviews (CCRs).

CHAPTER 2 SENSITIVE COMPARTMENTED INFORMATION FACILITY (SCIF)

2-1 GENERAL.

The design of a SCIF must comply with DoDM 5105.21 – V2, *SCI Administrative Security Manual: Admin of Physical Security, Visitor Control, and Technical Security*, UFC 4-010-05, *Sensitive Compartmented Information Facilities Planning, Design, and Construction,* latest versions of IC Tech Specs for ICD/ICS 705, and CNSSAM TEMPEST 1-13.

2-2 DEFINITIONS.

Design & Planning are defined within Air National Guard Design Objectives and Procedures ANGETL 24-02 for this document. Secure facility Accrediting Officials (AO) often use different definitions for these terms.

2-3 ROLES.

A SCIF roles spreadsheet with A2/6 contacts for installations is available upon request through NGB.A4IC.Workflow@us.af.mil.

2-4 PLANNING, PROGRAMMING, AND DESIGN PROCESS REQUIREMENTS

2-4.1 Concept Approval.

For a SCIF to be designed as part of a project, it must be approved by the AO, NGB/A2/6S and NGB/A4F.

2-4.1.1 Concept Approval.

A Concept Approval must be requested by the unit's commander and approved by the ANG Senior Intelligence Officer (SIO) (A2/6) prior to any SCIF planning and design in accordance with DoDM 5105.21, V2 and AFMAN 14-403.

2-4.1.2 DD1391.

The project DD1391 is prohibited from including the term SCIF but must include the term Secure Area. Preliminary planning and risk assessments are completed in this phase. Follow DoDI 5105.21-v2, SCI Administrative Security Manual with regards to releasable documents.

2-4.1.3 Installation Site Security Officer (SSO) or Site Security Manager (SSM).

The installation Special Security Officer (SSO) or Site Security Manager (SSM) is required to be a part of the Base Design Working Group to provide inputs into the DD1391 and SOW.

2-4.2 Construction Security Plan (CSP).

For each SCIF construction project, a Construction Security Plan (CSP) shall be developed to address the application of security to the SCIF planning, design and construction efforts.

2-4.2.1 Transmission of Documents.

Under no circumstances shall plans, diagrams, etc. that are identified for a SCIF be sent or posted on unprotected information technology systems or internet venue without encryption. Recommend DoDSAFE for transmission of documents.

2-4.2.2 Training.

It is highly recommended that the Base Civil Engineer (BCE) or project's Contracting Officer Representative (COR), and the SSM, attend either the online or in person, Office of the Director of National Intelligence (ODNI) Sensitive Compartmented Information Security Course for ICD 705 training prior to the start of the design process. See Attachment 4 for ODNI courses.

2-4.3 Defense Intelligence Agency (DIA) Pre-Construction Approval.

This process outlines the steps to obtain DIA pre-construction approval, which requires submission of the 35% preliminary design plans in accordance with DoDM 5105.21.

2-4.3.1 A-E Responsibilities.

The A-E is responsible for creating design documents compliant with the latest version of the Air National Guard Design Objectives and Procedures. The A-E must coordinate with the BCE and SSM to determine project-specific security requirements. This ensures the design addresses all necessary security considerations. The deliverables the A-E provides with the 35% (Type A-2, Concept Development), as outlined in ANGETL 24-02, assist the SSM with submitting the 35% preliminary design plans to the AO.

2-4.3.2 SSM Responsibilities.

The SSM must draft the following documents, which are required for the 35% preliminary design plans submission to the AO: Fixed Facility Checklist (FFC), Draft Construction Security Plan (CSP), TEMPEST Checklist, and Pre-Construction Checklist.

2-4.3.3 BCE Responsibilities.

The BCE submits the completed (Type A2) preliminary design plans to the SSM. The SSM then forwards the package to NGB/A2 AO for their review.

2-4.3.4 AO Responsibilities.

The AO *must* review and approve the preliminary design plans at the A2 submission stage. **Important:** *Do not proceed with Type B services until the AO has approved and confirmed submission to DIA.* This step is essential for security validation.

