

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

It is recommended that 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 or 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 LAs & VTRs 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 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.

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 approval has been gained in the visitor management system . 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 their 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.

Be familiar with and explain any covid protocols to your guests prior to their arrival. Be aware of current community transmission rates for the facility your guest will be entering.

Tell the visitor to leave extra time for security processing. They 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 current covid protocols. Direct the visitor to the visitor entrance and queuing line and reception desk to obtain a visitor badge if they do not already have one.

Instruct the visitor to display the visitor badge above his/her their waist in an easily observable position. Caution the visitor about their 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

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 them 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.