



## 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: 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).

### Instructions for Completing this Memorandum

"Memorandum for":	Must be addressed to the Director, EHSS-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.