2-4.3.5 DIA Response.

The Type B-2 (100% Final Design) submittal *will not* be accepted until DIA's review comments are resolved. This ensures that DIA's feedback is addressed.

2-4.3.6 Address AO and DIA Review Comments.

All review comments received from both the AO and DIA must be addressed and adjudicated *before* finalizing the B3 design documents. Failing to address these comments will halt solicitation.

2-5 SCIF DESIGN

2-5.1 Location.

The A-E shall locate mechanical rooms and fenced in platforms at the building perimeter with direct access from outside the building and outside of the SCIF boundary, if feasible.

2-5.2 HVAC Redundancy.

Heating, Ventilation, Air Conditioning (HVAC) redundancy requirements that are more than UFC 3-401-01 Mechanical Engineering, and ANGETLs shall be coordinated with National Guard Bureau (NGB) mission owner through the BCE.

2-5.3 SCIF Server Rooms.

Provide stand-alone, dedicated HVAC equipment in SCIF Server rooms. Also consider satisfying the cooling load with underfloor supply air plenum from down flow, floor-set Computer Room Air Conditioning (CRAC) unit(s).

2-5.4 Federal Information Processing Standards – Advanced Encryption Standards (FIPS AES).

HVAC systems shall have a protected link that complies with Federal Information Processing Standards - Advanced Encryption Standards (FIPS AES) from the server room CRAC units to the Facility Energy Management system and to the base Energy Management and Control System (EMCS). This connectivity will provide a means for system critical alarms, messages, and warnings to be transmitted.

2-5.5 Smoke Control Systems.

Server rooms in mission essential spaces shall be evaluated for smoke control systems. Designs requiring smoke control systems shall follow Tri-Service Fire Protection Engineering Working Group (TSFPEWG) G 3-600-01.01-18.

2-5.6 Mission Assurance Category (MAC).

Determine if any electronic equipment is Mission Assurance Category (MAC) coded as defined in DODI 8500.2 Information Assurance (IA) Implementation by A2.

2-5.7 NFPA 101.

SCIF spaces shall comply with NFPA 101 requirements for life safety.

Recommended lock resource:
http://www.navfac.navy.mil/navfac_worldwide/specialty_centers/exwc/products_and_services/capital_improvements/dod_lock.html

2-5.8 Sound Transmission Class (STC).

New Sound Transmission Class (STC) rated doors, frames, and hardware for ICD/ICS 705 construction shall be purchased as a rated assembly preferably from a single manufacturer as a system to ensure STC ratings and certification are met.

2-5.9 Division 1 Specifications.

The A-E shall include SCIF requirements in the Division 1 specifications and shall include the following requirements in accordance with ICD/ICS 705, Technical Specifications for Construction and Management of Sensitive Compartmented Information Facilities.

2-5.9.1 Construction Security Plan (CSP).

2-5.9.2 Access-control.

Access-control functions for the construction site at all vehicle and pedestrian entrances to the site as otherwise noted in the CSP – show details and locations on site plan.

2-5.9.3 Screening.

Screening during construction of all non-cleared workers, vehicles and equipment entering or exiting the site – show location on site plan.

2-5.9.4 Prohibited materials.

Specifically delineate prohibited materials, (explosives, weapons, electronic devices) or other items as specified by the AO or designee in the CSP.

2-5.9.5 Random inspections.

Identify random inspections of site areas will be conducted to ensure no prohibited materials have been brought on to the site.

2-5.9.6 Vetting construction workers.

Construction Workers: (identify construction company and vetting process for construction workers. Include any citizenship and clearance requirements.) These are US Citizens or US persons as defined in 8 U.S.C. § 1101(a)(20) or defined by Title 8 U.S.C. § 1324b (a)(3)) "protected individual".

2-5.9.7 Site Security.

Site Security: (identify plans to secure construction site, to include any proposed fences, guards, escorts, etc.).

2-5.9.8 Secure Storage Area (SSA).

An access restricted Secure Storage Area (SSA) shall be established and maintained for the secure storage of all SCIF construction materials and equipment – show location on site plan.

2-5.9.9 Construction phasing plans.

