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FEDERAL BUREAU OF INVESTIGATION
POLICY DIRECTIVE

0994D

1. Policy Directive Title	X-Ray Screening
2. Publication Date	2017-10-03
3. Effective Date	2017-10-03
4. Review Date	2020-10-03
5. Date of Last Renewal	N/A

6. Authorities:

6.1. Title 41 Code of Federal Regulations (CFR) Sections (§§) 102-74.365–102-74.455, Federal Property Management Regulations

6.2. Title 40 United States Code (U.S.C.) § 486(c), Federal Property and Administrative Services Act of 1949, as amended

7. Purpose:

The purpose of this policy is to ensure the safety of Federal Bureau of Investigation (FBI) personnel, facilities, information, and operations from hostile actions through the screening of items and packages brought into FBI space and the screening of mail and parcels delivered to FBI facilities.

8. Policy Statement:

8.1. X-ray screening machines provide two indispensable functions: (1) screening visitor items and packages brought into FBI space and (2) screening mail and parcels delivered to FBI facilities. [redacted] b7E

8.2. [redacted] b7E Facilities that do not have X-ray equipment must coordinate with the Strategy, Policy, and Logistics Unit (SPLU), Mission Support Section (MSS), Security Division (SecD) regarding the feasibility of obtaining equipment. Broken or excess X-ray screening machines must be disposed of in compliance with all applicable laws, regulations, and policies, including asset management procedures.

8.3. If an X-ray screening machine cannot be placed in a lobby or a public area and is placed inside of an approved secure area, FBI personnel must screen items and packages prior to granting visitors entry to the approved secure area. The items and packages must be initially screened for hazardous materials through visual inspection and visitors must be questioned regarding package contents.

9. Scope:

This policy applies to all FBI personnel in FBI facilities which receive deliveries that have not already been screened by the FBI or which receive non-FBI visitors who bring personal items into the facilities.

10. Proponent:

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Security Division

11. Roles and Responsibilities:

11.1. Assistant director (AD), SecD must approve exemptions to this policy on a case-by-case basis. The AD, SecD may delegate this authority in writing to the deputy assistant director (DAD), SecD.

11.2. SPLU, MSS, SecD must:

11.2.1. Serve as the program manager for X-ray screening machines.

11.2.2. Identify the preferred X-ray systems for use by the FBI in consultation with the Physical Security Unit (PSU), Security Operations Section (SOS), SecD.

11.2.3. Assist with the procurement, repair, and tracking of X-ray screening machines and related equipment.

11.2.4. Write and maintain standard operating procedures (SOPs) for X-ray screening machines in conjunction with PSU, SOS, SecD.

11.2.5. Assist with questions related to the maintenance of X-ray screening machines.

11.3. FBI Headquarters (FBIHQ) division and field office (FO) heads must:

11.3.1. Designate an FBI employee as an X-ray training administrator for each FBIHQ division or FO.

11.3.2. Comply with all applicable federal, state, and local laws regarding the registration of radiation equipment.

11.4. Chief security officers (CSOs) must:

11.4.1. Review X-ray SOPs annually to ensure adherence to security requirements.

11.4.2. Collaborate with administrative officers (AOs), X-ray training administrators, and X-ray operators to ensure the proper utilization of X-ray machines in the screening of visitor items, mail, freight, and dangerous material before these items are brought into FBI space.

11.5. AOs at FOs and the person(s) responsible for visitor screening and mail processing at FBIHQ divisions must:

11.5.1. Ensure that X-ray equipment is entered into the asset management system upon receipt.

11.5.2. Ensure the dissemination of SOPs for X-ray screening machines to their FBIHQ divisions or FOs.

11.5.3. Contact SPLU if X-ray equipment is not available or is broken. This responsibility also involves ensuring that:

11.5.3.1. X-ray machines are maintained in accordance with the manufacturer's recommendations and that necessary repairs are made promptly.

11.5.3.2. Personnel do not use equipment that needs repair to avoid potential exposures.

11.5.4. Ensure that all visitor items and packages, incoming mail, freight, and related materials are screened for weapons, explosives, and other dangerous materials prior to entering controlled FBI space. To this end, AOs and personnel responsible for visitor screening and mail processing must:

11.5.4.1. [redacted] b7E

11.5.4.2. Ensure that the most current X-ray SOPs (including how to request maintenance and repair and what to do when equipment is out of service) are prominently displayed on or next to each X-ray machine.

