

Chapter 1 Revision History as of 7/14/2023:

July 14, 2023: Significant Revision

August 11, 2022:

- In accordance with the Memorandum to Mr. Todd Lapointe, Acting Director, Officer of Environment, Health, Safety and Security (EHSS) from Ms. Ingrid Kolb, Director, Office of Management (MA) dated August 10, 2022, regarding Modification of Property Management Policy requesting that EHSS modify the Headquarters Facility Master Security Plan (HQFMSP) and remove the language requiring the presentation of a Department of Energy (DOE) property pass for unclassified laptops during the entry or exiting of DOE Headquarters facilities.
- Replaced citation “DOE Order 580.1A, Admin Change 1, DOE Personal Property Management Program” with new citation 41 CFR 109 Department of Energy Property management Regulations.
- Changed Points of Contact phone number from (301) 903-7050 to (301) 903-5504.

June 30, 2022: Revised Section 104, *Entry and Exit Inspections*

June 16, 2022: Revised Entire Document

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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 473.1A, *Physical Protection Program*
- DOE Order 471.6, Admin Change 2, *Information Security*
- [41 CFR 109 Department of Energy Property Management Regulations](#)

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 473.1A Change 1, *Physical Protection Program*. 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
- Commuters transiting a HQ facility.
- Those who have forgotten their issued 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 (EHSS-43) and the Office of Physical Protection (EHSS-41). All documents related to requests for security badges must first be submitted to EHSS-43 for production and issuance of the badge and that office, in turn, will forward any documentation to EHSS-41.

HQ Implementation Procedures

General:

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

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

The badge is government owned, 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 shall be provided to any Contract Protective Force personnel or facility security manager immediately upon request.

Security badges shall 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.

Prior to personnel receiving an HSPD-12 or LSSO security badge for the first time, they 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 EHSS-43 (*with concurrence of EHSS-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. For personnel supporting DOE for a period not to exceed 6 months (such as interns, temporary workers and detailees), a required memo signed by the program office Headquarters Security Officer and DOE F 473.2, Security Badge Request should be sent to the HQ Badge Office, BadgeOffice@hq.doe.gov. 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 only 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 EHSS-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 Section 107 Visitor Management System). 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 EHSS-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 EHSS-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 found at the bottom of the web page for this chapter.

All DOE Fs 473.2 are submitted to EHSS-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 12th Street entrance or the 9th 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 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 (see Section 107 Visitor Management System) 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 EHSS-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 (see Section 107 Visitor Management System) 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](#)).

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.*

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. When the need arises or directed by Contract Protective Force, 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* 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 badge.
- 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.

. Chapter 15 contains detailed instructions on the collection and return of permanent security badges, termination of security clearances, etc [in Chapter 15, Out-processing, of the HQFMSP](#).

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 EHSS-41 positions identified in this chapter, call (202) 586-8075.

For the names and contact information for those occupying the EHSS-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

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

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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 Protection (EHSS-41) and Personnel Security (EHSS-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 EHSS-43 for processing.

- a. If the employee’s fingerprints are deemed invalid in USAccess, **EHSS-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, **EHSS-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 **EHSS-43** when the employee has been re-fingerprinted. USAccess will **NOT** notify EHSS-43.*

3. Submission of HSPD-12 Badge Documentation – The following documents are to be submitted to EHSS-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, alcohol, dangerous materials, or items 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 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 (See Section 107 Visitor Management System) 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 EHSS-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 [Americans with Disabilities Act Title II](#), 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 emailed to EHSS-41 for information and dissemination. Once approved, alcoholic beverages may only be brought into the facility by the person(s) identified on 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, EHSS-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, EHSS-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](#)

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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.

EHSS-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. Inspections will require that all metal be removed and placed into the inspection bin and in some instances outer garments such as coats, shoes and belts may be required to be removed and placed in the inspection bin.
- All personnel who have badges which are encoded to grant access through the turnstiles are subject to random inspection at all HQ facilities.
- All personnel who have been issued a temporary badge are required to be inspected and have their hand carried items inspected when entering or exiting HQ facilities.
- 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 Contract Protective Force 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.

Classified Packages:

Any person transporting a classified material must possess their access credential and their issued courier card to exit the facility with a classified package. Contract Protective Force will not open classified material; however, when the contents of a classified package seem suspect, the transporter will not be permitted to depart with the material until a member of EHSS-41 has been contacted.

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 Protective Force.

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.

