



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTOR'S POLICY

DP 500-35
June 29, 2018

Security Division
OPR: DeCA/CCSS

SUBJECT: DeCA Headquarters Security Camera System

1. PURPOSE. This Director's Policy (DP) establishes policy for the use of the security camera system at the Defense Commissary Agency (DeCA) Headquarters (HQ). The system provides compliance with Department of Defense security programs by providing an additional layer of safeguards, in addition to existing building and facility access controls, which mitigates the vulnerabilities for personnel, property, and classified/sensitive information during working and non-working hours. The existence of this policy does not imply or guarantee that cameras will be monitored in real time 24 hours a day, 7 days a week. However, the Agency reserves the right to do so. This policy letter supersedes DP 500-35, dated September 30, 2015.

2. POLICY. The DeCA HQ security camera system shall:

a. Capture images limited to entry and exit points, walkways and hallways, gathering points, high traffic, and secure areas in both the building and parking lots.

b. Not be focused on individual cubicles other than those views which may be incidental to the monitored areas cited in paragraph 2a, and not be focused at the doorways of or within the offices of the General Counsel or Equal Employment Opportunity.

c. Not be placed in nor monitor the interior of restrooms, locker rooms, or nursing mother rooms.

d. Maintain a 45-day record/delete cycle, unless required for an ongoing investigation or to comply with a litigation hold request.

e. Be used to remotely monitor emergency situations.

f. Be used to review imagery related to health, safety, security, and theft prevention.

g. Not be used to monitor employee performance or union meetings.

3. RESPONSIBILITIES.

a. The DeCA HQ Building Manager/Assistant Building Manager and the Senior Security Specialist (with backup personnel designated in writing should they be absent) shall have routine access to monitor the live feed or review recorded images for purposes related to health, safety, security, and theft prevention.

b Access by any other person or for any purpose not stated in paragraph 3a must be requested in writing and approved by the DeCA Deputy Director, after coordination with the General Counsel. A legitimate business requirement must be demonstrated. Legitimate reasons include, but are not limited to: health, safety, security, theft prevention, authorized investigations, and litigation holds. The Headquarters building manager/assistant building manager will staff requests for access and maintain records related to this policy.

c. A Security Oversight Committee (SOC) will be established to review issues related to this policy and make recommendations for decision by the Deputy Director. SOC membership and oversight responsibilities are enclosed.

d. Nothing in this policy shall be construed as preventing the Agency from using hidden cameras or surveillance equipment to investigate suspected health, safety, security, criminal, or policy violations.

4. APPLICABILITY. This DP assigns responsibility for accomplishing the requirements of DoD Publications program, in accordance with DoDI 5025.01. This DP applies to all DeCA activities and all DeCA personnel.

5. RELEASABILITY. Cleared for public release. This DP is available on DeCA's Internet Website at www.commissaries.com.

6. EFFECTIVE DATE. This DP is effective immediately.



Robert J. Bianchi
Director

**Appendix to Director's Policy 500-35
Establishment of Security Oversight Committee**

The Security Oversight Committee (SOC) is established to review issues related to this policy and make recommendations for decision by the Deputy Director. The SOC will oversee implementation of this policy, review requests for access to the security camera system or camera media, review requests to revise this policy, and independently propose policy changes as needed.

The SOC shall be comprised of seven members;

- Deputy Director, Chair of the SOC
- General Counsel or designee
- Investigations or designee
- Human Resources or designee
- Public Health and Safety or designee
- Security Division/ Law Enforcement liaison or designee
- Building Manager or Assistant Building Manager

Additional DeCA HQ officials can be designated as permanent or ad hoc members, as approved by the Deputy Director.