11.5.4.3. Ensure that procedures for suspicious devices are prominently posted on or near X-ray screening machines and made available to all employees. [redacted] b7E

11.5.5. Ensure that division/FO head approval is obtained to bypass screening, when applicable.

11.5.6. Review the X-ray SOPs annually.

11.5.7. Designate X-ray operators at each FBI facility.

11.5.8. Ensure that mailroom operations are evaluated to ensure that employees are properly handling and screening incoming mail, freight, and related materials.

11.5.9. Ensure that notices alerting visitors that they are entering federal property and that their personal items are subject to administrative X-ray screening procedures are posted at the entrances to all FBI facilities (or at the main entrance of FBI space if located within a federal building).

11.5.10. Comply with all applicable federal, state, and local laws regarding the disposal of equipment.

11.6. X-ray training administrators must:

11.6.1. Ensure that designated X-ray operators take and pass annual required X-ray image interpretation and X-ray simulator training in Virtual Academy (VA).

11.6.2. Ensure that all designated X-ray operators take and pass annual instructor-led special agent bomb technician (SABT) training. To this end, X-ray training administrators must:

11.6.2.1. Schedule and arrange for annual SABT training for all X-ray operators.

11.6.2.2. Maintain lists of current X-ray operators who have met training requirements.

11.7. X-ray operators must:

11.7.1. Take and pass annual X-ray image interpretation and X-ray simulator training in VA and hands-on instructor-led SABT training.

11.7.2. Follow X-ray SOPs.

11.7.3. Advise visitors entering FBI facilities that their entry is conditional upon consent to a search for the possession of weapons and other dangerous or prohibited items.

11.7.4. Ensure that all delivery personnel display proper identification to FBI personnel when they are delivering mail and packages. Under no circumstances may delivery personnel be permitted to deliver packages inside FBI-controlled facilities, with the exception of mail processing rooms.

11.7.5. [redacted] To this end, X-ray operators must: b7E

11.7.5.1 [redacted].

11.7.5.2. [redacted]

11.7.5.3 [redacted] b7E

11.7.6. [redacted]

11.7.7. Ensure other items, such as vehicles, are independently examined through the use of an explosive-detection canine or physical inspection.

12. Exemptions:

None

13. Supersession:

Policy Directive (PD) 0692D, X-Ray Screening Policy

14. References, Links, and Forms:

14.1. References

14.1.1. *General Mailing Policy Guide, 0944PG*

14.1.2. PD 0901D, *Metal Detector Screening Policy*

14.2. Links

14.2.1. Asset Management Standard Operating Procedures

15. Definitions and Acronyms:

15.1. Definitions:

15.1.1. FBI facility: any leased or owned building or space in the FBI inventory. A facility includes a building or suite and the associated support infrastructure (e.g., parking or utilities) and land.

15.1.2. FBI personnel: employees, interns, contractors, consultants, task force members, and other government agency (OGA) detailees who have employee-type access to FBI facilities, information, materials, or information technology systems.

15.1.3. Visitor screening facility: the area or building in which unscreened visitors are screened for prohibited items before being authorized for access to a facility.

15.1.4. X-ray equipment: equipment that utilizes electromagnetic energy to view details of a package without the need to open the package.

15.2. Acronyms:

15.2.1. AD: assistant director

15.2.2. AO: administrative officer

15.2.3. CFR: Code of Federal Regulations

15.2.4. CIRG: Critical Incident Response Group

15.2.5. C-IEDU: Counter-Improvised Explosive Device Unit

15.2.6. CSO: chief security officer

15.2.7. FBI: Federal Bureau of Investigation

15.2.8. FBIHQ: FBI Headquarters

15.2.9. FO: field office

15.2.10. HAZMAT: hazardous materials

15.2.11. MSS: Mission Support Section

15.2.12. OGA: other government agency

15.2.13. PD: policy directive

15.2.14. PSU: Physical Security Unit

15.2.15. SABT: special agent bomb technician

15.2.16. SecD: Security Division

15.2.17. SOP: standard operating procedure

15.2.18. SOS: Security Operations Section

15.2.19. SPLU: Strategy, Policy, and Logistics Unit

15.2.20. U.S.C.: United States Code

15.2.21. VA: Virtual Academy

15.2.22. VSF: visitor screening facility

16. Appendices and Attachments:

None

Sponsoring Executive Approval	

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