

**Chapter 1 Revision History as of 6/3/2021:****6/5/2021:**

- Section 105, Access Control.
  - Updated the name of the Access Control Team to reflect current terminology.
  - Updated the e-mail address used to submit Access Control and TESA lock memo updates.

**5/12/2021:**

- Section 107, Visitor Control. Updated entire section to reflect new requirements for escorting visitors.

**5/11/2020:**

- Section 101, Reporting lost or Stolen DOE Security Badges.
  - Deleted: Escorting is required for all personnel within the DOE HQ building who do not possess a badge.
  - Deleted: Refer to Chapter 3 of the HQFMSP.
- Section 102, HSPD-12 Badge Information. Added language that outlines the overview and requirements of the HSPD-12 badge process.
- Section 107, Visitor Control. Updated entire section to reflect new requirements for escorting visitors.

**5/14/2020:** Section 102, Contact Information. Updated contact information.

**9/11/2019:** Section 105, Access Authorization Memos. Added language to mandate use of encryption or digital signature on e-mails as well as require the e-mail to come from the HSO's email.

**7/29/2019:** Section 101, Forgotten DOE Security Badge. Added sentences to clarify the topic.

**5/31/2019:**

- Section 101, Clarifies HSPD-12 issuing procedures. Deleted: "...for any necessary visitor processing and/or the issuance of temporary passage point paper badges at the reception desk."
- Section 107-7, Very Important Person (VIP) Visitors; Distinguished Visitors (DVs); and VIP-Exempt Visitors. Added: under "EXEMPT Guests" the following, "...Officer will be processed in passage point and will be required to *display their passage point badge* at all times.)"
- Attachment 107-1, Escort Procedures for Visitors. Added: under the "Informing the Visitor Before His/Her Arrival" section the following was added, "The prohibited/*controlled* items list include but not limited to:"

**3/29/2019:**

- Section 101, Reporting Lost or Stolen DOE Security Badges. Added HSO review/signature to the reporting process and HQ Form 473.1.

- Attachment 101-2, General Instructions for Completing HQ F 473.1, *Lost or Stolen Badge Replacement*. Added: Item #11, HSO review/signature to the reporting process and HQ Form 473.1.

**2/19/2019:**

- Section 101, 105 and 107, Passage Point paper badges. Added information identifying the need for access screening inspections and the need for escorts into security areas (LA/VTR/SCIF) of personnel without a designated clearance level identified on the badge.
- Section 101, Headquarters Security Badges. Removed all Personnel Security sub-topics and place data into Chapter 3.
- Section 102, HSPD-12 Badges and PIV Process. Removed all Personnel Security sub-topics and placed data into Chapter 3.
- Section 107, Uncleared FN Visitors. Added clarification of FN delivery personnel access and escorting from Chapter 6.
- Section 109, Lock and Key Control. Removed Level IV locks/keys and changed to Administrative locks/keys to match the DOE Order.

**2/12/2019:** Sections 101, 105 and 107, Passage Point paper badges. Added information identifying the need for access screening inspections and the need for escorts into security areas (LA/VTR/SCIF) of personnel who are issued paper badges without a designated clearance level identified on the badge

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# Chapter 1

## Physical Security

This chapter describes the security procedures adopted by DOE HQ to implement the requirements of the following DOE directives:

- Title 10 Code of Federal Regulations (CFR) Part 860.4
- Title 41 CFR Parts 101-19.3 and 102.74, Subpart C
- Homeland Security Presidential Directive (HSPD)-12, *Policy for a Common Identification Standard for Federal Employees and Contractors*
- DOE Order 473.3A Change 1, *Protection Program Operations*
- DOE Order 471.6, Admin Change 2, *Information Security*
- DOE Order 580.1A, Admin Change 1, *DOE Personal Property Management Program*

The objective of these directives is to protect DOE sensitive and classified information, facilities, property, and employees from threats posed by intelligence collectors, terrorists, violent activists, criminals, psychotics, and disgruntled employees.

- Section 101 identifies the types of security badges used to control access to HQ facilities.
- Section 102 originally provided information regarding HSPD-12 and the Personal Identity Verification process (*Refer to Chapter 3*).
- Section 103 describes the procedures for preventing the introduction of Prohibited Articles into all HQ facilities.
- Section 104 discusses the procedures used to conduct inspections of personnel entering and exiting HQ facilities.
- Section 105 describes the general access control systems in place at HQ and procedures for gaining access to both public and secure areas within HQ.
- Section 106 discusses Security Hours, which identifies the days and times when certain physical security measures are implemented at HQ.
- Section 107 describes the controls established for US citizens who visit HQ. See Chapter 6, Sections 601 and 602 for the controls established for visitors who are foreign nationals.

- Section 108 describes the controls adopted for the authorized removal of accountable government property and personally owned property from HQ facilities.
- Section 109 describes the lock and key control program in place at HQ.

## Section 101

# Headquarters Security Badges

The primary badge used to allow daily access to HQ facilities is the DOE security badge prescribed by DOE Order 473.3A Change 1, *Protection Program Operations*. This badge is the common identification badge prescribed by HSPD-12.

This section does not address the acquisition of HSPD-12 badges, which are discussed in Chapter 3, *Personnel Security*, of the HQFMSP. This section discusses more general HQ policies and procedures for acquiring security badges, including those issued to:

- Those awaiting receipt of an HSPD-12 badge
- Those requiring access to an HQ facility but who do not meet the criteria for an HSPD-12 badge
- DOE field personnel visiting HQ
- Those accessing Child Development Centers (CDCs)
- Commuters transiting an HQ facility
- Those who have forgotten their regular badge
- Those awaiting replacement of a lost badge
- Termination of badges

The issuance of security badges at HQ is a collaborative effort between the Office of HQ Personnel Security Operations (AU-43) and the Office of Physical Protection (AU-41). All documents related to requests for security badges must first be submitted to AU-43 for production and issuance of the badge and that office, in turn, will forward any documentation to AU-41.

## HQ Implementation Procedures

### General:

Security badges in use at HQ must be displayed above the waist and with the front (picture) side facing outward.

Security badges should be removed from view upon exiting an HQ facility.

The badge is government issued and the recipient is responsible to safeguard it and prevent its misuse, which includes allowing someone else to use it to enter or exit the facility.

Security badges bear a photograph of the holder. HQ issues both HSPD-12 badges and Local Site-Specific Only (LSSO) badges out of the Forrestal or Germantown badge offices. It shall be surrendered to any uniformed member of the contract protective force immediately upon request.

Personnel receiving an HSPD-12 or LSSO security badge for the first time must complete an Initial Security Briefing. Whenever an employee is granted a security clearance, that employee will be issued a badge reflecting the appropriate security clearance level. Employees granted a security clearance must complete a Comprehensive Security Briefing (see Chapter 10, Security Awareness Program) and Standard Form (SF) 312, *Classified Information Nondisclosure Agreement*.

## **HSPD-12 Badges:**

The HSPD-12 badge is accepted for access to all HQ facilities and can be encoded to operate HQ access control systems. HSPD-12 badges bear expiration dates of five years from their issuance. Although contractor HSPD-12 badges have expiration dates of five years from their issuance, it will expire and deny access to an HQ facility on the date the contract expires.

- Individuals denied an HSPD-12 badge or have had an HSPD-12 badge revoked are ineligible for physical access to DOE property or access to information systems. The process for appealing denial of a PIV badge is described in DOE Order 206.2, *Identity, Credential and Access Management (ICAM)*.
- The PIV investigation and HSPD-12 badge issuance processes may take several months, so AU-43 (*with concurrence of AU-41*) may issue a temporary security badge to new HQ employees and contractors (*see LSSO Badge information below*).

Refer to Chapter 3 of the HQFMSP for complete details on the process for requesting HSPD-12 badges.

## **LSSO Badges:**

LSSO badges are issued to DOE employees and contractors who are awaiting their HSPD-12 badge or lost their HSPD-12 badge. These badges are issued by the Forrestal or Germantown badge offices.

Contract protective force personnel provide receptionist services at the main entrances to the Forrestal and Germantown facilities at all times. At other facilities, receptionists or designated officials are available to issue temporary security badges during normal working hours. Some, but not all, temporary security badges can be encoded to operate HQ access control systems.

The following types of LSSO badges are available:

1. Non-PIV Temporary Badge (Green) – This badge is issued to those employees awaiting issuance of an HSPD-12 badge and those requiring access; more than 2 days a week in excess of 21 days, to an HQ facility for 6 months or less (such as interns, temporary workers, and detailees). This badge can be encoded to operate automated access control points. The exact access points are determined by the holder's specific circumstances. The most common use for the Green badge is to permit new employees awaiting issuance of an HSPD-12 badge to enter HQ facilities. For these employees, the Green badge is initially encoded to permit automated entry to HQ facilities for a period of

30 days. If the new employee completes the process for acquiring an HSPD-12 badge within the allotted 30-day time period, encoding of the Green badge can be continued for a period not to exceed six months at a time. If the new employee fails to complete the HSPD-12 process within the allotted 30-day time period, the encoding of the green badge will end and the employee's allowance for entry into any HQ facility may be revoked determinant upon the recommendation of AU-43. If permitted to continue accessing HQ facilities while in process for the HSPD-12 badge, a passage point badge can be issued for entry. See Chapter 3 of the HQFMSP for a complete discussion of HSPD-12 security badge processing.

2. OGA/IPA Badge – Intergovernmental Personnel Act (IPA) personnel or Other Government Agency (OGA) detailees who may be assigned to HQ for a period of more than six months will have their badge encoded to the length of their detail up to two years.

If an OGA/IPA detailee requires access during security hours a memo supporting the request must be sent to the Director AU-41 for concurrence.

*NOTE: For Germantown vehicle access, these personnel with encoded OGA/IPA badges will need to inform the ProForce at the main gate of the encoding so that the ProForce can verify their badge and process that person as a HQ employee and not as a visitor (i.e. vehicle inspections).*

If the badge cannot be encoded, the HSO may submit documentation to AU-43 for the issuance of an HQ LSSO badge with an expiration date consistent with the duration of the assignment, not to exceed two years. The IPAs and OGA detailees will require the submission of a DOE Form (F) 473.2, *Security Badge Request*, from the HQ Security Officer (HSO) of the sponsoring element. DOE F 473.2 is the official request to process the badge application. General instructions for completing this form are presented in Attachment 101-1 at the end of this section.

All DOE Fs 473.2 are submitted to AU-43 for processing. In addition, other documents may be required to be attached to that form (Refer to Chapter 3 of the HQFMSP).

*NOTE: If the DOE F 473.2 is submitted in association with a security clearance application, see Section 301, Acquiring New Security Clearances.*

DOE cannot process OGA employees and their contractors for an HSPD-12 badge. These employees must obtain an HSPD-12 badge from their employing agency. Exceptions to this rule can extend to employees from the Legislative or Judicial branches of the Federal government. (Refer to Chapter 3 for more information)

3. Forrestal Transit Badge – Non-DOE employees who are members of a van/carpool and park in the garage at the Forrestal building are eligible for a Forrestal Transit Badge. The badge allows the holder access (Monday through Friday only) to the garage through



either the 12<sup>th</sup> Street entrance or the 9<sup>th</sup> Street entrance and entry/exit through the main lobby turnstiles. Badges expire according to the date authorized by the parking garage.

