

**ARMY TM 5-844-1
AIR FORCE AFM 88-21, Chap. 1**

TECHNICAL MANUAL

**COURIER STATION
DESIGN**



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HEADQUARTERS, DEPARTMENTS OF THE ARMY AND THE AIR FORCE

JANUARY 1992

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COURIER STATION DESIGN

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* This manual supersedes TM 5-844-1/NAVFAC P-360/AFM 88-21 dated 12 January 1979

COURIER STATION DESIGN

1. Purpose

This publication establishes minimum standards governing design of facilities designated as Defense Courier Stations, hereafter referred to as courier stations.

2. Scope

The standards established in this publication are applicable both within the Continental United States and outside the Continental United States. Existing courier stations need not be modified to conform to construction standards stated herein, however, the criteria for intrusion detection systems are applicable for all proposed and existing courier stations.

3. References

Appendix A contains a list of references used in this manual.

4. Descriptions and definitions

a. Descriptions of the Defense Courier Service (DCS) mission, administration, and operation, are contained in DOD 5200.33R.

b. DCS personnel must meet particular standards of physical fitness, therefore, handicapped accessibility standards do not apply to courier station design.

c. Courier stations receive classified material, then consolidate and ship material to other courier stations for distribution to a final destination. Courier station operation centers around the secure storage area where all material is palletized or pouched and temporarily stored until shipment. The secure storage area is a Sensitive Compartmented Information Facility (SCIF) which must be designed and constructed according to DIAM 50-3.

d. Definitions of terms in DIAM 50-3 are applicable to all types of sensitive compart-

mented information facilities. The following definitions, which apply to courier stations only, are provided to aid in the interpretation of DIAM 50-3 as it pertains to the design and construction of courier stations.

(1) *Access Control System, Unattended* - An electronic, electromechanical, or mechanical system designed to identify and/or admit personnel with properly authorized access to the secure area. Identification may be based on any number of methods such as the sequencing of a combination, special key, magnetic card, fingerprints, signature, voice, etc. These systems are for personnel access control only and are not to be used for the protection of classified materials.

(2) *SCIF Acoustic Security* - Those security measures designed and used to deny aural access to classified information do not apply to courier station facilities.

(3) *SCIF Authorized Personnel* - Any person who is fully cleared and indoctrinated for sensitive compartmented information (SCI) and has been granted access to the CS SCIF.

(4) *Cognizant Security Authority (CSA)* - Government agency responsible for the accreditation and general security of a SCIF. This includes Defense Intelligence Agency (DIA) and Defense Courier Service Inspector General (DCS/IG).

(5) *Continuous Operations* - This condition exists when a facility is manned 24 hours every day by not fewer than two appropriately indoctrinated personnel, referred to as Two Person Control (TPC), who have the continuous capability of detecting unauthorized entry into the SCIF. Positive identification and access control must be maintained at all entrance points not fully secured.

(6) *Continuous Personnel Access Control* - An access control system where access to a facility is continuously controlled by a cleared individual, as determined by the CSA.

(7) *Intrusion Detection System* - A security alarm system consisting of an alarm display and monitoring system, data communication system, and intrusion detection sensors, used to detect and annunciate intrusion into the area of coverage within a facility.

(8) *Motion Sensor* - An intrusion detection sensor that detects motion within a protected area.

(9) *Penetration Sensor* - An intrusion detection sensor that detects attempted penetration into a protected area.

(10) *Volumetric Sensor* - An intrusion detection sensor that detects movement or human presence in a protected area delineated in three dimensions, height, width, and breadth.

(11) *SCIF Nondiscussion Area* - A clearly defined area within a SCIF where classified discussions are not authorized. All such areas will be clearly marked. This includes the total SCIF area in a courier station.

(12) *Senior Official Of The Intelligence Community(SOIC)* - Those senior principals and observers on the National Foreign Intelligence Board who head intelligence organizations or intelligence-producing agencies within the Intelligence Community.

(13) *Surreptitious Entry* - The unauthorized entry into a SCIF or security container in a manner in which evidence of such entry is not readily discernible.

