

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

NOTICE

DOE N 473.5

Approved: 06-05-00

Expires: 12-31-00

SUBJECT: SECURITY AREA VOUCHING AND PIGGYBACKING

1. **OBJECTIVE.** To establish requirements for the Department of Energy (DOE) Security Area practice of “vouching” or “piggybacking” access by personnel.
2. **CANCELLATION.** None.
3. **APPLICABILITY.**
 - a. **DOE Elements.** This Notice applies to DOE facilities and operations that require access of personnel to limited areas. This Notice also applies to the National Nuclear Security Administration (NNSA).
 - b. **Contractors.** This Notice applies to contractor facilities and operations that require access of personnel to limited areas. Attachment 1 contains the Contractor Requirements Document (CRD). The requirements in the CRD apply to the extent set forth in a contract.
 - c. **Exclusions.** 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.
4. **REQUIREMENTS.**
 - a. Requirements, as stated in DOE M 5632.1C-1, MANUAL FOR PROTECTION AND CONTROL OF SAFEGUARDS AND SECURITY INTERESTS, for access into security areas remain in effect. DOE M 5632.1C-1, mandates that all persons entering Security Areas have an appropriate “access authorization,” a “need-to-enter,” and, if access to classified matter is involved, a “need-to-know.”
 - b. The personnel access practice of “vouching” or “piggybacking” is restricted to limited areas (LA). Vouching or piggybacking into protected areas, and material access areas is not permitted. Local procedures must be established to mitigate the risk created by this practice.
 - c. Vouching or piggybacking is defined as one individual obtaining access to a security area and that individual approving the access of individuals entering with or behind them by visually verifying the clearance level on their badge or verbally attesting personal knowledge of their authorization for access.

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Office of Security and
Emergency Operations

- d. The cognizant DOE Safeguards and Security authority must approve procedures at each site where personnel access vouching or piggybacking are practiced. For standardization, the procedures must implement the following:
- (1) Consistent with paragraph (2) below, DOE and contractor personnel with the appropriate access authorization may vouch for or allow another person with the required access authorization level to enter a limited area.
 - (2) All personnel vouching for or permitting piggybacking of another person into an LA must examine the individual's DOE security badge to ensure that it bears a likeness of the individual and that he/she has the proper access authorization. Additionally, authorized personnel entering a LA must ensure that the personnel they allow to enter via vouching or piggybacking are authorized to enter, and notify security if the situation dictates.
 - (3) Time and safety permitting, all personnel within a vehicle that are required to possess a DOE security badge are required to display the DOE security badge when entering a limited area
 - (4) Personnel escorting uncleared person or persons with a lower access authorization into a limited area must ensure that local risk mitigation procedures are in place.

5. RESPONSIBILITIES.

- a. Heads of DOE Elements. Ensure that Federal and contractor employees at cognizant facilities are aware of their individual responsibilities for the personnel access practice of vouching and piggybacking while entering all limited areas.

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 473.5, SECURITY AREA VOUCHING AND PIGGYBACKING

Department of Energy (DOE) contractors must ensure that contractor employees authorized to enter or escort other personnel into DOE Limited Areas understand the local procedures and are aware of their individual responsibilities for “vouching” or “piggybacking” another person into a Limited Areas.

CANCELED