To acquire a Forrestal Transit Badge, the DOE employee sponsoring the individual who requires the badge must obtain a “DOE Transit Badge Form” from the Forrestal Badge Office or the Parking Office in Room GE-140, complete it, and hand-carry it to the Parking Office to be approved. The approved form must then be taken to the Forrestal Badge Office, where it is checked for the proper signatures. There must be two signatures on the form, the sponsor’s, and an authorized parking official. When approval is obtained, badge office personnel contacts the sponsor and requests personal escort of the individual to the Forrestal Badge Office to present a government issued picture ID (e.g., driver’s license), have his/her photo taken, and receive the transit badge.

HQ employees who are foreign nationals are not authorized to sponsor a Forrestal Transit Badge.

Foreign nationals are issued transit badges only if they are in the Foreign Access Central Tracking System (FACTS) (*Refer to Chapter 6 of the HQFMSP*).

4. Germantown Transit Badge – Non-DOE employees who transport DOE employees to and from the Germantown Facility are eligible for a Germantown Transit Badge. The badge allows the holder to enter and/or depart the facility immediately after bringing in or picking up the DOE employee. If the sponsor of the badge is a Federal employee, the badges are issued for 2 years and must then be renewed. If the sponsor of the badge is a contractor employee, the badges are issued for one year. These badges are not encoded to operate HQ access control systems.

To acquire a Germantown Transit Badge, the DOE employee sponsoring the individual who requires the badge must obtain a “DOE Transit Badge Form” from the Germantown Badge Office, complete it, and return it to the Badge Office. The Badge Office forwards it to the AU-41 Director, or designee for approval. After approval is obtained, a badge office staff member contacts the sponsor and requests personal escort of the individual to the Germantown Badge Office to present a government-issued picture ID (e.g., driver’s license), have his/her photo taken, and receive the transit badge.

HQ employees who are foreign nationals are not authorized to sponsor a Germantown Transit Badge.

Foreign nationals are issued transit badges only if they are in the Foreign Access Central Tracking System (FACTS) (*Refer to Chapter 6 of the HQFMSP*).

5. Forrestal and Germantown CDC Badges – Members of the public with a child enrolled at the Forrestal or Germantown CDC are authorized to request a “CDC ONLY” badge to deliver and pick up their child. These badges must be renewed annually. They are encoded to operate access control systems at either the Germantown or Forrestal CDC but not other HQ facilities. Procedures for the issuance of these badges are unique to the

CDCs, AU-43, and AU-41. The CDC will inform parents of the actions required. Foreign nationals must be in FACTS.

6. 270 Corporate Building Specific Badge: DOE has developed a 270C-specific badge, (pink in color) to allow authorized access into the 270C building. The 270C-ONLY badge was designed to be issued to employees of the private companies who lease space within the building. This badge is for access into 270, exclusively, and does not provide access to, nor has any use, at a DOE facility. This badge can be issued for up to four years to a U.S. Citizen or up to two years to a foreign national. The private companies that lease office space at 270C are responsible for coordinating with their DOE representative to request access badges for their personnel as per the procedures listed in the 270C Facility Security Plan (FSP) as controlled by the Office of Environmental Management (EM).
7. Temporary **Visitor** Passage Point Badge (paper badges): Visitors as defined in Section 107 will be issued a BLUE Passage Point badge. Non-U.S. citizen visitors (FN) as defined in Section 107, will be issued a RED Passage Point badge. All visitors shall submit to a security screening inspection and are required to be escorted at all times.
8. Temporary **Employee** Passage Point Badge (paper badge): An employee who has lost or forgotten or has had their badge stolen will be issued a GREEN Passage Point badge. They shall submit to a security screening inspection.
9. Temporary “Grounds Only” paper badge (GTN only): Grounds only visitors as defined in Section 107 are issued this badge.

## **Forgotten DOE Security Badges:**

### Employees entering the facility:

Any DOE Federal or contractor employee who has been issued an HSPD-12 or LSSO security badge and does not have it in his/her possession must process through the receptionist desk in the Forrestal, Portals III, or Germantown main lobby. NOTE: *For Germantown, when the person has forgotten their badge, they must use the “Visitor” traffic lane at the Main Gate when entering in which their vehicle will be inspected prior to being allowed to enter the facility.* Those personnel issued a temporary Passage Point paper badge without a security clearance level designation (Q, L, TS, or S) must be escorted at all times while in a security area (LA/VTR/SCIF), as appropriate.

### Personnel entering after an Emergency:

If a badged DOE HQ employee or contractor forgets to take their HSPD-12 badge from their office in order to evacuate the facility during an emergency, after the all clear has been given they must process through the receptionist desk in the Forrestal, Portals III, or Germantown main lobby. The employee will be issued a temporary Passage Point paper badge and must submit to inspection prior to entry.

Personnel already located within the facility:

If a badged DOE HQ employee or contractor forgets to take their HSPD-12 badge from their office and is located within the facility, they must be escorted back to their office to retrieve it. If it cannot be located, then contract protective force shall be contacted.

## **Replacement of DOE Security Badges:**

HSPD-12 and LSSO security badges may need to be replaced or reissued because of wear or damage, or if the individual's physical characteristics have changed, such as the growth or removal of a beard or long hair that is cut short. Protective force officers may also direct individuals to replace their badges when they detect wear, damage, or changes in physical appearance. When the need arises, the individual should contact their HSO for USAccess system processing in order to request a new badge.

## **Reporting Lost or Stolen DOE Security Badges:**

Individuals whose HSPD-12 or LSSO badge has been lost, misplaced, or stolen must immediately notify their HSO and report to their servicing badge office. The badge office requires the badge holder to complete an HQ F 473.1, *Lost or Stolen Badge Replacement* (Attachment 101-2 at the end of this section) prior to being issued a replacement badge. The HQ F 473.1 must be completed by the individual, signed by the individual's supervisor and HSO, and submitted electronically to the badge office.

- The badge office waits five days before requesting a reprint to provide the employee an opportunity to locate the lost card.
- The badge office will process the completed HQ F 473.1 and the individual will receive an e-mail when the replacement badge is ready for issue. While waiting, the individual must obtain an employee temporary passage point paper badge from the receptionist each day to gain access to the building.

## **Termination of DOE Security Badges:**

HSPD-12 and LSSO security badges are automatically terminated on the expiration date reflected on the badge or on the contract expiration date. If the badge is still needed, the badge can be renewed with a new expiration date by contacting the appropriate HSO within your organization. This must be done at least 30 days in advance.

A badge is the property of the government and must be returned to DOE control for termination or revision whenever:

- The badge holder terminates employment.
- The badge holder no longer requires access to an HQ facility.
- A contractor employee becomes the employee of a different contractor.
- The badge holder is on a leave of absence, extended leave, or in another leave status for more than 90 days that does not involve official U.S. government business.

- The requirement for access is negated for any other reason.

The return of DOE security badges is also covered in Chapter 15, Out-processing, of the HQFMSP. Chapter 15 contains detailed instructions on the collection and return of permanent security badges, termination of security clearances, etc.

## Badge Office Locations and Operating Hours

There are two badge offices at HQ. The Forrestal Badge Office is located in Room 1E-090 and the Germantown Badge Office is located in Room B-106. Both badge offices are open from 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding Federal holidays, or as otherwise indicated.

## Points of Contact

For the names and contact information for those occupying the AU-41 positions identified in this chapter, call (202) 586-8075.

For the names and contact information for those occupying the AU-43 positions identified in this chapter, email [Personnel Security](#).

## Forms/Samples/Graphics

DOE F 473.2, *Security Badge Request* (go to [Security Badge Request Form](#) for a copy of this form)

General Instructions for Completing DOE F 473.2, *Security Badge Request* (see Attachment 101-1)

HQ F 473.1, *Lost or Stolen Badge Replacement* (go to [Lost or Stolen Badge Replacement](#) for a copy of this form)

General Instructions for Completing HQ F 473.1, *Lost or Stolen Badge Replacement* (see Attachment 101-2)

**ATTACHMENT 101-1****General Instructions for Completing DOE F 473.2, *Security Badge Request***

Following are the instructions for completing the DOE F 473.2. The form can be found at [DOE F 473.2 Form](#).

- a. Block A, From, Enter the name and signature of the Federal employee who is sponsoring the applicant for an HQ security badge. By signing this form, the sponsor certifies that the applicant needs to access an HQ facility for a period of at least six months. Do not use this form if the applicant needs access less than six months. The applicant can still be issued an LSSO badge to allow unescorted entry to an HQ facility as the need arises.
- b. Block B, Title: Enter the title and two-letter routing symbol (SC, NA, AU, etc.) of the Federal employee sponsoring the applicant for an HQ security badge.
- c. Block C, Telephone Number: Enter the office telephone number of the Federal employee sponsoring the applicant for an HQ security badge.
- d. Block D, Name of Applicant: Enter the last, first, and middle name of the applicant. *It is important to list the applicant's full, legal name and not nicknames, initials, or any other name.* The badge may be encoded to operate HQ access control systems. However, these systems do not operate properly unless the applicant's name is clearly recognizable and retrievable by the system.
- e. Block E, Social Security Number: Enter the applicant's nine-digit Social Security Number. This number is needed to positively identify the applicant and distinguish him/her from others with the same name.
- f. Block F, Applicant's Employers Name: If a contractor, enter the name of the employing company. If an IPA, OGA detailee, or consultant, enter N/A.
- g. Block G, Employer Address: If a contractor, enter the address of the employing company. If an IPA, OGA detailee, or consultant, enter N/A.
- h. Block H, Employer Telephone Number: If a contractor, enter the telephone number for the employing company. If an IPA, OGA detailee, or consultant, enter N/A.
- i. Block I, Prime Contractor Name: List the name of the prime contractor responsible for the contract the applicant is supporting. If an IPA, OGA detailee, or consultant, enter N/A.
- j. Block J, Date: Enter the date the request is being made.
- k. Block K, U.S. Citizen: Check the appropriate block. Note that applicants who are not US citizens must be processed as foreign national assignees in accordance with Chapter 6

Section 602, Unclassified Foreign Visits and Assignments, of the HQFMSP. There are extensive security requirements for foreign national assignees that must be satisfied before a security badge is issued.

- l. Block L, Request Applicant be Issued: Check the appropriate blocks.
- m. Block M, Badge At: Check the appropriate block. If a contractor, also enter the contract number and contract expiration date. Use of the full-term contract ending date on HQ contractor/ subcontractor badges is permitted. Verification of this ending date is by the Contracting Officer's Representative (COR) with his/her signature in Section N of the form. If there is no indication of an ending date, the badge is issued with the expiration date as shown in the Procurement and Assistance Data System (PADS).

For IPAs, enter the expiration date of the IPA Agreement and attach a copy of the IPA Agreement page that contains this date. For OGAs enter the expiration date of the OGA assignment and attach a memorandum.