(14) *DCS SCIF* - A SCIF is an accredited area, room, or group of rooms, where SCI may be stored. SCIFs will have personnel access control to preclude entry by unauthorized personnel. Non-SCI-indoctrinated personnel entering a SCIF must be continuously escorted by an indoctrinated employee who is familiar with the security procedures of that SCIF. The physical security protection for a SCIF is intended to prevent and detect technical, and physical access by unauthorized persons. The DCS SCIF, described as a vault in DIAM 50-3, Chapter 5, includes the secure storage room, TPC cage and dry storage area.

(15) *Visual Security* - Those security measures designed and used to deny un-

authorized visual access to classified materials and activity do not apply to DCS facilities.

(16) *Administrative Area* - Non-SCIF area with controlled access and meeting requirements for discussion, processing and closed storage of material classified to the secret level. This area will include offices, bathrooms showers, and storage areas as required by mission.

(17) *Roll-up Door* - DCS SCIF loading ramp access to be a roll-up door of at least 16 gage sheet metal, or equivalent style and strength. The frame and door must form a close fit with no gap. The door must be lockable from the inside of each bottom corner. The locking pin must be cast in the floor when possible. Door will have a motor driven roll up mechanism and will be openable from the inside during loss of power.

(18) *Dry Storage Area* - Secure storage for operational items and mobility gear will be sized according to mission requirements.

5. Area requirements

The following guidance is provided for establishing area requirements for courier stations

Table 1 provides net floor area allowances in square feet for essential functional spaces in small, medium, large, and hub courier station.

b. The customer service area will be no larger than the area listed in Table 1. Customer service will have an outside security entrance located convenient to the dock area, a security cage and a service counter. Provide personnel access to the security cage from the secure storage area. In small courier stations, the customer service area may be in the administration area when advantageous to the station mission and number of assigned personnel.

c. The secure storage size will be determined according to the station mission and customer requirements. The length,width, and height of secure storage areas should provide maneuvering clearances for forklift uses, storage for pallets boxes, and airline containers.

Table 1. Courier Station Space Allowance

STATION SPACE	SMALL	MEDIUM	LARGE	HUB
Personnel Assigned	3-6	7-11	12-25	12-50
Admin (3)	Net Floor Area:	100/SF Person		
Computer Room	75	150	200	200
Customer Service Area	75	120	180	240
Dry Storage	100	160	240	300
Two Person Control Cage	30	50	100	(2)
Shower/Dressing Room	50	50	50	100
Secure Storage Area (1)(4)	500 ± 200	1000 ± 300	1700 ± 400	(2)
Secure Storage Minimum Width	14'	20'	32'	N/A

NOTES:

1. Secure storage size will be adjusted according to the station mission and customer requirements.
2. Room size at hub locations will be determined by mission requirements and location.
3. Adjust Admin Area if station works shifts. Base area on largest shift count.
4. Only the secure storage area must meet SCI requirements.

A two person control cage (TPC cage) is required in all secure storage areas. The secure storage areas will have only one point of entry which will be through the administration area and will provide controlled access. All normal egress shall also be through this door. The truck entrance roll-up door can only be opened from within the secure storage area. Where secure storage areas are large enough to require two means of egress for personnel safety, an emergency exit will be provided through the security cage/customer service entrance and be located as remotely from the administration area as is reasonable. Two exits are required where the secure storage area is 1,000 sq. ft. or greater. Lighting level will be uniform and adequate for personnel to easily read package labels.

d. Showers, bunkrooms, and breakrooms will be sized to meet mission requirements and shall be approved by the Commander, Defense Courier Service for inclusion.

e. An automated data processing equipment room (computer room) will be provided and sized according to Table 1.

6. Space arrangement and functional relationships

Courier station design will be based on efficient functional concepts while providing a layout consistent with current security policies.

a. Figures 1, 2, 3, 4, and 5 provide programming guidance when planning a new courier station or when rehabilitating an existing facility. Courier station drawings, figures 2, 3, 4, and 5 are only suggested layouts. They do not represent the only solution, nor do they necessarily represent the best solution. Siting and local conditions will have considerable impact on building design.

b. The SCIF access will open directly into secure storage area containing facilities for truck loading. Facilities for truck loading may be either a raised loading dock or the processing area could be at grade to allow driving vehicles into the loading area. Truck docks will be protected from the weather by a canopy or may be totally enclosed when approved by the Commander, Defense Courier Service. Truck loading facilities will be determined on an

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individual basis as required by the vehicle types serving the courier station.

c. Administrative areas will be located so that a line of sight is established between the administrative area and the SCIF door. The line of sight should permit personnel in the administrative area to view all persons entering or leaving the SCIF. Vestibules are considered part of the administrative area and vestibules will contain a pass window for checking credentials of personnel entering the courier station.