Exempt Personnel:

As authorized by the Officially Designated Federal Security Authority (ODFSA) of DOE HQ, the Secretary (S-1), Deputy Secretary (S-2), and the National Nuclear Security Administration (NNSA) Administrator are exempt from inbound and outbound inspection protocols. They are also exempt from wearing and swiping their HSPD-12 access credentials at access point turnstiles.

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. EHSS-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.
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 (see Section 107 Visitor Management System). 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 and security of its employees and 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 (see Section 107 Visitor Management System), 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.

Accessing LAs and VTRs:

Authorized persons entering an LA or VTR must ensure that unauthorized individuals do not enter the area. Authorized persons may admit an individual, provided the individual is fully escorted and has a need to know. 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 EHSS-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 ISMS 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 TESA 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 ISMS 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 DOE HQ 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 (see attachment 105-3) is sent to the Director, EHSS-41. The request must be sent to EHSS-41 Director, both the Forrestal and Germantown Facility Security Managers and have an electronically date & time stamped signature by a senior Federal official within the HQ element, the element's HSO or Alternate HSO. 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 EHSS-41 federal staff; 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. EHSS-41 can arrange for Contractor Protective Force Contractor Protective Force Contractor Protective Force Contractor Protective Force Contractor Protective Force Contractor Protective Force 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 EHSS-41 federal staff 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.

Audible or Visual 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, EHSS-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](#)

[Sample Updated Access Authorization Memorandum](#)

[Sample Stop Access Request](#)

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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 including contractors entering and departing the facility

The Director, EHSS-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 the next business day 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 workday through 6:00 a.m. on the next Federal workday.

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.

EHSS-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 Access Procedures & Visitor Management System

Access to a DOE HQ facility may be accomplished through enrollment of the holders HSPD-12 credential for turnstile access or they must have an approved access request in the automated [Visitor Management System](#) (VMS).

Anyone who is unable to be processed for access to any HQ facility via the turnstile must have an approved visitor access request in the VMS. Including visitors for public hearings, congressional or senatorial visits, inspections, social events, lunch, retirement celebrations, special announcements, and family visits.

All visitors must report to an authorized visitor access control point, typically the main lobbies in the Forrestal, Portals III, or Germantown facilities.

All HQ resident employees who have lost or forgotten their enrolled HSPD-12 credential shall report to the main receptionist desk to be processed for a temporary GREEN badge. They must submit to an inspection but are NOT required to be in VMS.

All U.S. citizen visitors must present a valid REAL ID driver's license, passport, or other form of government-issued photo identification as personal identity verification, which will be electronically entered into the automated visitor registration system. A temporary BLUE badge will be provided for the visitor to wear while in the DOE HQ facility. Individuals receiving a temporary paper badge must submit to inspections prior to entry and have their escort present.

All Foreign National visitors must identify themselves as a foreign national and present their passport, visa, or any valid I-9 photo document as personal identity verification, which will be

electronically entered into the automated visitor registration system. A temporary **RED** badge will be provided for the visitor to wear while in the DOE HQ facility. Individuals receiving a temporary paper badge must submit to inspections prior to entry and have their escort present.

The VMS is for HQ access requests only and is not valid for field site access. VMS is located on the U.S. Department of Energy Microsoft Edge SharePoint site (proper internet connections are required). To complete a request in VMS, navigate from the SharePoint site, with your cursor hover over “Who We Are” in the tool bar and select EHSS from the dropdown menu under “Staff Offices”. Then with your cursor hover over “EHSS DOE Links” in the tool bar and select “DOE HQ Visitor Management System” from the dropdown menu. Once on the VMS main page there are several selectable options including a summary of VMS, FAQ’s and guides on how to use VMS as well as the main request link.

Users must have a valid HQ DOE email account and all approvers must be federal supervisors or managers. (The system will prompt the requestor and approver to confirm your DOE HQ email every 30 days via a separate email, if you do not confirm your email as prompted by the system your request will not receive any action.)

To complete a request in VMS you will need the full legal name; as shown on their I.D., of your guest, the date and time of your meeting, the facility and specific room number of your meeting, the name and phone number for the point of contact for the meeting and a brief purpose of the meeting. For visit types 1-4 you will also need the full name and email address for the federal manager and/or supervisor who you want to approve your visit access request. For visit types 5-9 you will not need to enter the full name and email address of your intended approver as the system is pre-mapped based on delegated authority.

When you are ready to submit a visitor access request click on the “Request” box. Enter your name, select your program office from the dropdown menu, enter your phone number and your email (If you enter your email incorrectly your request will not receive any action.).

Next, select your visit type; (the system will only process one type of visitor per request, if your visit involves different visit types then a new request must be initiated.)