- n. Block N, Employer Certification: An official of the employing contractor must print and sign their name certifying that the applicant requires access to an HQ facility for a period of at least six months; that pre-employment checks were conducted in accordance with company policy; that the checks were favorable; and the individual was found to be suitable for employment. The contractor official then forwards the DOE F 473.2 to the COR.

The COR reviews the information on the form to ensure it is completed properly and that specific contract-related information, such as the contract number and contract expiration date, is accurate. After concluding this review, the COR completes the "COR Concurrence" portion of Section N and forwards the DOE F 473.2 to the cognizant HSO.

After verifying that the individual requires access, the HSO, or a Federal employee, signs the "Security Official Concurrence" portion of Section N and forwards the DOE F 473.2 to AU-43 (Personnel Security) for action.

**ATTACHMENT 101-2****General Instructions for Completing HQ F 473.1, *Lost or Stolen Badge Replacement***

Obtain a copy of HQ F 473.1 at [HQ F 473.1 Form](#) and complete it as follows:

1. Name (Last, First, Middle) – Enter your name exactly as it appears on your badge. Do not use nicknames, abbreviations, or names you commonly use.
2. Telephone Number – Enter your work telephone number, including area code.
3. Today's Date – Enter the date you are completing the request.
4. Organization – Name and routing symbol of HQ Program Element.
5. Federal Manager or Supervisor's Name – If you are a Federal employee, enter your supervisor's name. If you are a contractor, enter the name of the Federal employee directing your work.
6. Type of Badge – If the badge to be replaced is an HSPD-12 credential, check HSPD-12; otherwise, check Local.
7. Reason for the Request – Check whether the badge was lost or stolen.
8. Explanation – Provide details about losing the badge and efforts to recover it. If the badge was stolen and a police report was filed, include the name of the law enforcement agency that took the report. Include information on where the badge may have been lost, when it was last seen, where it may have been lost, what steps have been taken to recover the badge, etc. Simply saying that you lost your badge and need a new one is unacceptable.
9. Employee's signature – Digitally sign the form, save the form, and e-mail it to the person listed in block 4.
10. Supervisor's signature – The supervisor digitally signs the form, saves the form, and sends the form to the element HSO.
11. HSO's signature – The HSO (primary or alternate) digitally signs the form, saves the form, and e-mails the form to the [badge office](#).

Once the badge office receives the completed form, it is reviewed for completeness. The individual receives an e-mail from a member of the badge office staff when the replacement badge is ready for issue. In the meantime, the individual must obtain an employee temporary passage point badge from the receptionist each day to gain access to the building.

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## Section 102

# HSPD-12 Badge Information and Process

This section will provide information regarding the HSPD-12 badge and PIV process. As the functions and process of obtaining a badge are collectively performed by the Offices of Physical (AU-41) and Personnel Security (AU-43), this passage will provide an overview and outline of the requirements. A detailed description of the required items for the HSPD-12 badge and PIV process can be found in Chapter 3 of the HQFMSP.

### Overview and Requirements

Every new or returning HQ Federal or Contractor employee requiring access to an HQ facility for six consecutive months or more must have an HSPD-12 badge. Processing an applicant for a HSPD-12 credential involves several steps and multiple officials:

1. Sponsorship – The HQ element where the employee will work is responsible for sponsoring the employee for the HSPD-12 badge. The sponsor must be a Federal employee. Sponsorship includes, but not limited to, entering the employee's date and place of birth, program office being supported, and citizenship status.
2. Enrollment – (fingerprints and a photograph of the employee) After the sponsor enters the required information into USAccess, the system will automatically contact the employee via e-mail with instructions for scheduling an appointment to enroll at a USAccess Credentialing Center. The employee must present two identity verification documents: one primary document and one secondary document.

*NOTE: Employee must be enrolled in USAccess and fingerprinted before a PIV packet is submitted to AU-43 for processing.*

- a. If the employee's fingerprints are deemed invalid in USAccess, AU-43 will notify the HSO who will cancel the Reprint and trigger a Reissuance which will prompt the employee to be fingerprinted again.
- b. If the employee's fingerprints are returned from DCSA as unclassifiable, AU-43 will notify the HSO and employee that a second set of prints is required. The HSO will trigger a reissuance in USAccess.

*NOTE: It is the responsibility of the HSO and the employee to notify AU-43 when the employee has been re-fingerprinted. USAccess will **NOT** notify AU-43.*

3. Submission of HSPD-12 Badge Documentation – The following documents are to be submitted to AU-43 [Personnel Security](#).
  - a. **Federal Employees – (Responsibility: Element's HC Specialist or HSO)**
    - DOE F 206.4, *Information Sheet for Sponsorship of HSPD-12 Credential*

- OF-306, *Declaration for Federal Employment*
- Resume and Offer Letter
- Position Designation Record (PDR) and Position Description (PD):  
Signature required

**b. Contractor Employees – (Responsibility: HSO or Sponsor)**

- DOE F 206.4, *Information Sheet for Sponsorship of HSPD-12 Credential*
- OF-306, *Declaration for Federal Employment*
- DOE F 473.2, *Security Badge Request*
- PDR: No signature required

*Note: The employee must record his/her name on the DOE F 206.4 and the OF-306 exactly as it appears on the two identity verification documents presented to the Credentialing Center. For information on how to locate a USAccess Credentialing Center, how to schedule an appointment, and the required documents for enrollment, go to [the USAccess Program FedIdCard website](#).*

## Section 103

### Prohibited Articles

All HQ facilities occupy space owned or leased by the General Services Administration (GSA); therefore, HQ is required to comply with the standard rules and regulations for all Federal properties administered by GSA. Rules pertaining to the introduction of prohibited articles (firearms, dangerous materials, etc.) on Federal properties are described in 18 USC 930 and 10 CFR 860.4 and the rules pertaining to alcohol and controlled substances are described in 41 CFR 102-74, Subpart C.

Prohibited Articles are generally not permitted in any HQ facility; however, there are a few exceptions to this general rule as described in the subsections, below.

### HQ Implementation Procedures

#### Prohibited Articles:

The articles that are prohibited in Federal facilities include any item prohibited by any applicable Federal, State, local, and tribal law and/or ordinance, as well as firearms, dangerous weapons, explosives, or other destructive devices (including their individual parts or components) designed, redesigned, used, intended for use, or readily converted to cause injury, death, or property damage. This list applies to all facility occupants, contractors, and the visiting public (Reference: ISC Standard, Items Prohibited from Federal Facilities).

#### Firearms and Projectile Weapons

The list of prohibited firearms and projectile weapons includes, but is not limited to:

1. Firearms or similar device that expels a projectile through the action of an explosive (unless meeting the exemptions listed below in the exemption section and/or in 18 U.S.C. § 930(d));
2. BB or pellet guns;
3. Compressed air guns;
4. Antique firearms;
5. Flare guns;
6. Realistic replica or toy firearms (unless meeting the exemptions listed in 18 U.S.C. § 930(d));
7. Spear guns;
8. Starter pistols;
9. Stun guns, cattle prods, dart-firing stun guns, and other electric weapons or controlled devices;
10. Ammunition, shotgun shells or firearm cartridges, black powder, smokeless propellant powder (unless meeting the exemptions listed below in the exemption section and/or in 18 U.S.C. § 930(d)); and,
11. Slingshots.

**Firearms Exception:**

Lawfully armed DOE, Federal, local law enforcement, or military police or investigative officers may remain armed while on DOE property if on official business. When such individuals arrive at an HQ facility, they must present their badges and/or credentials to the contract protective force supervisor stationed at the facility. They must declare that they are armed and on official business and provide the name of the office/individual with which/whom they have business. The contract protective force supervisor must verify the provided information by referring to prior written notice or by speaking directly with the individual hosting the visit. If they are not on official duty the visit must be approved by the Facility Security Manager or the Director AU-41.

**Bladed, Edged, or Sharp Tools or Implements**

The list of prohibited bladed, edged, or sharp tools, or implements includes, but is not limited to:

1. Axes and hatchets;
2. Bows and arrows;
3. Ice axes/ice picks;
4. Throwing stars (martial arts);
5. Knives, sabers, swords, daggers, and other bladed devices with a blade of more than 2 ½ inches (unless meeting the exemptions listed below in the exemption section and/or in 18 U.S.C. § 930(d)); and
6. Razor-type blades such as box cutters, utility knives, and razor blades not in a cartridge, but excluding safety razors (unless meeting the exemption listed below in the exemption section and/or in 18 U.S.C. § 930(d)(3)).

**Club-like Items and Striking Devices**

The list of club-like items and striking devices includes, but is not limited to:

1. Billy clubs;
2. Blackjacks;
3. Brass knuckles;
4. Chains in excess of 12 inches (Jewelry exceptions can be made);
5. Night sticks (unless meeting the exemptions listed below in the exemption section and/or in 18 U.S.C. § 930(d)); and
6. Martial arts weapons, including nunchucks and kubatons.

**Destructive Devices, Explosives, or Combustible Chemical Compounds and Mixtures**

The list of destructive devices, explosives, or any chemical compound or mixture that has a property of yielding readily to combustion or oxidation upon the application of heat, flame, or shock includes, but is not limited to:

1. Blasting caps or detonators;
2. Dynamite, nitroglycerin, trinitrotoluene, ammonium nitrate, and others;
3. Fireworks;
4. Gunpowder;
5. Hand grenades, mine, bomb, rocket, missile, pipe bomb, plastic explosives;
6. Realistic replicas of explosives or similar devices;
7. Explosive or expanding gases;
8. Gas torches; and

9. Flammable Liquids (i.e., gasoline, turpentine, and paint thinner) (unless meeting the exemption listed below in the exemption section and/or in 18 U.S.C. § 930(d)(3)).

**Disabling Chemicals and Other Dangerous Items**

The list of disabling chemicals and other dangerous items includes, but is not limited to:

1. Mace, pepper spray, tear gas, tear gas gun, or other chemical spray designed for self-defense (unless meeting the exemption listed below in the exemption section and/or in 18 U.S.C. § 930(d));
2. Spillable batteries, except those needed as ‘tools of the trade’, in wheelchairs or similar devices used by a mobility impaired individual;
3. Spray paint (unless meeting the exemption listed below in the exemption section and/or in 18 U.S.C. § 930(d)(3)); and
4. Poisonous gases.

**Other Prohibited Items:**

These items are also considered prohibited items:

1. Controlled substances (e.g., illegal drugs or paraphernalia, but not prescription medication); including any amount of marijuana,
2. Pets and other animals (identified in 41 CFR 101-20.311), except service animals as defined by national requirements, and
3. Other items prohibited by law.

**Exceptions:****Tools of the Trade Exceptions:**

The following is a list of possible tools of the trade that are authorized. These items must be necessary for a person to do his or her job, such as hand tools for maintenance and construction or a chef’s knife for a caterer:

- **Bladed, Edged, or Sharp weapons**

The list of prohibited bladed, edged, or sharp weapons includes but is not limited to:

1. Saws, including cordless portable power saws;
2. Scissors, metal with pointed tips;
3. Screw drivers;
4. Drills, including portable power drills; and
5. Tools including, but not limited to, wrenches, pliers, and folding, multi-purpose utility tools, etc.