7. Technical criteria

a. *General.* The physical plant should be efficient to operate, maintain, and manage. Construction standards will conform to the data given herein and those standards and specific criteria issued by the cognizant military department. The DCS engineering staff will provide technical guidance on DIAM 50-3 as it applies to SCI secure storage area on a project by project basis; these requirements may vary according to facility size, mission, and geographic location.

b. *Heating, Ventilating and Air Conditioning Design.*

(1) *Authorization.* Air-conditioning and inside/outside design temperatures shall be in accordance with those standards and specific criteria issued by the cognizant military department.

(2) *Special requirement.* The air conditioning and ventilation system will be designed to operate on 100 percent outside air when air conditioning system refrigeration equipment fails. Provide an economizer cycle to permit cooling of the building where economically feasible.

c. *Electrical Design.* The electrical distribution, lighting, and telephone systems design shall conform to the data given herein and those standards and specific criteria issued by the cognizant military department. The minimum requirements of NFPA No. 70 and ANSI C2 must be met.

d. *Life Safety.* Provisions for life safety will be accordance with NFPA 101.

8. Design and construction

Design and construction will be performed under strict supervision by US personnel with proper security clearance.

9. Intrusion detection systems

Refer to DIAM 50-3 for design guidance on SCIF intrusion detection system requirements. The DCS/IG and engineering staff will provide technical assistance on the application of DIAM 50-3 requirements to particular station intrusion detection system on a project by project basis.

