



CUI

Department of Energy

Washington, DC 20585

Place holder for date

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 (EHSS-43)
Director, Office of Physical Protection (EHSS-41)
GTN/FOR Facility Security Manager (EHSS-41), as appropriate

Instructions for Completing a Stop Access Request

- "Memorandum for": Must be addressed to the Director, EHSS-41
- "From": Must be from the element's HSO, Alternate HSO, a senior Federal official within the program element, or the Director, EHSS-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 EHSS-41 and EHSS-43 and the appropriate FSM (FOR/GTN) on a Stop Access Request, even if the person named does not have a security clearance.