- **Club-like Items and Striking Devices**

The list of club-like items and striking devices includes, but is not limited to:

1. Hammers, and
2. Crowbars.

- **Destructive Devices, Explosives, or Combustible Chemical Compounds and Mixtures**

The list of destructive devices, explosives, or any chemical compound or mixture that has a property of yielding readily to combustion or oxidation upon the application of heat, flame, or shock includes, but is not limited to:

1. Flares,
  2. Gasoline, and
  3. Aerosol sprays.
- **Disabling Chemicals and Other Dangerous Items**  
The list of disabling chemicals and other dangerous items includes, but is not limited to:
    1. Chlorine and bleach;
    2. Compressed gas cylinders, including fire extinguishers; and
    3. Toxic industrial chemicals and/or materials.

### **Alcoholic Beverage Exception:**

Alcoholic beverages may be brought into an HQ facility with the approval of the Office of Management and Administration within the Office of Administration (MA-40). A sample memorandum for requesting authorization to bring alcoholic beverages on to HQ property is provided in Attachment 103-1. Once approval is granted, a copy of the approved memorandum must be delivered to AU-41 for information and dissemination. Once approved alcoholic beverages may only be brought into the facility by the person named in the memo and any unused beverages must be removed by the close of business the same day.

**Any other exceptions** to the policy on Prohibited Articles may be requested via memorandum to the Director, AU-41. The memorandum should fully describe:

- The prohibited article(s)
- The reason for introduction
- How long the article(s) will be on HQ property
- Who will have custody of the article(s)
- How long the article(s) will be stored (if applicable)
- What HQ facility the article(s) will be introduced into
- Exactly which entrance(s) will be used to bring the article(s) into the facility
- Copy of the approved Memorandum should be attached to the article

If the request is approved, AU-41 notifies protective force officers stationed at the applicable entry control points to expedite processing of the prohibited article(s).

## **Points of Contact**

For the names and contact information for those who can assist with the procedures described in this section, call (202) 586-8075.

## **Forms/Samples/Graphics**

Sample Memorandum of Authorization for Alcoholic Beverages, (see Attachment 103-1)

**ATTACHMENT 103-1****Sample Memorandum of Authorization for Alcoholic Beverages**

MEMORANDUM TO (NAME)  
DIRECTOR  
OFFICE OF ADMINISTRATION

FROM: (NAME)  
TITLE (MUST BE FROM OFFICE DIRECTOR OR HIGHER)  
OFFICE OF XXXXXXXXXX

SUBJECT: Request Approval to Use Alcoholic Beverages within the Forrestal or  
Germantown Facilities.

The Office of XXXXXXXXXX has scheduled a (Event Type, i.e., holiday party) on (Month Day, Year) at the Forrestal Building in Room xx-xxx from x:xx to x:xx a.m./p.m. I am therefore requesting approval to bring alcoholic beverages into the building on (Month Day, Year) for this occasion. Any alcoholic beverage not consumed will be removed from the building upon completion of the event.

I will monitor the consumption of these beverages in order to maintain appropriate conduct and ensure a safe and healthful environment.

Prior to bringing the alcoholic beverages into the building, a copy of the approved memorandum will be provided to the servicing Headquarters Physical Protection Team (Forrestal, Room 1G-042).

If you have any questions, please contact me at extension x-xxxx.

APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_ DATE: \_\_\_\_\_

ACKNOWLEDGED BY HQ PHYSICAL PROTECTION TEAM: \_\_\_\_\_

Upon completion of the event, I certify by initialing \_\_\_\_\_, date \_\_\_\_\_, that the alcoholic beverages have been removed from the premises. (*Initial and Return to MA-40 within two business days after the event.*)

cc: Director, Office of Physical Protection (AU-41)  
GTN/FOR Facility Security Manager (AU-41), as appropriate

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## Section 104

### Entry and Exit Inspections

This section describes the methods used to conduct entry and exit inspections of personnel entering and exiting DOE HQ facilities.

AU-41 is responsible for the implementation of entry and exit inspections at all HQ facilities.

### HQ Implementation Procedures

#### Inspections:

Entry inspections are required by DOE order DOE O 473.1A, *Physical Protection Program*, and are conducted to prevent the introduction of Prohibited Articles into HQ facilities. Exit inspections are conducted to prevent the unauthorized removal of classified information and government property.

The following procedures are used for conducting inspections at HQ facilities:

- All inspections are performed in a consistent and nondiscriminatory manner.
- All personnel who have badges which are encoded to grant access through the turnstiles are subject to random inspection at all HQ facilities.
- DOE Federal and contractor employees issued a temporary badge through the Passage Point system are required to be inspected and have their hand carried items inspected when entering or exiting HQ facilities.
- All visitors and their hand carried articles are inspected upon entry and departure.
- Vehicles operated by Departmental employees and contractors are subject to random vehicle inspections.
- Vehicles operated by visitors using the facilities are inspected at the vehicle access control point.
- Vehicles operated by Other Government Agency (OGA) employees will be inspected at the vehicle access control point, unless, the OGA has previously entered the facility and has encoded their badge in CCURE (badge access system). At the vehicle entry point, the OGA badge will be checked by the Security Officer to ensure that they have already been enrolled in the badging system in order to bypass the vehicle inspection requirement. However, like all other personnel, their vehicles are still subject to random inspections.
- All hand carried articles (i.e., briefcases, purses, parcels, or other containers) are subject

to inspection by contract protective force officers. Contract protective force officers do not open wrappers or packages containing classified material; however, when the contents of a classified package seem suspect, a member of AU-41 is contacted to inspect the package.

### **Prohibited Articles:**

A sign identifying prohibited articles is posted at each HQ facility entrance. The methods for identifying Prohibited Articles are discussed in more detail in Section 103, Prohibited Articles.

### **Medical Devices/Implants:**

DOE HQ employees with implanted medical devices (pacemakers, artificial joints, etc.) which could cause alarms, or be adversely affected by the inspection process, should contact their respective Facility Security Manager to be placed on the modified screening list. In Forrestal or L'Enfant Plaza, please call (202) 586-2680, and in Germantown, please call (301) 903-9979 or (301) 903-1960. When working in a Security Area at HQ, electronic medical devices/implants will require an assessment by TSP in accordance with Chapter 9 (an attachment form is available to request TSP assistance).

### **Non-Consent to Inspections:**

Individuals not consenting to an entrance inspection are denied entry into HQ facilities. DOE Federal employees or contractor personnel refusing to submit to an inspection may be issued a security infraction or other disciplinary action.

Individuals within an HQ facility who are suspected of engaging in criminal activity or who refuse to submit to an inspection may be detained by contract Security Police Officer.

### **Emergency Access by Response Personnel:**

Emergency personnel can be granted immediate entry to HQ facilities, including Security Areas, in response to an emergency. Emergency personnel are not required to undergo an entrance inspection; however, any emergency personnel who are not escorted the entire time inside the facility may be subject to an exit inspection before leaving the facility.

### **Points of Contact**

For the names and contact information for those occupying the positions identified in this section, call (202) 586-8075.

## Section 105

### Access Control

This section describes methods for controlling access to HQ facilities and detecting unauthorized intrusions into secure areas. AU-41 is responsible for implementing, operating, testing, and maintaining all HQ access control systems.

### Access Control Systems

Entry to HQ facilities is controlled by HQ contract protective force officers, barriers and gates, various security policies and procedures, and four types of access control systems:

1. C-CURE – The Physical Access Control System (PACS) at HQ uses encoded security badges to operate card readers. In most cases, a Personal Identification Number (PIN) is required to enter an area controlled by a card reader. Examples of PACS-controlled card readers include those at the pedestrian entrances to the Forrestal and Germantown buildings, entrances to Limited Areas (LAs) and Vault-Type Rooms (VTRs), and some controlled access areas (where money, weapons, Controlled Unclassified Information, Classified information/systems or high-value equipment may be stored). The PACS provides centralized auditing and monitoring of the card readers through a Central Alarm Station (CAS).
2. Cipher Locks – A cipher lock is a mechanical lock consisting of five buttons that must be pushed in the proper sequence for the lock to open. Cipher lock combinations may be changed by any authorized person with the proper equipment. Cipher locks primarily control access to entrances where DOE property is stored, or limited access is desirable. A cipher lock may be used on a door to an LA, but not on a door to a VTR.
3. Keys – Keys are used on doors to rooms or buildings where privacy or property protection is required (See: Section 109 for more details).

*NOTE: Personnel are required to protect card PINs, card reader transactions, displays and keypad devices. The process of inputting, storing, displaying, or recording verification data must ensure the information is protected. Be especially careful when other individuals are in the area and may be able to observe the associated PIN of the badge holder.*

## HQ Implementation Procedures

### General Access Controls:

Access to HQ buildings is limited to DOE or DOE contractor employees and their authorized visitors. Additional information on specific controls is provided in Section 101, Acquiring HQ Security Badges; Section 102, HSPD-12 and the PIV Process; Section 104, Entry and Exit Inspections; Section 107, Visitor Control; Chapter 2 Section 201, Establishing, Maintaining, and Deactivating LAs, VTRs, and TLAs; and Chapter 6 Section 602, Foreign National Unclassified Visits and Assignments.

Every individual entering an HQ facility must obtain and display a security badge. The complete range of security badges in use at HQ is fully described in Section 101, Acquiring HQ Security Badges. DOE security badges contain indicators of the security clearance level (Q, L, or BAO) held by the badged individual. These indicators indicate the individual's authorization to access HQ facilities and/or the LAs and VTRs within HQ.

Security badges shall be worn conspicuously, photograph side out, in a location above the waist and on the front of the body, not held in your hand or attached to your belt.

DOE reserves the right to deny access to its facilities to any individual who refuses to adhere to prescribed access requirements or when such denial is in the interest of maintaining the safety of its employees or the security of its facilities.

### Access by Individuals with an HSPD-12 Badge Not Issued by DOE HQ:

HSPD-12 badges issued by DOE field sites or by OGAs can be registered to allow use of the CCURE system. HSPD-12 badges issued by DOE field sites are effective up to 1 year, while HSPD-12 badges issued by OGAs are effective up to 90 days. Individuals may register at kiosks located in the lobbies of the Forrestal and Germantown facilities.

### Access by Individuals with an LSSO Badge Not Issued by DOE HQ:

LSSO badges issued by organizations other than DOE HQ, such as DOE field sites, do not allow entry into any HQ facility. Holders of such LSSO badges must process through the appropriate building reception desk, be issued a temporary badge through the Passage Point system and submit to inspection prior to entry and be escorted as a visitor at all times (Section 107).

## Accessing LAs and VTRs:

Authorized individuals entering an LA or VTR where contract protective force personnel do not control access must ensure that unauthorized individuals do not enter the area. Authorized persons may admit an individual, provided that they inspect the individual's security badge to ensure that it bears the individual's photo and that he/she has the proper security clearance. Individuals provided with a temporary Passage Point paper badge without a security clearance level designation (Q, L, TS, or S) must be escorted at all times while in a security area (LA/VTR/SCIF). Need to know must also be established before permitting entry into a VTR. Access procedures for personnel entering into a security area (LA or VTR) is covered in Chapter 2 of the HQFMSP. Access procedures for emergency response personnel to enter security areas are covered in Chapter 5 of the HQFMSP.