Provide Construction phasing plans for existing facilities that are to remain operational during construction.

CHAPTER 3 SPECIAL ACCESS PROGRAM FACILITY (SAPF)

3-1 GENERAL.

The design of a SAPF must comply with DoDM 5205.07 – V3, *DoD Special Access Program (SAP) Security Manual: Physical Security*, UFC 4-010-05, *Sensitive Compartmented Information Facilities Planning, Design, and Construction,* latest versions of IC Tech Specs for ICD/ICS 705, and CNSSAM TEMPEST 1-13.

3-2 AO APPROVAL.

For a SAPF to be designed as part of a project, it must be approved by the AO, HQ ACC/A5/8ZN and NGB/A4F.

3-3 DESIGN AND CONSTRUCTION PROCESS.

The SAPF design and construction process will follow the same requirements as a SCIF, with the following exceptions.

3-3.1 AO.

The AO for SAPFs is Office of Special Projects (OSI PJ) and HQ ACC/A5/8ZN.

3-3.2 Security Official.

The security officials for SAPFs are Government SAP Security Officers (GSSO).

3-3.1 Co-Use Accreditation.

If a facility is to be accredited as Co-Use (SCIF/SAPF), design and construction must follow the requirements of both AOs (DIA & OSI PJ).

CHAPTER 4 ANTITERRORISM (AT)

4-1 GENERAL.

All facilities shall be designed in accordance with UFC 4-010-01, DoD Minimum Antiterrorism Standards for Buildings.

NGB/A4F shall provide the Plant Replacement Value (PRV) to the BCE.

The A-E shall coordinate all AT requirements through the BCE and the base Antiterrorism Officer (ATO).

4-2 AT DESIGN REQUIREMENTS.

4-2.1 Design Analysis (DA) / Basis of Design (BOD).

4-2.1.1 AT checklist.

The A-E shall complete and submit the AT checklist in Attachment 2 for each design submission.

4-2.1.2 AT narrative.

The A-E shall provide a detailed narrative describing the AT compliance standards as described in UFC 4-010-01, DoD Minimum Antiterrorism Standards for Buildings. See Attachment 3 for an example of the AT narrative.

4-2.1.3 Blast analysis.

If the project requires a blast analysis and charge weights are described in the analysis, the document shall be submitted under a separate cover and handled in accordance with the document classification.

4-2.1.4 Building occupancy.

The building occupancy count shall be based on the maximum of either the Unit Training Assembly (UTA) or the weekday occupancy, whichever is greater. The A-E shall provide the occupancy numbers for the UTA and weekday population as part of the narrative.

4-2.2 Design Drawings.

4-2.2.1 AT site plan.

The A-E shall submit an AT site plan to A4 as part of the project submittal package in accordance with ANGETL 24-02. This shall be independent of the civil site plan and design drawings.

4-2.2.2 AT checklist.

The AT site plan shall clearly show all elements that contribute to AT, including but not limited to the following:

All elements within the unobstructed space.

Control measures (e.g. gates, bollards, signage, and striping).

Standoff distance(s) and distance to controlled perimeter

CHAPTER 5 ENTRY CONTROL FACILITIES (ECF)

5-1 GENERAL.

All ECFs shall be designed in accordance with ANGH 32-1084.

5-2 TYPE A-1, 15% (CONCEPT PROPOSAL), SUBMITTAL.

The A-E shall work with the BCE and base Anti-Terrorism Officer (ATO) to determine the specific ECF requirements during the Type A-1, 15% (Concept Proposal) design phase.

5-3 RESPONSE TIME ANALYSIS.

The A-E shall submit an analysis of the response times for entry control systems such as final denial barriers. Calculations and supporting documentation must be submitted as part of the analysis. The design of the barrier systems shall comply with the requirements in UFC 4-022-02, Selection and Application of Vehicle Barriers.

5-3.1 Find 9 – 9 Second Tool Analysis.

AE will include, unless waived by NGB a Find 9 - 9 Second Tool Analysis. Hosted at: https://usaf.dps.mil/sites/ngba4/SitePages/Find%209.aspx.