

U.S. Department of Energy
Washington, D.C.

NOTICE

DOE N 473.4

Approved: 5-26-00

Expires: 12-31-00

SUBJECT: DEPARTMENT OF ENERGY BADGES

1. **OBJECTIVE.** To establish requirements for Department of Energy (DOE) badges.
2. **CANCELLATION.** None.
3. **APPLICABILITY.**
 - a. **DOE Elements.** The requirements in this Notice apply to DOE, including the National Nuclear Security Administration (NNSA), and contractor facilities and operations on DOE-owned or -leased property.
 - b. **Contractors.** Attachment 1 contains the Contractor Requirements Document (CRD). The requirements in the CRD apply to the extent set forth in a contract.
 - c. **Exclusions.**
 - (1) Consistent with the responsibilities identified in Executive Order 12344, the Director of the Naval Nuclear Propulsion Program will determine the applicability of this Notice for activities and facilities under his control.
 - (2) The requirements in this Notice do not apply to DOE and contractor facilities and operations on DOE-owned or -leased property involving access of 30 or fewer people.
4. **REQUIREMENTS.** Requirements as stated in DOE M 5632.1C-1, MANUAL FOR PROTECTION AND CONTROL OF SAFEGUARDS AND SECURITY INTERESTS, for badging remain in effect. The following requirements are provided for clarification of DOE badge issues.
 - a. DOE badges shall be issued to each DOE Federal and contractor employee. The DOE security badge, or the Office of Science common badge are the only formats to be used.
 - (1) Those individuals with an access authorization must be issued a DOE security badge.

DISTRIBUTION:
All Departmental Elements

INITIATED BY:
Office of Security and
Emergency Operations

- (2) The DOE security badge will be accepted at all DOE facilities, including those facilities where the Office of Science common badge is issued, as listed in paragraphs 4.c and 4.d below.
- (3) DOE elements and facilities without a DOE security badge or Office of Science common badge for their Federal and contractor employees must issue an appropriate DOE badge no later than 12-31-00.
 - (a) Local Site-Specific Only (LSSO) badges, in the DOE security badge format, are described in the DOE Badge Program document dated 4-15-99. LSSO badges may be issued to support staff that do not require access to other DOE facilities. These badges are suitable for visitors, vendors, and unique local badging requirements.
 - (b) The facilities listed in 4.c below already using the DOE security badge can continue to use the DOE security badge.
 - (c) The facilities listed in 4.c below already using a site specific or LSSO badge must issue an Office of Science common badge no later than 12-31-01.
 - (d) Employee identification cards are not considered an acceptable substitute for the DOE security badge or Office of Science common badge and must be replaced no later than 12-31-00.
- b. A DOE-issued security badge must be worn in security areas at all times including property protection areas, to identify that a badge holder has an official need to be present on DOE-owned or -leased property. The following requirements apply:
 - (1) The DOE Badge Program document, dated 4-15-99, provides the approved design of the DOE security badge and other types of badges.
 - (2) Entry to DOE facilities does not imply access to classified matter, other controlled information, or security areas used for the storage and processing of special nuclear materials.
- c. Facilities excluded from the DOE security badge requirements are the following Office of Science, Office of Fossil Energy, and Office of Energy Efficiency and Renewable Energy facilities:
 - (1) Albany Research Center
 - (2) Ames Laboratory, Iowa State University
 - (3) Environmental Measurements Laboratory
 - (4) Environmental Molecular Science Laboratory
 - (5) Fermi National Accelerator Laboratory

- (6) Lawrence Berkeley National Laboratory, University of California
 - (7) National Energy Technology Laboratory
 - (8) National Petroleum Technology Office
 - (9) Naval Petroleum Reserves in California
 - (10) National Renewable Energy Laboratory
 - (11) Naval Petroleum and Oil Shale Reserves
 - (12) Princeton Plasma Physics Laboratory
 - (13) Spallation Neutron Source
 - (14) Stanford Linear Accelerator Center
 - (15) Thomas Jefferson National Accelerator Facility
 - (16) West Valley Demonstration Project
- d. Argonne National Laboratory-East and Brookhaven National Laboratory, which are fundamentally basic research facilities principally involved in unclassified activities, must accomplish the following within 120 days of the date of this Notice:
- (1) With the exception of central alarm stations (CAS) and emergency operations centers (EOC), consolidate all classified handling facilities into a single limited area that is appropriately protected in accordance with DOE Manual 5632.1C-1.
 - (2) If subsequent classified missions that can not be placed into the limited area are received after implementation, then facilities must submit a deviation. Deviations must be concurred upon by the Program Secretarial Officer, and Security Operations and Emergency Management, and approved by the Operations Office Manager.
 - (3) Entry into the limited area, including CAS and the EOC, will be based on the DOE security badge.
- e. Personnel assigned to the facilities identified in paragraphs 4.c and 4.d must be issued an Office of Science common badge without distinction of nationality.
- (1) The Office of Science common badge must not be used for access to DOE -owned or -leased property where the DOE security badge is used.
 - (2) Entry to DOE unclassified facilities described in paragraphs 4.c and 4.d does not imply access to controlled information.
 - (3) The Office of Science common badge will be worn in property protection areas as defined in the local security plan. Outside of property protection areas, wearing of the Office of Science common badge, if required, will be approved by the laboratory directors, project managers or facility managers, in coordination with the Program Secretarial Officer.