## Access Authorization Memoranda:

Access authorization memoranda are not required for cipher lock or key-controlled areas.

When an LA or VTR is first established (see Chapter 2 Section 201, Establishing, Maintaining, and Deactivating LAs, VTRs, and TLAs), the responsible element HSO, Alternate HSO, or HSO Representative ensures that an Initial Access Authorization memorandum is submitted. The memorandum identifies who needs access to the area and provides contact information for them. The memorandum must be addressed to AU-41, and then sent as an attachment to an encrypted e-mail to the HQ Integrated Security Management (ISMS) Team. The e-mail with an attached memorandum for areas with CCURE automated access control card readers should be addressed to HQACCESS@hq.doe.gov. The memorandum authorizes the HQ ISMS Team to encode the security badges of individuals authorized to routinely enter the area. The encoding not only allows the security badge to unlock the doors but may also allow designated persons to activate or deactivate the intrusion detection systems ("alarms") for the area. The initial access memorandum must contain the information specified in Attachment 105-1 at the end of this section. Memos sent before 3:00 p.m. on the effective date will be processed within the day of its receipt, however, any request received after that will be processed the following workday. It should also be noted that there is no method to delay the activation/deactivation once processed by the SAACS team.

*NOTE: Pay close attention to the instructions included with the sample memorandum. Persons must be identified by last name, first name, and middle initial exactly as the names appear on their security badges. Do not use nicknames, initials, or any name other than what appears on the person's badge. Badge numbers are not required on access memoranda.*

*NOTE: Access memoranda for areas controlled by a CCURE card reader generally use the same format, except that memoranda for a CCURE card reader also require listing the "station or account number." The station/account number identifies a specific location monitored by the CAS.*

*The station/account number is obtained by contacting the HQ Physical Security Systems Manager. Once the station/account number is known, the HSO should keep a record of it to simplify future submissions.*

Access authorization memoranda needs to be revised when:

- A new person needs added to the access list
- A person no longer needs access to the area
- Any change affects who can activate and deactivate the alarms
- The priority call list changes
- A person on the priority call list changes phone numbers
- Twelve months have passed since the last updated memo.

In any of these circumstances, a revised access authorization memorandum must be sent to the HQ SAACS Team via encrypted e-mail in the same manner as described above. The format for a changed access authorization memorandum is provided in Attachment 105-2 at the end of this section. Each revision of the access list must have an effective date and include the complete list of employees authorized to access the area.

### **Stop Access Request:**

When a person poses a danger to supervisors or co-workers or is disruptive to the DOE mission, it may be necessary to revoke an individual's access to HQ facilities temporarily or permanently. To revoke a person's access, a Stop Access Request is sent to the Director, AU-41. The request must be sent and signed by a senior Federal official within the HQ element, the element's HSO or Alternate HSO, or the Director, AU-40. The request should properly identify the person to be denied access, briefly explain the reason for the request, and describe any special notifications that are desired if the person attempts to enter an HQ facility.

If an emergency situation arises, the request can be communicated in person or by phone to AU-41; however, a Stop Access Request must be provided within one day. A Sample Stop Access Request is provided in Attachment 105-3 at the end of this section.

If the person is in an HQ facility at the time it becomes necessary to stop his/her access, the person should be escorted out of the facility by the HSO or other representative of the element and his/her security badge confiscated upon departure. AU-41 can arrange for contractor protective force assistance during such actions. The confiscated badge must be returned immediately to the servicing badging office or the HQ Facility Security Manager.

Once a Stop Access Request is implemented, the Head of Element or HSO must request via formal memorandum or e-mail to AU-41 for any rescission whether temporary or permanent.

Individuals who are put on Administrative Leave must be put on a Stop Access memorandum for the duration of the leave, in accordance with the procedure above.

**Intrusion Alarms:**

The HQ contract protective force must send an officer to investigate the cause of an activated alarm. Persons who set off door alarms must remain in place and provide information regarding the alarm to the responding officer. Individuals who create multiple nuisance alarms will be subject to a security infraction and will lose access to the LA/VTR in question.

Anyone noting an alarm should report it immediately to the Central Alarm Station (CAS) on extension 6-6900 (Forrestal) or 3-2403 (Germantown). If the alarm is determined to be malfunctioning and in need of repair, AU-41 will notify the element HSO of what repairs are required or how much downtime is anticipated.

**Points of Contact**

For the names and contact information for those who occupy the positions identified in this chapter, call (202) 586-8075.

C-CURE Access Control Memoranda, encrypted e-mail to HQACCESS@hq.doe.gov.

TESA Lock Access Control Memoranda, encrypted e-mail to HQACCESS@hq.doe.gov.

**Forms/Samples/Graphics**

Sample Initial Access Authorization Memorandum for New Areas (see Attachment 105-1)

Sample Updated Access Authorization Memorandum (see Attachment 105-2)

Sample Stop Access Request (see Attachment 105-3)

**ATTACHMENT 105-1****Sample Initial Access Authorization Memorandum for New Areas**

MEMORANDUM FOR (NAME), DIRECTOR  
OFFICE OF PHYSICAL PROTECTION  
OFFICE OF HEADQUARTERS SECURITY OPERATIONS

FROM: (NAME)  
HEADQUARTERS SECURITY OFFICER  
NAME OF ELEMENT

SUBJECT: Initial Access Authorization List for Room \_\_\_\_\_,  
\_\_\_\_\_ Building, and Station/Account Number \_\_\_\_\_

This memorandum creates the initial Access Authorization list for the area identified above, effective (date). The following personnel require routine access to the room and will require the access level indicated.

Name	Routing Symbol	Employer	Home Phone	Access Level	Call Priority
Doe, Ralph K.	NS-4	DOE	(202) 555-1234 (U)	B	2
Law, John J.	NS-44	TPTT	(301) 555-9956	B	1
Public, Jane P.	NS-44	TPTT	(703) 555-1933	B	3
Sam, Uncle (NMI)	NS-21	DOE		A	
Train, Thomas T.	NS-21	Lionel Ind.		A	

If you have any questions, please contact me on (Phone Number).

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**Instructions for Completing this Memorandum**

"Memorandum for":	Must be addressed to the Director, AU-41
"From":	Must be from the element's HSO, Alternate HSO, or HSO Representative
"Subject":	The room number and building name are required for all access memoranda. The Station/Account Number is required only for rooms or areas secured by a CCURE-controlled card reader. Rooms/areas secured by a TESA lock do not require a Station/Account Number. <i>Use a separate memo for each room access list.</i> Do not cross reference other access lists.
Effective date:	Send the memo before 3:00 p.m. on the effective date and it will be processed within the day of its receipt, however, any request received after that will be processed the following workday. It should also be noted that there is no method to delay the activation/deactivation once processed by the SAACS team.
"Name":	The names must be in alphabetical order, in the format of last name, first name, and middle initial. Names must be exactly as they appear on the badges.
"Routing Symbol":	Organization code.
"Employer":	Briefly identify the person's employer. Federal employees must be listed as "DOE." If a contractor, list the name of the employer.
"Home Phone":	List home phone numbers for at least three people on the access list. Use a "(U)" to designate unlisted home phone numbers.
"Access Level":	Enter an "A" or "B." "A" means the individual can access the area only when the alarms are off. "B" means the individual has the authority to turn the alarms on and off.
"Call Priority":	The order in which people are to be contacted if the room is found to be unsecured or a problem has developed. At least three people should be designated with a call priority. This listing must match the SF 700 for areas with combination locks.

**ATTACHMENT 105-2****Sample Updated Access Authorization Memorandum**

MEMORANDUM FOR (NAME), DIRECTOR  
OFFICE OF PHYSICAL PROTECTION  
OFFICE OF HEADQUARTERS SECURITY OPERATIONS

FROM: (NAME)  
HEADQUARTERS SECURITY OFFICER  
NAME OF ELEMENT

SUBJECT: Changes to the Access Authorization List for Room \_\_\_\_\_,  
\_\_\_\_\_ Building, and Station/Account Number \_\_\_\_\_

This memorandum updates the access authorization list for the area identified above, effective (date).

**The following individual(s) was/were added to the list:**

Pandora S. Box

**The following individual(s) was/were deleted from the list:**

Thomas T. Train

**The phone number was changed for the following individual:**

John J. Law; his new number is (410) 555-1027

The following personnel require routine access to the room and will require the access level indicated.

Name	Routing Symbol	Employer	Home Phone	Access Level	Call Priority
Box, Pandora S.	NS-19	Containers, Inc.		A	
Doe, Ralph K.	NS-4	DOE	(202) 555-1234 (U)	B	2
Law, John J.	NS-44	TPTT	(410) 555-1027	B	1
Public, Jane P.	NS-44	TPTT	(703) 555-1933	B	3
Sam, Uncle (NMI)	NS-21	DOE		A	

If you have any questions, please contact me on (Phone Number).

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**Instructions for Completing this Memorandum**

"Memorandum for":	Must be addressed to the Director, AU-41
"From":	Must be from the element's HSO, Alternate HSO, or HSO Representative
"Subject":	The room number and building name are required for all access memoranda. The Station/Account Number is required only for rooms or areas secured by a CCURE-controlled card reader. Rooms/areas secured by a TESA lock do not require a Station/Account Number. <i>Use a separate memo for each room access list.</i> Do not cross reference other access lists.
Effective date:	Send the memo before 3:00 p.m. on the effective date and it will be processed within the day of its receipt, however, any request received after that will be processed the following workday. It should also be noted that there is no method to delay the activation/deactivation once processed by the SAACS team.
"Additions":	Identify the name(s) of individuals added to the access list.
"Deletions":	Identify the name(s) of individuals removed from the access list.
"Phone Number":	Identify the name(s) of individuals whose phone numbers have changed and list the new numbers.
"Name":	The names must be in alphabetical order, in the format of last name, first name, and middle initial. Names must be exactly as they appear on the badges.
"Routing Symbol":	Organization code.
"Employer":	Briefly identify the person's employer. Federal employees must be listed as "DOE." If a contractor, list the name of the employer.
"Home Phone":	List home phone numbers for at least three people on the access list. Use a "(U)" to designate unlisted phone numbers.
"Access Level":	Enter an "A" or "B." "A" means the individual can access the area only when the alarms are off. "B" means the individual has the authority to turn the alarms on and off.
"Call Priority":	The order in which people are to be contacted if the room is found to be unsecured or a problem has developed. At least three people should be

designated with a call priority. This listing must match the SF 700 for areas with combination locks.

**ATTACHMENT 105-3****Sample Stop Access Request**

MEMORANDUM FOR (NAME), DIRECTOR  
OFFICE OF PHYSICAL PROTECTION  
OFFICE OF HEADQUARTERS SECURITY OPERATIONS

FROM: (NAME)  
HEADQUARTERS SECURITY OFFICER  
NAME OF ELEMENT

SUBJECT: Stop Access Request

This memorandum requests that a "Stop Access" order be issued for:

**Name:** Train, Thomas T.  
**Routing Symbol:** NS-21  
**Employer:** Lionel, Inc.

This request is effective immediately. Your office will be notified when the "Stop Access" can be discontinued.

