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(when filled in)

Note: The links provided are accessible only by the DOE HSO/Alternate/Representative.

Sample Security Area Request Memorandum

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

FROM: (NAME), HEADQUARTERS SECURITY OFFICER
NAME OF ELEMENT

SUBJECT: Security Area Request

The Office of _____ is requesting your assistance in establishing a Security Area in Room _____ at the _____ Building. The [Security Area Request](#) has been entered by our Headquarters Security Officer (HSO) in SharePoint. Information provided in that request identifies the various activities that may need to be performed within the Security Area and includes a diagram of Room _____ and the surrounding area.

If you have any questions on this matter or need assistance in examining the proposed area, please contact me on _____.

Or

The Office of _____ is requesting your assistance in modifying the Security Area currently located in Room _____ at the _____ Building. The [Security Area Request](#) has been entered by our HSO in SharePoint. Information provided in that request identifies the nature of the proposed changes in activities in Room _____ include a diagram of Room _____ showing the proposed relocation of the existing (furniture, safes, filing cabinets, etc.).

If you have any questions on this matter or need assistance in examining the proposed area, please contact me on _____.

Or

The Office of _____ is requesting your assistance in deactivating the Security Area in Room _____ at the _____ Building. The [Security Area Request](#) has been entered by our HSO in SharePoint. Information provided in that request identifies the various activities to be deactivated.

If you have any questions on this matter or need assistance in examining the proposed area, please contact me on _____.