1. General U.S. Visitor Access
 - This visit type is for general visitors for meetings or business within DOE HQ facilities. Visitors will receive a **BLUE** temporary badge.
2. Grounds Only
 - This visit type is for general visitors for meetings or business who will not enter any physical building and is specific to the Germantown facility only. Visitors will receive a **BLUE** temporary badge.
3. U.S. Law Enforcement
 - This visit type is for duly sworn and credentialed U.S. law enforcement personnel; uniformed or plain clothes, who are on official business. Credentials must be presented at time of access. At no time will any private security or FN security officer be permitted to enter any DOE HQ facility while armed. Visitors will receive a **BLUE** LE temporary badge.

4. Distinguished Visitor
 - This visit type is for distinguished visitors for meetings or business with Deputy Assistant Secretaries within DOE HQ facilities. Visitors will receive a **BLUE** DV temporary badge.
5. Foreign National
 - This visit type is for foreign national visitors; non-U.S. citizens, for meetings or business within DOE HQ facilities. These visits must be pre-approved in the Foreign Access Control & Tracking System (FACTS) prior to a request being completed. The FACTS system will provide the requestor with FACTS request number and a FACTS ID number which must be placed into the request within VMS. (Approval for this level of visit is secured and pre-mapped based upon written authorization of delegation.) Visitors will receive a **RED** FN temporary badge.
- 5a. Foreign National Assignment
 - This visit type is for foreign nationals; non-U.S. citizens, who are on assignment within DOE HQ facilities. These assignments must be pre-approved in the Foreign Access Control & Tracking System (FACTS) prior to a request being completed. The FACTS system will provide the requestor with a FACTS request number and a FACTS ID number which must be placed into the request within VMS. (Approval for this level of visit is secured and pre-mapped based upon written authorization of delegation.) Visitors will receive a **RED** FN temporary badge.
- 5b. Foreign National Treaty
 - This visit type is for foreign national visitors; non-U.S. citizens, for meetings or business under a treaty agreement within DOE HQ facilities. Visitors will receive a **RED** FN temporary badge.
6. Very Important Person
 - This visit type is for very important person for meetings or business with the Secretary of Energy (S-1), Deputy Secretary of Energy (S-2), Under Secretaries of Energy (S-3, S-4 & S-5) and the Administrator, National Nuclear Security Administration. Approval for this level of visit is secured and pre-mapped based upon written authorization of delegation. Visitors will receive a **BLUE** VIP temporary badge.
7. Very Important Person Foreign National
 - This visit type is for very important person for meetings or business with the Secretary of Energy (S-1), Deputy Secretary of Energy (S-2), Under Secretaries of Energy (S-3, S-4 & S-5) and the Administrator, National Nuclear Security Administration. Approval for this level of visit is secured and pre-mapped based upon written authorization of delegation. Visitors will receive a **RED** FN VIP temporary badge.
8. Very Important Person Exempt
 - This visit type is for very important persons who are to be exempted from security inspections during access for meetings or business with the Secretary of Energy (S-1), Deputy Secretary of Energy (S-2), and the Administrator, National Nuclear Security Administration. Approval for this level of visit is secured and pre-

mapped based upon written authorization of delegation. Visitors will receive a **BLUE** VIP-E temporary badge.

9. Very Important Person Foreign National Exempt
 - This visit type is for foreign national very important person who are to be exempted from security inspections during access for meetings or business with the Secretary of Energy (S-1), Deputy Secretary of Energy (S-2), and the Administrator, National Nuclear Security Administration. Approval for this level of visit is secured and pre-mapped based upon written authorization of delegation. Visitors will receive a **RED** FN VIP-E temporary badge.

Next, enter the start date (you may request a visit up to 7 days in duration), end date, facility location and describe the purpose of the visit. The visit request may be entered as far in advance as possible, it is recommended to submit visit request 24 hours in advance to limit the potential for delays.

Next, enter the time, room location, point of contact and their phone number.

Next, click “+ Add Visitor” and enter the legal last name comma legal first name; as shown on their I.D., of your visitor (**Do not use nicknames**) and their country of citizenship. If you previously selected visit type 5 then you may be prompted to enter information from the Foreign Access & Control Tracking System (If prompted, you must enter this information before the system will take any additional actions). For each additional visitor simply click “+ Add Visitor” and enter the required information.

Next, click the box attesting to covid and security protocols and click the green “Submit Request” box. (The system will prompt the requestor and approver to confirm your DOE HQ email every 30 days via a separate email, if you do not confirm your email as prompted by the system your request will not receive any action.)