5. RESPONSIBILITIES.

- a. Director, Office of Security and Emergency Operations. The Director, Office of Security and Emergency Operations must:
 - (1) Review and concur with requests for exclusions to the requirements of this Notice, as applicable.
 - (2) Develop the design and implementation policies for the DOE security badge.
 - b. National Nuclear Security Administration, Chief of Defense Nuclear Security. Facilities under the cognizance of the Administrator, NNSA must submit requests for deviations or exclusions from the requirements of this Notice to the Director, Office of Security and Emergency Operations, through the Chief, Defense Nuclear Security.
 - c. Heads of DOE Elements. Heads of Departmental elements must:
 - (1) Issue badges that conform to DOE security badge format, or the Office of Science common badge format.
 - (2) Ensure that the badge is worn while in security areas, including property protection areas.
 - (3) With SO concurrence, approve requests to add or delete to the exclusions lists, facilities excluded from wearing the DOE security badge.
 - (4) With SO concurrence, approves local Security Plans that identifies property protection areas.
 - d. Office of Science. The Office of Science, with concurrence of the Assistant Secretaries for Fossil Energy and Energy Efficiency and Renewable Energy, will take the lead in developing a common badge to be used by all assigned personnel at property protection area facilities listed in paragraphs 4.c and 4.d above. In addition, they must coordinate with SO on design and implementation of the Office of Science common badge.
6. CONTACT. To obtain assistance concerning this Notice, contact the Office of Safeguards and Security, at 301-903-5693.

BY ORDER OF THE SECRETARY OF ENERGY:



T. J. GLAUTHIER
DEPUTY SECRETARY

CONTRACTOR REQUIREMENTS DOCUMENT

DOE N 473.4, DOE BADGES

1. These requirements apply to DOE, including NNSA, and contractor facilities and operations on DOE-owned or -leased property involving access of 30 or more people.
2. DOE badges shall be issued to each contractor employee. Either the DOE security badge or the Office of Science common badge is the only valid badge format to be used. The following requirements apply:
 - a. A DOE security badge must be worn at all times to identify that a badge holder has an official need to be present on DOE-owned or -leased property, including areas designated as property protection areas.
 - b. An Office of Science issued common badge will be worn while on property protection areas and in other areas only when approved by the laboratory directors, project managers or facility managers in coordination with Program Secretarial Officers.
 - c. DOE facilities without a DOE security badge, or an Office of Science common badge for their contractor employees must issue the appropriate DOE badge no later than 12-31-00.
 - d. The DOE Badge Program document, dated 4-15-99, provides the approved design of the DOE security badge, and local site-specific only security badges that can be issued in lieu of the DOE badge, and other types of badges.
 - e. The DOE security badge must be accepted for entry into all of DOE, including those facilities where the Office of Science common badge is issued.
 - (1) The Office of Science common badge is only acceptable at the facilities listed in paragraphs 3 and 4 below.
 - (2) Entry to DOE facilities does not imply access to classified matter, or to security areas used for the storage and processing of special nuclear materials, or access to controlled information.
 - (3) Local Site-Specific Only (LSSO) badges, in the DOE security badge format, are described in the DOE Badge Program document dated 4-15-99. LSSO badges may be issued to support staff that do not require access to other DOE facilities. These badges are suitable for visitors, vendors, and unique local badging requirements.
3. Facilities excluded from the DOE security badge requirements are the following Office of Science, Office of Fossil Energy, and Office of Energy Efficiency and Renewable Energy facilities:

- a. Albany Research Center
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 - c. Environmental Measurements Laboratory
 - d. Environmental Molecular Science Laboratory
 - e. Fermi National Accelerator Laboratory
 - f. Lawrence Berkeley National Laboratory, University of California
 - g. National Energy Technology Laboratory
 - h. National Petroleum Technology Office
 - i. Naval Petroleum Reserves in California
 - j. National Renewable Energy Laboratory
 - k. Naval Petroleum and Oil Shale Reserves
 - l. Princeton Plasma Physics Laboratory
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 - b. Entry into the limited area, including CAS and the EOC, will be based on the DOE security badge.
5. Personnel assigned to the facilities identified in paragraphs 3 and 4 must be issued an Office of Science common badge without distinction of nationality.
- a. The Office of Science common badge must not be used for access to DOE -owned or -leased property where the DOE security badge is used.
 - b. Those individuals with an access authorization must be issued a DOE security badge.