

U.S. Department of Energy
Washington, D.C.

ORDER

DOE 5632.6

2-9-88

SUBJECT: PHYSICAL PROTECTION OF DOE PROPERTY AND
UNCLASSIFIED FACILITIES

1. PURPOSE. To establish Department of Energy (DOE) policies and procedures for the physical protection of DOE property and unclassified facilities and to establish baseline physical protection requirements and standards for those interests.
2. SCOPE. The provisions of this Order apply to all Departmental Elements and contractors performing work for the Department as provided by law and/or contract and as implemented by the appropriate contracting officer.
3. POLICY. Government property shall be protected against damage or destruction arising from deliberate acts of arson, civil disorder, riot, sabotage, terrorism, vandalism, or theft in a manner consistent with its value and the impact of its loss.
4. REFERENCE. DOE 5632.1A, PROTECTION PROGRAM OPERATIONS, of 2-9-88, which establishes policy, responsibilities, and authorities for the physical protection of security interests and contains applicable references and definitions.
5. BASIC CRITERIA.
 - a. Protective measures taken shall be adequate to give reasonable assurance of appropriate protection. The Head of the cognizant Field Element will determine the appropriate level of protection at those DOE facilities with only unclassified property protection interests.
 - b. Equipment, processes, or material, the loss or destruction of which would cause unacceptable impact on national security or the health and safety of the public, shall be protected against applicable threats contained in the classified threat guidance issued by the Assistant Secretary for Defense Programs, DP-1.
 - c. Details of site protection measures shall be addressed in a site security plan.

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All Departmental Elements

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Office of Safeguards and
Security

- d. Alternate means of providing adequate protection may be proposed. Exceptions to the Order shall be submitted to and approved by the Heads of Field Elements. Exceptions should be documented in appropriate site security plans.
6. PHYSICAL PROTECTION OBJECTIVES. The following procedures shall be implemented in a manner consistent with the value of the property and facilities and the impact of deliberate acts of arson, civil disorder, riot, sabotage, terrorism, vandalism, and theft.
- a. Access controls shall be implemented to protect Departmental property and facilities. As a minimum:
 - (1) Access to a facility during working hours shall be controlled by receptionists or employees who have been assigned specific responsibility for assuring that only persons with proper authorization are admitted.
 - (2) A visitor log shall be maintained to reflect the name, signature, organization, and citizenship of each visitor, persons visited, escort names and signatures, if applicable, purpose of visit, and time in and out.
 - (3) Signs prohibiting trespassing shall be posted around the perimeter and at the entrances to facilities.
 - (4) Facilities employing 30 or more personnel shall utilize an approved badge/pass system. Badges/passes must differentiate between visitors and employees and utilize a numbering system for accountability. At facilities having less than 30 employees, a system based on personal recognition is acceptable.
 - (5) Vehicles and handcarried items of persons entering or leaving shall be subject to inspection/search to assure that prohibited articles are not introduced into, and Government property is not removed from, Departmental facilities.
 - (6) Signs prohibiting the introduction of prohibited articles and authorizing inspections/searches of vehicles, handcarried items, or persons entering or exiting shall be posted at all entrances.
 - b. Physical barriers shall protect property and facilities. As a minimum:

- (1) Barriers such as walls or fences are intended to control or impede access. Walls of buildings normally constitute an adequate physical barrier.
 - (2) Unoccupied facilities shall be locked. Key locks in doors shall be resistant to picking and jimmying, and combination locks shall be resistant to manipulation. Padlocks shall be of sturdy construction and resistant to opening by picking, rapping, forcing, or the use of shims or similar techniques. A system of accountability and positive controls for keys and combinations shall be in place. When a key is unaccounted for, the lock(s) which it opens shall be replaced immediately. Combinations shall be changed when a person having access thereto is terminated or permanently assigned outside the function involved.
- c. When determined by the field element to be required, an intrusion detection and assessment system shall protect in a manner consistent with the value and the impact of loss or sabotage of property and facilities. Devices and equipment for interior intrusion detection systems shall meet Federal specification, W-A-450-B, "Interim Federal Specifications, Alarm Systems," or be approved by the field element.
- (1) A means of timely detection of intrusion shall be provided by the use of alarm systems or patrols. Timely assessment of alarms shall be provided by electronic systems (i.e., CCTV) and/or patrols. Patrols shall be conducted at random intervals, at a frequency determined by the Head of the Field Element.
 - (2) Adequate illumination shall be provided to detect intruders, reveal unauthorized persons, and, at pedestrian and vehicular entrances, permit examination of credentials and vehicles.
- d. Communications equipment shall be provided to allow effective protection.
- e. Security-related subsystems and components shall be tested and maintained in operable condition. Records shall be retained in accordance with the requirements of DOE 1324.2, RECORDS DISPOSITION.
- f. A protective force response capability shall be provided to protect Departmental property and facilities. The response capability may be provided by the assigned protective force or local law enforcement agencies when a facility has no assigned protection force.

7. EMERGENCY PLANS. Emergency plans shall be established, approved, and integrated into existing Departmental emergency plans.
8. TRESPASSING.
 - a. Posting. Property approved for coverage under Section 229, Atomic Energy Act of 1954, as amended, shall be posted at entrances, and at such intervals along the perimeter of the property as to provide reasonable assurance of notice to persons who enter therein, with "No Trespassing" signs. The requirements for "No Trespassing" posting of property not approved for posting under Section 229 shall be determined by the responsible field element.
 - b. Signs. "No Trespassing" signs utilized for posting under Section 229 shall use the language shown in Attachment 1. The signs shall be at least 11 inches by 14 inches. Standard GSA "No Trespassing" signs shall be used for posting property not posted under Section 229.
 - c. Violations. Violations of the posted prohibitions or other incidents shall be reported in accordance with the provisions of DOE 5631.5, VIOLATIONS OF LAWS, LOSSES, AND INCIDENTS OF SECURITY CONCERNS.

BY ORDER OF THE SECRETARY OF ENERGY:



LAWRENCE F. DAVENPORT
Assistant Secretary
Management and Administration

"NO TRESPASSING" SIGN FOR A DEPARTMENT OF ENERGY FACILITY

NO TRESPASSING
BY ORDER OF
THE UNITED STATES
DEPARTMENT OF ENERGY

The unauthorized entry upon any facility, installation, or real property subject to the jurisdiction, administration, or in the custody of the Department of Energy, which has been designated as subject to the provisions contained in 10 CFR 860 of the rules and regulations of the Department of Energy, is prohibited, and the unauthorized carrying, transporting, or otherwise introducing or causing to be introduced any dangerous weapon, explosive, or other dangerous instrument or material likely to produce substantial injury or damage to persons or property, into or upon such facility, installation, or real property is prohibited.

Whoever willfully violates the aforesaid regulation shall, upon conviction, be punishable by a fine of not more than \$1,000. Whoever willfully violates this regulation with respect to any facility, installation, or real property enclosed by a fence, wall, floor, roof, or other structural barrier, shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine not to exceed \$5,000 or imprisonment for not more than one year, or both.

By authority of Title 42 U.S.C., Section 229, the Atomic Energy Act of 1954, as amended; and 10 CFR 860 of the rules and regulations of the Department of Energy, this facility, installation, or real property has been designated as subject to these regulations by the United States Department of Energy.