Once your request is submitted and you have fully confirmed your email; if prompted, then the identified federal supervisor or manager will receive a notification via an eDocs email. The identified federal supervisor or manager must then open the email, click the link and follow the prompts to approve or decline the email. If the federal supervisor or manager declines the visit request, then the requestor will receive a notification via eDocs email. If they approve the visit request, then eDocs will notify the EHSS-41 staff office via eDocs email of the pending visit request.

If the EHSS-41 staff office declines the visit request, then the requestor and the federal supervisor or manager who approved the request will receive a notification via eDocs email. If the EHSS-41 staff office approves the visit request, then the requestor will receive a notification via eDocs email of the visit requests approval.

Escorting

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 and 950 L'Enfant Plaza, will begin at the door of the specific leased space.

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 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 employee with an HSPD-12, LSSO, or employee temporary 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 paper badge is only valid on the day it is issued but may be used to access any HQ facility.

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

Acceptable forms of Photo ID for employee and visitor access include:

1. U.S. Passport or Passport Card
2. A Real ID issued by a compliant state. A military ID or,
3. Other government issued Photo ID card
4. 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 field site employees who are visiting a HQ facility and have in their possession their HSPD-12 credential to be enrolled for turnstile access. They must use either the automated kiosk (this may be used one time only) or visit the badge office to enroll their credential. If turnstile access is not granted and the automated kiosk is unavailable for use then these individuals must have an approved visitor access request in the automated VMS. If turnstile access is not granted an inspection prior to entry is required.

DOE Federal or contractor field site employees who are visiting a HQ facility and do not have in their possession a DOE-issued HSPD-12 credential must have an approved visitor access request in the automated VMS and process through the receptionist desk in the Forrestal, Portals III, or Germantown main lobby and submit to inspection prior to entry.

Any DOE Federal or contractor field site employee who is visiting a HQ facility and is unable to be processed by the turnstile 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 must have an approved access request in the automated Visitor Management System and 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. In addition, this visit must have an approved access request in VMS and they shall submit to a security screening inspection and be escorted at all times. DOE HQ will NOT issue a temporary clearance indicating badge.

U.S. Citizen Visitors:

U.S. visitors must report to an authorized visitor access control 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 VMS and if an approved visitor request is present then a visitor may enter.

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. An approved visitor access request must be in VMS.

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.

Group Visits:

When an HQ employee completes a visitor access request in VMS the system will automatically flag any group of 10 or more expected visitors. Once the request is approved and on the day of the visit, the program office must have at least one representative present in the main lobby to assist with badging for their approved guests. Escorts are required for all group meetings.

Delegation of Foreign National Approval Authority:

The Secretary of Energy has delegated the authority to approve Foreign Nationals to visit DOE HQ facilities down to the Deputy Assistant Secretaries (DAS-1) for each program. The DAS-1 for a program may delegate Foreign National signature authority down one federal management level beneath them, designations must be submitted in writing, (See attachment xxx-xxx) to EHSS-41, be renewed annually and bear the electronic date and time stamp signature of the DAS-1.

Cleared Foreign National Visitors:

[See Chapter 6 Section 601, Classified Visits.](#)

EXCEPTIONS:

Those who enter any HQ facility with an exception shall be escorted.

- Any child who is sixteen years of age or younger is not required to have a REAL I.D. at the time of access but they must be entered and approved in VMS, be issued a temporary badge and be fully escorted.
- 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.)

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.

Your programs HSO is your first resource for any questions regarding this section.

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](#)

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 the [Examples of Government Owned or Leased Property Requiring a Property Pass](#).

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 EHSS-41 a current and complete electronic list of Property Pass Signers. EHSS-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 need 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 signed; using an electronic date and time stamped signature, 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.

Property passes must be printed, digital versions of property passes will NOT be accepted.

Removal of Accountable Government Property:

When element personnel remove 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 EHSS-41 representative.

Removal of Employee Owned Personal Property:

When element personnel remove 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 [Examples of Government Owned or Leased Property Requiring a Property Pass](#), found on the bottom of the landing page with this chapter, 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 the [Sample Visitor – Accountable Property Pass Five Items or More](#).

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 301-903-5504.

Forms/Samples/Graphics

[Examples of Government Owned or Leased Property Requiring a Property Pass](#)
[HQ F 580, Certificate of Property/Property Removal Authorization \(Property Pass\)](#)
[HQ F 580.2, Employee Personal Property Removal Authorization \(Property Pass\)](#)

Helpful Website

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

Section 109

Lock and Key Control

DOE Order 473.1A, *Physical Protection Program*, Attachment 2, Chapter V, 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.

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](#)).