The reason for this request is that Mr. Train poses a potential danger to his supervisor and co-workers in the Office of Nuclear Science (NS).

If Mr. Train attempts to enter any DOE HQ facility, please contact me immediately at (202) 586-5555 or notify the NS Alternate HSO at (202) 586-7777.

cc: Director, Office of HQ Personnel Security (AU-43)  
Director, Office of Physical Protection (AU-41)  
GTN/FOR Facility Security Manager (AU-41), as appropriate

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### **Instructions for Completing a Stop Access Request**

- "Memorandum for": Must be addressed to the Director, AU-41
- "From": Must be from the element's HSO, Alternate HSO, a senior Federal official within the program element, or the Director, AU-40 or designee.
- "Subject": "Stop Access Request."
- "Name": Identify the person by last name, first name, and middle initial, exactly as it appears on the person's security badge.
- "Routing Symbol": Organization code.
- "Employer": Briefly identify the person's employer. Federal employees must be listed as "DOE." If a contractor, list the name of the employer.
- "Effective date": Usually a Stop Access is effective immediately, but a future date can be specified.
- "Reason for request": Briefly describe the justification for the Stop Access. The most frequent reason is because the person named poses a potential danger. Other reasons might include disciplinary actions, investigative requirements, or judicial directives.
- "Notifications": Identify who within the program element should be notified if the person named attempts to enter an HQ facility. A primary point of contact and an alternate is preferred. Include the work phone number of the person(s) to be notified.
- "cc": Always include the Directors of AU-41 and AU-43 and the appropriate FSM (FOR/GTN) on a Stop Access Request, even if the person named does not have a security clearance.

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## **Section 106 Security Hours**

This section identifies the times designated as Security Hours at HQ facilities. During Security Hours, the security posture of HQ facilities is increased. Additional security measures implemented during Security Hours include, but are not limited to:

- Closing certain entrances and exits
- Requiring all visitors to be under escort and inspected
- Requiring random inspections for all employees and contractors entering and departing the facility
- Inspecting OGA personnel who have not previously been enrolled for turnstile access

The Director, AU-40 designates Security Hours.

### **HQ Implementation Procedures**

Security Hours are as follows

- Monday through Friday 7:00 p.m. until 6:00 a.m., each day
- All weekends beginning on Friday at 7:00 p.m. through Monday at 6:00 a.m.
- All holidays and Administrative or Executive Order closings beginning at 7:00 p.m. on the evening preceding a non-Federal work day through 6:00 a.m. on the next Federal work day.

### **Points of Contact**

For additional information on Security Hours, call (202) 586-8075.



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## **Section 107**

### **Visitor Control**

This section describes the security procedures for processing visitors to HQ facilities. Additional information about the types of badges issued to visitors, what inspections they undergo, escort requirements, and specific approvals required before foreign visitors are admitted are provided in Section 101, Security Badges; Section 104, Entry and Exit Inspections; Section 106, Security and Non-Security Hours; and Chapter 6 Section 602, Unclassified Foreign Visits and Assignments.

AU-41 develops and implements visitor control procedures for all HQ facilities.

A visitor is a person who is not employed by the DOE as either a Federal or contracted worker and requires access to the facility and who does not possess; at the time of entry, an HSPD-12 credential, LSSO badge or OGA HSPD-12 credential which functions in the turnstiles located at DOE HQ facilities.

### **HQ Implementation Procedures**

The hosting Program Office is responsible for the coordination, briefing, accommodating, and escorting the visitor(s).

All visitors shall be escorted for the entirety of their visit, from entry at the turnstile to exit at the turnstile by a federal or contractor employee who possesses an HSPD-12 security badge which has been enrolled in the HQ access control system.

The escort ratio shall be no greater than 1 escort to 5 visitors, security areas such as VTR's require an escort ratio of no greater than 1 properly cleared escort to 3 visitors.

Escorting at the Forrestal, Portals and Germantown facilities will begin at the turnstile. Escorting at the Germantown Auditorium and all leased facilities at 950 L'Enfant Plaza, 955 L'Enfant Plaza and 270 Corporate Center will begin at the door of the specific leased space. Escorts are not required in the DOE Café's during business hours.

A grounds only visitor to the Germantown facility does not require an escort nor are they authorized to enter the facility beyond the turnstiles.

All DOE Federal, contractor employees, and visitors must provide a valid DOE security badge, driver's license, passport, or other form of government-issued photo identification to enter HQ facilities.

All visitors will be provided with a temporary Passage Point paper badge to enter the HQ complex (to include the GTN Auditorium). The visitor must have and must always display this DOE visitor badge which shall be worn conspicuously, photograph side out, in a location above

the waist and on the front of the body, not held in the hand or attached to a belt. Those visitors found without a badge must be escorted back to the Reception's Desk for rebadging or to the Contract Protective Force if a badge was never issued.

All visitors will be subjected to security inspection.

A DOE HQ Federal or contractor employees with an HSPD-12, LSSO, or employee Passage Point badge may sponsor and/or escort a visitor.

A DOE HQ employee, Foreign National or contractor with a Green badge may not sponsor a visitor but they may escort a visitor.

A temporary Passage Point paper badge is only valid on the day it is issued but may be used to access any HQ facility.

A Passage Point badge holder may be asked to provide a government issued photo identification while using the DOE shuttle bus or when attempting facility access.

### **Real ID Act:**

The REAL ID is a coordinated effort by the states and the Federal government to improve the reliability and accuracy of state-issued identification documents. REAL ID implements a 9/11 Commission recommendation urging the Federal government to "set standards for the issuance of sources of identification, such as driver's licenses."

The Act prohibits Federal agencies from accepting for official use, driver's licenses and identity cards from states unless the Department of Homeland Security (DHS) determines the state meets the standards. Official uses are defined as accessing Federal facilities, entering nuclear power plants, and boarding federally-regulated commercial aircraft.

In accordance with the Real ID Act, the DHS, has set implementing standards. Among these is a prohibition on using non-Real-ID Act compliant driver's licenses and identity cards as proof of identity for access to restricted (i.e., non-public access) areas of Federal facilities. DOE Headquarters facilities fall under these requirements. For badged employees, visitors from other DOE sites, and visitors from other agencies who bring their HSPD-12 badges, this will have no effect.

The impact is to visitors to DOE Headquarters facilities who would previously have used their driver's licenses or ID cards to prove their identity. While most states and territories have made acceptable progress towards meeting Real-ID Act requirements, DHS has determined some regular driver's licenses and ID cards are not compliant. Please visit [the DHS Real ID website](#) to see the current status of States/Territories.

Acceptable alternate forms of Photo ID include:

1. U.S. Passport or Passport Card
2. An Enhanced Driver's License or Enhanced ID-Card issued by the compliant state
3. A military ID or,
4. Other government issued Photo ID card
5. Other acceptable forms of Photo ID:
  - a) Permanent Resident Card or an Alien Registration Receipt Card (Form I-551)
  - b) Foreign Passport
  - c) Employee Authorization Document that contains a photograph (Form I-766)
  - d) U.S. Military dependent's ID card or
  - e) Personal Identity Verification (PIV) card

### **DOE Employees Visiting HQ Facilities:**

DOE Federal and contractor employees who are visiting a HQ facility and have in their possession a DOE-issued HSPD-12 badge must enroll their badges at the self-service kiosk before gaining turnstile access. Those who cannot use the kiosk must proceed to the reception desk to receive a temporary Passage Point paper badge and submit to inspection prior to entry. If they still wish to obtain turnstile access, they will be directed to the badge office for enrollment.

Any DOE Federal or contractor employee who is visiting a HQ facility and does not have in his/her possession a DOE-issued HSPD-12 security badge must process through the receptionist desk in the Forrestal, Portals III, or Germantown main lobby, submit to inspection prior to entry.

Any DOE Federal or contractor employee who is visiting a HQ facility and does not have in his/her possession a DOE-issued HSPD-12 security badge or their badge is unable to be enrolled in the self-service kiosk shall be escorted at all times.

### **Visitors from OGAs:**

OGA employees holding an HSPD-12 security badge must process through the automated kiosk in the Forrestal and Germantown Main Lobby or those who cannot use the kiosk must proceed to the reception desk to receive a temporary Passage Point paper badge. Any OGA in possession of an HSPD-12 security badge which does not function in the turnstiles or is unable to be enrolled in the automated kiosk shall submit to a security screening inspection and be escorted at all times.

### **OGA Visitors Attending a Classified Meeting at DOE HQ:**

When a visitor from an OGA has a security clearance and will be attending a classified meeting at HQ, that visitor must have his/her agency's security office email the security clearance to [DOE Headquarters](#). See Chapter 3 Section 306, Passing Security Clearances for Classified Meetings or Visits, for details on passing security clearances. Upon arrival the visitor must advise the receptionist that his/her agency has passed his/her security clearance to DOE. The

receptionist verifies the visitor's clearance level and visit authorization and issues a temporary Passage Point visitor badge indicating the visitor's security clearance level.

**NOTE:** The Office of Physical Protection (AU-41) will continue to issue temporary Passage Point badges with the security clearance level badges to visitors and DOE employees who have forgotten their HSPD-12 credentials at the DOE Germantown and Forrestal locations when requested and once verified.

The issuing times and locations are listed below:

- **Germantown** – All clearance level indicating passage point badges will be issued at the Main Lobby North Reception desk and the Warehouse loading dock between the hours of 6:30 a.m. – 2:30 p.m., Monday through Friday.
- **Forrestal** – All clearance level indicating passage point badges will be issued at the Main Lobby Reception or VIP desks between the hours of 7:00 a.m. – 5:00 p.m., Monday through Friday. (NOTE: There is no issuance capabilities of clearance indicating passage point badges at the Portals Facility.)

## **U.S. Citizen Visitors:**

Visitors must report to an authorized automated visitor registration system issuing point, typically the main lobbies in the Forrestal, Portals III, or Germantown facilities. The visitor must identify who they intend to visit. The CPF member checks the visitor database and if an approved advance memo is present allowing the visitor to enter. The visitor must present a valid driver's license, passport, or other form of government-issued photo identification as personal identity verification, which is electronically entered into the automated visitor registration system. A temporary paper badge is then provided for the visitor to wear while in the HQ facility. Individuals receiving a temporary Passage Point paper badge must submit to inspections prior to entry and have their escort present.

## **Common Access Card (CAC):**

Visitors in possession of a CAC must process through the automated kiosk in the Forrestal or Germantown main lobby or those who cannot use the kiosk must proceed to the reception desk to receive a temporary Passage Point paper badge and submit to inspection prior to entry.

Any personnel in possession of a CAC security badge which does not function in the turnstiles or is unable to be enrolled in the automated kiosk shall be escorted at all times.