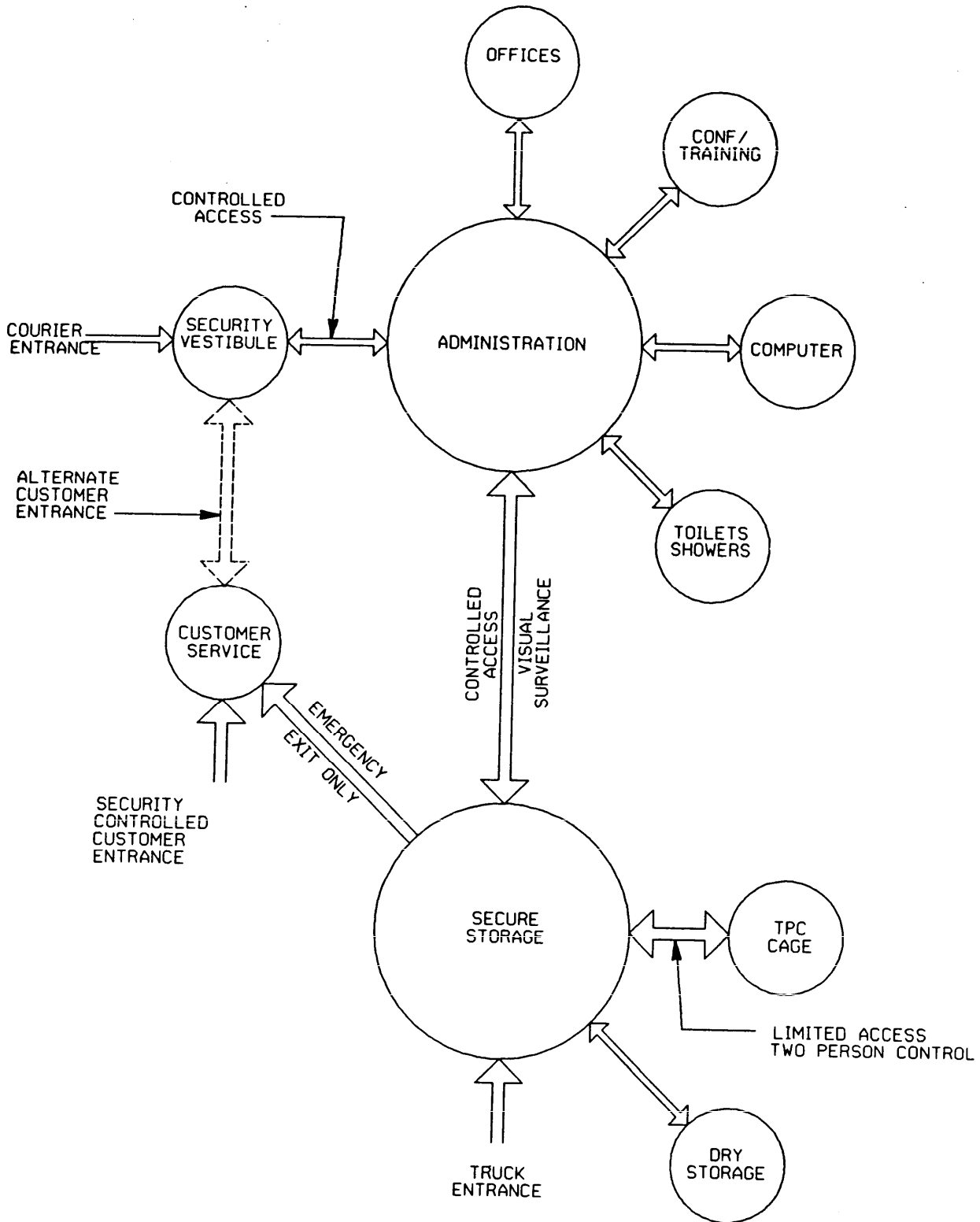


Figure 1. Courier Station Functional Diagram.

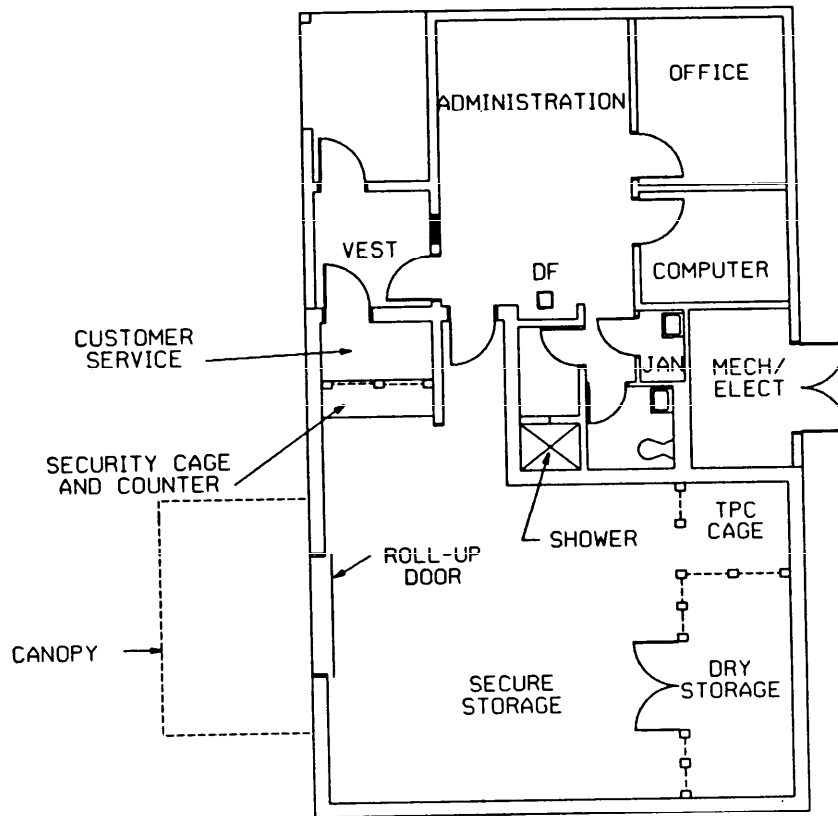


Figure 2. Small Courier Station Suggested Floor Plan.

