



**Attachment J**

**Requesting Exceptions to  
Citizenship Requirement**

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**DHS 4300A**

**Sensitive Systems Handbook**

Version 5.0

March 1, 2007

**DEPARTMENT OF HOMELAND SECURITY**

**DOCUMENT CHANGE HISTORY**

<b>Version</b>	<b>Date</b>	<b>Description</b>
1.0	October 1, 2005	Initial release
4.0	June 1, 2006	No change
5.0	March 1, 2007	No change

## **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: \_\_\_\_\_  
Position: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_  
Foreign Service National? \_\_\_\_\_  
Justification for the exception request: \_\_\_\_\_

*Submit completed form to the Component Head.*

**Component Head (or Designee) Decision**

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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**

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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**

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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: \_\_\_\_\_