## **Pre-Announcements:**

When an HQ employee expects a visitor, the employee **shall** pre-announce the visit to AU-41 by sending a visitor access request memorandum through e-mail to the staff in the [Office of Physical Protection](#). The memo must be printed with a DOE letterhead and signed by the

Deputy Assistant Secretary (DAS-1) for that program. To ensure documentation processing, “cc” your email with an electronic copy of the memorandum (see Attachment 107-3 at the end of this section), to the HQ Foreign Visits and Assignments (FV&A) Team and the AU-41 Administrative Assistant providing the name(s) of the visitor, the company or agency he/she is affiliated with, the date, approximate arrival time, and the name and a HQ facility office telephone number of the host. If there is a problem with processing the host’s request, a member of the FV&A Team or the AU-41 Administrative Assistant will contact the host for clarification.

### **Group Visits:**

When an HQ employee expects a group visit, (five or more individuals attending the same function) the employee **shall** pre-announce the visit to AU-41 by sending a visitor access request memorandum through e-mail to the staff in the [Office of Physical Protection](#). The memo must be printed with a DOE letterhead and signed by the Deputy Assistant Secretary (DAS-1) for that program. The e-mail must have two attachments: a Group Meeting Information Sheet and a Memorandum for Group Meeting Information (see Attachment 107-2 at the end of this section). Escorts are required for all group meetings.

*NOTE: If more than 15 visitors are attending the same function, the host organization shall provide at least one person to assist; at main reception, with the issuance of badges, to avoid unnecessary delays. Proper escort ratios must still be met.*

### **Uncleared Foreign National Visitors:**

When an HQ employee expects a foreign national visit, the employee **shall** pre-announce the visit to AU-41 by sending a foreign national visit access request memorandum through e-mail to the Office of Physical Protection with a “cc” email to the FV&A Team and the AU-41 Administrative Assistant. The approved foreign national visit memo **shall** be signed by S1’s office and include the country of citizenship, FACTS request number, and FACTS ID number. The visitor must identify himself/herself as a foreign national and present his/her passport, visa, or any valid I-9 photo document. The visitor’s passport or other acceptable documentation is electronically entered into the automated visitor registration system.

### **Cleared Foreign National Visitors:**

See Chapter 6 Section 601, Classified Visits.

### **Visitors Attending Public Hearings:**

HQ elements hosting public hearings or meetings are responsible for providing adequate staff to register and escort members of the public who desire to attend such events.

When the public is notified of the hearing/meeting, the host organization must immediately notify by e-mail the Office of Physical Protection (AU-41) and “cc” the FV&A Team and AU-41 Administrative Assistant for processing of the request of the date, time, and location of the event.

**Congressional and State Visitors:**

Impending visits to HQ facilities by members or employees of Congress or Congressional Committees or by Governors or their staffs must be coordinated through the Director of Congressional Affairs. These visitors must be escorted.

**Very Important Person (VIP) Visitors; Distinguished Visitors (DVs); and VIP-Exempt Visitors:**

Receptionists will issue special badges to VIPs, DVs, and/or VIP-Es at the Forrestal and Germantown facilities. All guests, including VIPs and DVs, regardless of citizenship, entering any DOE HQ Facility must undergo a security screening inspection unless the individual is identified as EXEMPT. All visitors including DVs, VIPs and VIP-Es must be escorted at all times.

VIP visitors are those visiting/meeting directly with the:

- Secretary
- Deputy Secretary
- Under Secretaries
- Administrator, National Nuclear Security Administration

DVs are those visiting/meeting directly with:

- Program Secretarial Officers
- Members of Secretarial Offices.

EXEMPT VIPs:

- An individual that is designated as “EXEMPT” with an approved memorandum signed by S1/S2 or their authorized designee
- A family member of S1/S2/S3/S4/S5 identified as “EXEMPT” in an approved memorandum signed by S1/S2 or their designee

EXEMPT Guests:

All Exempt guests must be escorted.

- Any child who is six years of age or younger. (Processing in Passage Point is not required.)
- Any U.S. Military Honor Guard member who is in full uniform on official duty. (Member will be processed in passage point but is not required to wear the badge during their ceremony.)
- Any armed Law Enforcement Officer with credentials who are on official duty. (Officer will be processed in passage point and will be required to display their passage point badge at all times.)

## **Escort Procedures for Uncleared Visitors:**

Escort responsibilities for visitors are described in Attachment 107-1. *NOTE: The host is responsible to provide the escorts.*

The escort ratio shall be no greater than one escort to five visitors, security areas such as VTR's require an escort ratio of no greater than one properly cleared escort to three visitors.

## **Admission of Minors:**

Minors may be admitted to HQ facilities, and the sponsoring adult must escort and maintain control over the minor at all times. Minors age six or under do not require badges and are exempt from inspection. A child over six years of age is issued an appropriate temporary visitor badge. All minor visitors must be escorted.

For US citizens, if the minor (18 or under) is being hosted and escorted by a parent, legal guardian, or sponsoring adult (DOE badged host), that person can vouch for the minor's identification. Note: *Foreign National Visits regarding minors is covered in Chapter 6, Section 602 of the HQFMSP.*

## **Points of Contact**

For the names and contact information for those who occupy the positions identified in this chapter, call (202) 586-8075.

## **Forms/Samples/Graphics**

Escort Procedures for Visitors (see Attachment 107-1)

Memorandum for Group Meeting Information w/Group Meeting Information Sheet (see Attachment 107-2)



**ATTACHMENT 107-1****Escort Procedures for Visitors**

The following guidelines are intended for use by HQ personnel escorting a visitor entering DOE HQ buildings.

**Preparing for the Visit**

All visitors shall be escorted for the entirety of their visit, from entry at the turnstile to exit at the turnstile by a federal or contractor employee who possesses an HSPD-12 security badge, DOE LSSO "Q/L" badge or a DOE white BAO badge which has been enrolled in the HQ access control system.

The escort ratio shall be no greater than 1 escort to 5 visitors, security areas such as LA's & VTR's require an escort ratio of no greater than 1 properly cleared escort to 3 visitors. Foreign Nationals detailed to the DOE with a "Q or L" clearance are not permitted to escort visitors into a security area.

Escorting at the Forrestal, Portals and Germantown facilities will begin at the turnstile. Escorting at the Germantown Auditorium and all leased facilities at 950 L'Enfant Plaza, 955 L'Enfant Plaza and 270 Corporate Center will begin at the door of the specific leased space. Escorts are not required in the DOE Café's during business hours.

A grounds only visitor to the Germantown facility does not require an escort nor are they authorized to enter the facility beyond the turnstiles.

Find out whether the visitor is a U.S. citizen or a foreign national.

Foreign national visitors will not be admitted into a DOE HQ facility unless their visit has been approved in FACTS and a memorandum specifically approving the visit has been furnished to protective force receptionists. The escort should ensure that these actions have occurred before attempting to escort the foreign visitor into the facility.

All visitors except those identified as exempt shall submit to a security screening inspection.

**Informing the Visitor Before His/Her Arrival**

Inform the visitor that certain items are prohibited (Section 103, Prohibited Articles) or controlled (Chapter 2, Section 202, Controlled Articles) in the area to be visited. Please be familiar with prohibited and controlled articles.

Tell the visitor to leave extra time for security processing. He/she will need to check in at the facility reception desk, receive a special visitor's badge, and go through security screening.

### Meeting the Visitor

Meet the visitor in the main lobby of the building. Make sure your visitors comply with all social distancing requirements and ensure they are wearing a mask to protect themselves and others. Direct the visitor to the visitor entrance and queuing line and reception desk to obtain a visitor badge if he/she does not already have one.

Instruct the visitor to display the visitor badge above his/her waist in an easily observable position. Caution the visitor about his/her responsibility to not lend or attempt to transfer the badge to anyone.

If the escorted visitor needs access into a security area (LA or VTR) and brings with them a cell phone, pager, BlackBerry, or other electronic device(s), handle the items as described in Chapter 2 Section 202, Controlled Articles, of the HQFMSP.

### Escorting the Visitor

Make sure your visitors complies with all social distancing requirements and ensure they wear a mask to protect themselves and others.

Escorts must ensure that they maintain visual control of the visitor at all times to monitor their activities and to prevent the compromise of any S&S interests.

Ensure that the visitor does not access classified information by overhearing classified conversations, reading or copying classified information, observing classified computer processing, or any other means.

Ensure that the visitor does not remove DOE property (unless an authorized person has issued him/her a Property Pass – see Section 108 of the HQFMSP).

If the visitor needs to use a restroom, accompany the visitor to the restroom door and remain outside the restroom door until the visitor is ready to return.

If there are multiple visitors and they need to go in different directions, arrange for additional escorts.

At the end of the visit, ensure that the visitor returns the badge to the protective force reception desk or any manned protective force post and exits the facility when the visit is completed.

**ATTACHMENT 107-2****Memorandum for Group Meeting Information w/Group Meeting Information Sheet**

MEMORANDUM FOR: NAME

(FOR / GTN) FACILITY SECURITY MANAGER, as appropriate  
OFFICE OF PHYSICAL PROTECTION  
OFFICE OF HEADQUARTERS SECURITY OPERATIONS

FROM:

(NAME OF HOST)  
(POSITION OF HOST)  
(PROGRAM OFFICE)

SUBJECT:

Notification of Group Meeting

The Office of \_\_\_\_\_ will host a group meeting in Room (number) on (date) at (time). We are expecting approximately (number) visitors who are listed on the attached *Group Meeting Information Sheet*. Please provide this Group Meeting Information Sheet's information to the facility receptionists to aid with the preparation of the appropriate types and numbers of visitor badges for signatures and issuance when they arrive.

*(NOTE 1: Our program understands and will comply with all escorting procedures for the duration of this visit.)*

*(NOTE 2: If the meeting involves 15 or more visitors, include a statement that representatives from the hosting element will assist receptionists in issuing badges to the arriving visitors.)*

*(NOTE 3: For classified meetings or conferences please recognize that the time and location of a classified meeting may themselves be classified information. Coordinate with a Classification Official or your HSO before preparing or distributing any memorandum listing the date, time, and/or location of a classified meeting.)*

*(NOTE 4: DO NOT include foreign nationals on a Group Meeting Information Sheet. See Chapter 6 Section 602, Unclassified Foreign Visits and Assignments, for information about processing foreign visitors. DO NOT fill in the citizenship block unless the visitor's U.S. citizenship has been confirmed. DO NOT ASSUME THAT A VISITOR IS A U.S. CITIZEN.)*

Please contact (name of contact) from this office at (phone number) if you have any questions.

Attachment

cc: *(for documentation processing)*: HQ FV&A Team (AU-41)

## GROUP MEETING INFORMATION

<b>Meeting Title:</b>	<b>Meeting Location:</b>
<b>Date/Duration:</b>	<b>Time:</b>
<b>POC Name, Phone Number, and Routing Symbol:</b>	

### ATTENDEES

NOT including foreign nationals, except those attending a meeting open to the public.