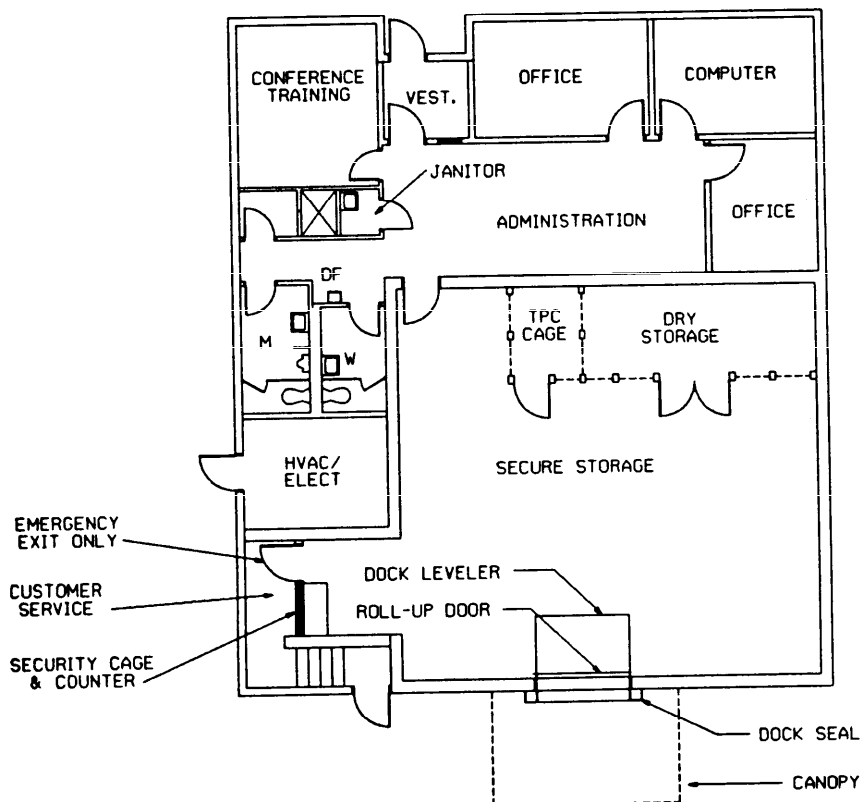


Figure 3. Medium Courier Station Suggested Floor Plan.