Last Name, First Name, Middle Initial (Type or print neatly)	Citizenship	Company/Agency Represented	Office to Be Visited	This Section Completed by Program Office		
				Laptop Information		
				Make/Model	Serial Number	
Print/Type:						1
Signature:						
Print/Type:						2
Signature:						
Print/Type:						3
Signature:						
Print/Type:						4
Signature:						
Print/Type:						5
Signature:						

**ATTACHMENT 107-3****Memorandum for Visitor Access to Forrestal/Germantown Building**

MEMORANDUM FOR NAME

(FOR or GTN) FACILITY SECURITY MANAGER, as appropriate  
OFFICE OF PHYSICAL PROTECTION  
OFFICE OF HEADQUARTERS SECURITY OPERATIONSFROM: (NAME OF HOST)  
(POSITION OF HOST)  
(PROGRAM OFFICE)SUBJECT: Visitor Access to *Forrestal/Germantown* Building

The purpose of this letter is to formally make notification that on (*day, date*), the U.S. Citizen(s) below is/are scheduled to access the *DOE Forrestal/Germantown Building* for (*purpose/need for being in building*). The meeting is scheduled to begin at (*time only*), and will be held in (*room # and location*). The following visitor(s) are scheduled to attend:

**List names**

(*Name of POC*) will act as the point-of-contact and is available on (*contact number*).

(*NOTE 1: Our program understands and will comply with all escorting procedures for the duration of this visit.*)

(*NOTE 2: If the meeting involves 15 or more visitors, include a statement that representatives from the hosting element will assist receptionists in issuing badges to the arriving visitors.*)

(*NOTE 3: For classified meetings or conferences please recognize that the time and location of a classified meeting may themselves be classified information. Coordinate with a Classification Official or your HSO before preparing or distributing any memorandum listing the date, time, and/or location of a classified meeting.*)

(*NOTE 4: DO NOT include foreign nationals on a Group Meeting Information Sheet. See Chapter 6 Section 602, Unclassified Foreign Visits and Assignments, for information about processing foreign visitors. DO NOT fill in the citizenship block unless the visitor's U.S. citizenship has been confirmed. DO NOT ASSUME THAT A VISITOR IS A U.S. CITIZEN.*)

cc: (*for documentation processing*)  
HQ FV&A Team (AU-41: Gwinnette Sloan and Tamika Evans)

## Section 108

# Removal of Accountable Government Property and Employee Personal Property

Accountable government property consists of equipment or sensitive items, regardless of value, that require special control and accountability because of susceptibility to unusual rates of loss, theft, or misuse or due to national security and export control considerations. Examples of government property considered to be accountable at HQ are shown in Attachment 108-1 at the end of this section.

The Office of Project Integration and Logistics Operations (MA-432) is responsible for implementing property control procedures at HQ. Each HQ element has designated an Accountable Property Representative (APR) to act as an agent for MA-432. In addition, MA-432 has identified personnel within each HQ element who act as Property Pass Signers and are authorized to provide Property Passes to element personnel who may need to remove accountable government property from an HQ facility.

*NOTE: The terms “Authorized Issuing Officer” and “Property Pass Signer” are both acceptable. Because the term “Property Pass Signer” is more commonly used throughout HQ, that term will be used throughout this section.*

*NOTE: The official term for a “Property Pass” is a “Property Removal Authorization.” Because the term “Property Pass” is more commonly used throughout HQ, that term will be used throughout this section.*

## HQ Implementation Procedures

### Becoming a Property Pass Signer:

Federal appointed APRs are authorized to sign property passes for their designated program element(s). Each HQ element should have at least one Property Pass Signer to service elemental personnel at each HQ facility where it has offices (at least two at each facility is recommended). For example, if an HQ element has personnel at both the Forrestal and Germantown buildings, there should be at least one Property Pass Signer at each location.

Appointments of Property Pass Signers, other than APRs, are requested by an Office Director via a memorandum to the Property Management Office, MA-432, room GG-087, Forrestal, with the candidate’s name, organization title, and phone extension.

Upon approval, MA-432 furnishes AU-41 a current and complete electronic list of Property Pass Signers. AU-41 provides this information to protective force personnel assigned at each building entrance/exit.

A link to the current list of Property Pass Signers is included in the Helpful Websites subsection below. MA-432 will provide an updated listing the last Friday of every month (if applicable), with an effective date of the following Monday.

### **Issuance of Property Passes:**

HQ F 580, *Certificate of Property/Property Removal Authorization (Property Pass)*, must be issued by a Property Pass Signer whenever element personnel needs to remove accountable government property from an HQ facility.

To complete the Property Pass form, the following information is required:

- Name of the holder
- Holder's organization code
- Room number and facility name where the holder is assigned
- Holder's telephone number
- Description of the property being removed, including:
  - Nomenclature
  - DOE property tag number (if applicable)
  - Model number
- Organization the property belongs to
- When the property will be removed
- When the property will be returned (The Property Pass can be issued for up to three years. Leaving the return date blank or writing "N/A" in this block is unacceptable)

Property Passes must be digitally signed by the authorized signer after the form has been completely filled out.

DOE Field Site property passes/property removal authorizations are not recognized or accepted at DOE HQ.

### **Removal of Accountable Government Property:**

When element personnel removes accountable government property, he/she must present the digitally signed Property Pass to the protective force officer posted at the exit. The officer:

- Ensures that the Property Pass is properly completed
- Verifies that the holder's identity matches that listed
- Verifies that the property matches that listed
- Verifies the authenticity of the signature of the Property Pass Signer/Authorized Issuing Officer
- Ensures that the property pass is current

If these conditions are not met, the protective force officer may confiscate both the property and the Property Pass and notify the appropriate HSO or AU-41 representative.

## Removal of Employee Owned Personal Property:

When element personnel removes employee owned personal property from a HQ facility, he/she must follow the same rules as removing accountable government property, with one exception. That exception is that a DOE F 580.2, *Employee Personal Property Removal Authorization (Property Pass)*, is used to document the removal.

## Visitor Temporary Property Passes:

Prior to the visit, the Host is responsible to inform the visitor that if they bring with them a personal or government laptop computer into an HQ building, the visitor must inform the contract protective force personnel so that a Passage Point temporary property pass can be issued to help avoid unnecessary delays when the visitor departs the HQ facility.

If an individual visitor brings in more than five (5) items listed in Attachment 108-1, a memorandum may be presented at the time of entry in lieu of being issued an individual passage point temporary property pass for each item. The memorandum shall be hand carried to the reception desk by the DOE employee who is hosting the visitor and should follow the formatted details in Attachment 108-2.

The visitor is responsible for maintaining possession of the temporary property pass/memorandum for the duration of his/her stay and returning the pass to contract protective force personnel upon departure.

## Points of Contact

For the names and contact information for those who occupy the MA positions identified in this section, call (202) 287-5496 or call (301) 903-7050.

## Forms/Samples/Graphics

*Examples of Government Owned or Leased Property Requiring a Property Pass* (see Attachment 108-1)

HQ F 580, *Certificate of Property/Property Removal Authorization (Property Pass)*, (available from MA-432)

HQ F 580.2, *Employee Personal Property Removal Authorization (Property Pass)*, (available from MA-432)

## Helpful Website

This is a current list of [Authorized Issuing Officers/Property Pass Signers](#)



**ATTACHMENT 108-1****Examples of Government Owned or Leased Property Requiring a Property Pass**

Desktop computers (central processing unit)

Laptop computers

Televisions (LCD and Plasma)

Monitors (LCD and Plasma)

Printers

Audiovisual equipment (projectors, video conferencing equipment)

Any furniture item

*NOTE: Property Passes are not required for HQ property-tagged cellular telephones/ BlackBerry-type devices or personal cell phones, including Personal Digital Assistants (PDAs), tablets, and iPads.*

## ATTACHMENT 108-2



**Department of Energy**  
Washington, DC 20585

MEMORANDUM FOR (NAME)

(FOR/GTN) FACILITY SECURITY MANAGER, as appropriate  
OFFICE OF PHYSICAL PROTECTION  
OFFICE OF HEADQUARTERS SECURITY OPERATIONS

FROM: (NAME OF HOST)  
(POSITION OF HOST)  
(PROGRAM OFFICE)

SUBJECT: Visitor – Accountable Property Pass Five Items or More

The purpose of this letter is to formally identify accountable property entering DOE HQ. On (day, date) (visitor name), a citizen of (citizenship) is scheduled to access the DOE Forrestal/Germantown/Portals facility for a meeting. The meeting is scheduled to begin at (time only), and will be held in (room # and location). The following (number of items) accountable property items will be in possession of the visitor:

<b>Item Brand</b>	<b>Item Model</b>	<b>Item Serial Number</b>
Brand Name	Model Name	Serial Number
Brand Name	Model Name	Serial Number
Brand Name	Model Name	Serial Number
Brand Name	Model Name	Serial Number
Brand Name	Model Name	Serial Number

(Name of POC) is the point-of-contact and is available at (contact number).

cc: (for documentation processing)  
HQ FV&A Team (AU-41)

## Section 109

### Lock and Key Control

DOE Order 473.3A, *Protection Program Operations*, Attachment 3, Section A, Chapter IV, establishes requirements for controlling keys and locks used for the protection of high-value government assets and classified matter. It establishes three security levels of control based on the types of matter being protected, ranging from Level I, for locks and keys that secure sensitive compartmented information (SCI) and/or classified material storage locations, down to a Level III. An additional level is an Administrative lock/key that are used for offices, desks, supply cabinets, and/or vehicle keys. The DOE Order also requires line management, based on site analysis, to determine the appropriate key and lock level for application to the site.

DOE HQ does not have an official Lock and Key Program so Level 1 keys will not be permitted for access nor by-pass the combination lock into a security area (LA/VTR/SCIF). Administrative level lock/key controls are appropriate for all non-security area HQ facility office spaces and for interior office spaces located within an LA Suite. Under the Administrative security level, personnel must protect keys, pass cards, combinations, etc., from compromise, but formal accountability is not required.

### HQ Implementation Procedures

Combinations to locks securing classified matter (i.e., in repositories or VTRs) must be changed when an employee leaves, no longer requires, or is no longer permitted access.

The classified matter custodian or the element's HSO may request combinations changes by telephoning the servicing badge office (Forrestal at 202-586-5764 or Germantown at 301-903-3330) or by sending an e-mail to "Badge Office" in the HQ Global Address List.

See Section 105, Access Control, for additional information on such matters as changing access lists, obtaining CCURE card readers, and TESA lock services.

Requests for commercial locksmith services, such as repairing or drilling broken locks, must be submitted to the servicing Building Facility Manager (MA-431) on a DOE F 4250.2, *Requisition for Supplies, Equipment, or Service*. The DOE F 4250.2 may be signed by the HQ element's HSO, APR, or Administrative Officer. NOTE: This request may take a few days for a locksmith to arrive so it is recommended that when a combination lock is suspected of malfunctioning or starts to be difficult to spin, MA should be contacted to initiate the process for repair.

### Points of Contact

For the names and contact information for those who occupy the positions identified in this chapter, call representatives from MA-431.

## Forms/Samples/Graphics

DOE F 4250.2, *Requisition for Supplies, Equipment, or Service*, (for a copy of this form go to: [DOE F 4250.2](#))

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