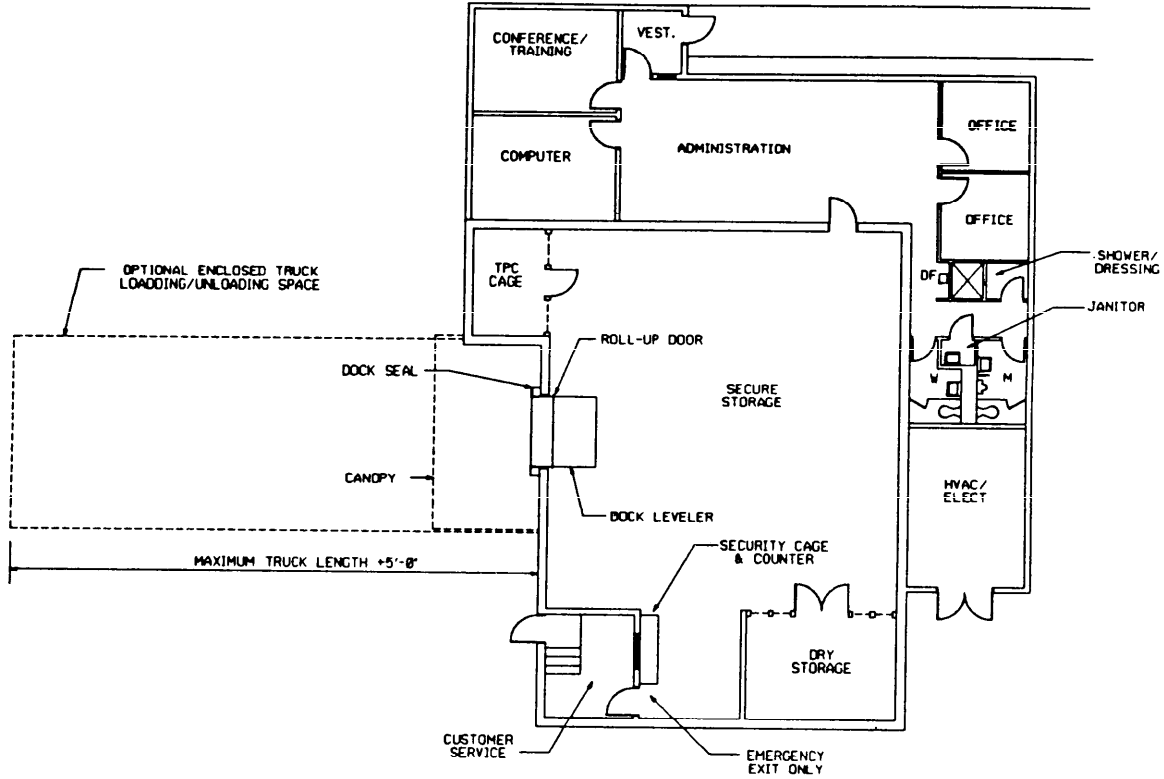


Figure 4. Large Courier Station Suggested Floor Plan.

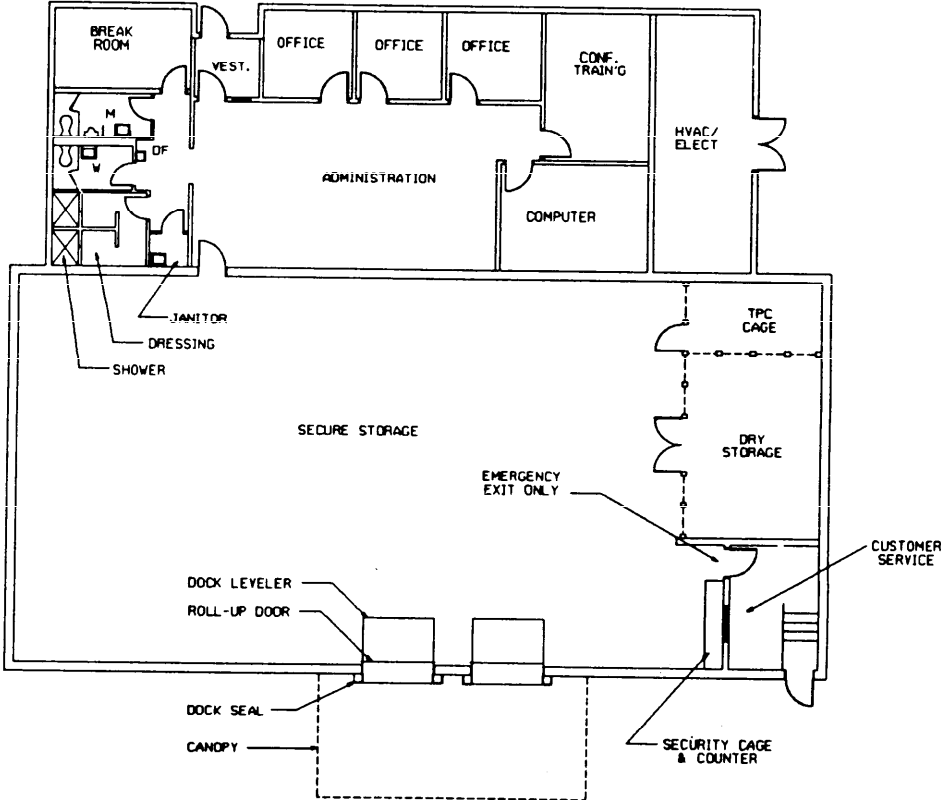


Figure 5. Hub Courier Station Suggested Floor Plan.

APPENDIX A REFERENCES

Government Publications

Department of Defense

DOD 5200.33R

Defense Courier Service

Defense Intelligence Agency

DIAM 50-3

Physical Security Standards
for Construction of Sensitive
Compartmented Information
Facilities

Nongovernment Publications

American National Standards Institute, Inc., 1430 Broadway, New York, NY 10018

ANSI C2

National Electrical Safety Code (1990)

National Fire Protection Association, Batterymarch Park, Quincy, MA 02269

NFPA 70

National Electrical Code (1990)

NFPA 101

Life Safety Code (1988)

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DEPARTMENTS OF THE ARMY
AND THE AIR FORCE
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