

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

**ORDER**

**HQ 5632.1**

2-2-83

SUBJECT: FORRESTAL SECURITY AND SAFETY PROCEDURES

- 
1. PURPOSE. To establish uniform procedures for the security and safety of the Forrestal Building and to inform all personnel of precautionary measures.
  2. SCOPE. The provisions of this Order apply to all Headquarters Elements, including the Federal Energy Regulatory Commission (RC).
  3. REFERENCES.
    - a. DOE 5631.3, ISSUANCE AND CONTROL OF CREDENTIALS, SHIELDS, AND COURIER CARDS, of 2-3-81, which establishes the Department of Energy (DOE) policy and procedures governing the issuance and control of credentials, shields, and courier cards.
    - b. Federal Property Management Regulation (FPMR) 41 CFR 101-20.3, which sets forth the General Services Administration (GSA) rules and regulations governing public buildings and grounds.
  4. OBJECTIVES. To improve and enhance the personal safety of DOE employees and official visitors, and to improve protection of Government and private Property, equipment, and other resources under the Department's control.
  5. PROCEDURES.
    - a. DOE Identification Badges.
      - (1) DOE identification badges must be presented upon entering and leaving the building and are required to be worn in full view at all times while within the building complex.
      - (2) The Physical Protection Branch, DP-343.3, shall be notified by Memorandum of lost, missing, or destroyed identification badges. The Memorandum should describe: the circumstances surrounding the lost, missing, or destroyed badge; the type badge; the approximate date of the loss or destruction; and the employee's full name and social security number, organization, and office telephone number.
      - (3) Temporary identification badges for access to the Forrestal Building are issued on a daily basis for use only on the day of Issuance and are to be turned in to one of the guard posts at the end of that day. All personnel possessing permanent badges for access to the Forrestal Building who have requested temporary identification badges on five or more occasions during the calendar year must be signed in by their

DISTRIBUTION:  
All Headquarters Elements  
Federal Energy Regulatory Commission

INITIATED BY:  
Office of Safeguards  
and Security

2-2-83

supervisor. Supervisors of individuals not returning badges on day of issuance shall be notified by security personnel of instances of noncompliance.

b. Visitors.

- (1) Visitors to the Forrestal Building shall be requested to provide the full name, room number, and office telephone number of the employee being visited. To expedite the processing of visitors, personnel should ensure that anticipated visitors have been provided this information.
- (2) The Physical Protection Branch, DP-343.3, shall be notified by Memorandum in advance of group meetings, hearings, or other events in which a significant number of non-DOE personnel will be in attendance. The Memorandum shall contain: the name and date of the event; the approximate number of attendees; whether or not press or photographers are invited; and the name and telephone number of the DOE contact person for the event.

c. Fingerprinting. Employees who require fingerprinting and are in DOE facilities in the Washington, D.C. metropolitan area, excluding Germantown, contact the Physical Protection Branch, DP-343.3. Fingerprinting will be scheduled on Tuesday and Thursday of each week between the hours of 9 a.m. and 11 a.m., in room 1G-042, Forrestal Building. There are no changes in fingerprinting procedures at the Germantown facility.

d. Thefts. Due to sharp rise in the incidence of thefts of Government and personal property, employees are urged to make every effort to ensure the protection of Government and personal property in their respective offices. Employees:

- (1) Should be satisfied as to the identity of all persons who enter the office area to pick up Government property for repairs or who state that they are there to inspect the office or to make-repairs. Ask for identification and check with the party who reportedly called for the service.
- (2) Should not permit strangers to wander unescorted through office areas; and should be alert to any persons who enter the office under the pretext of making deliveries, seeking another individual or employee, or who ask for advice relative to employment within DOE,
- (3) Should avoid leaving personal valuables in, on, or under unattended desks or in coats left on coat racks. Valuables such as money, checks, and credit cards should not be left in unattended work areas.
- (4) Should store small calculators, tape recorders, dictaphones, and

other Government or privately owned machines in lockable files or storage cabinets at the close of each work day.

- (6) When leaving the office unattended, employees should assure that all repositories are secured and all valuable property is inside repositories or in the possession of authorized personnel.
- e. Emergencies. In addition to the building fire alarm system, any emergency situation or condition within the Forrestal complex such as a fire, suspected fire, larceny attempts, burglaries, or other emergency situations, can be reported by dialing 166. This is a dedicated number and should be used at all times for any of the above situations. In other cases where the situation is not critical, assistance may be obtained by dialing 252-6900.
- f. General.
  - (1) Pedestrians are not permitted to use the vehicle ramps at the 9th and 12th Street garage entrances, or the loading dock. The use of these ramps is restricted to vehicular traffic only.
  - (2) Approval from the Director of Administrative Services, MA-40, must be obtained prior to bringing alcoholic beverages into the complex. The request must be submitted at the assistant secretarial, or equivalent, level.
  - (3) Property passes are required to remove both Government and private property from the facility. To secure a property pass, contact the administrative officer or accountable property representative for your organization.
  - (4) Packages, briefcases, and other containers brought into, or being removed from, the facility are subject to inspection at any time.
  - (5) During security hours, 6:00 p.m. to 6:00 a.m., Monday through Friday, and all hours, Saturday, Sunday, and holidays, everyone entering or leaving the building must:
    - (a) Possess a valid approved access identification badge; and
    - (b) Sign in and out of the building on the GSA Form 139, "Arrival and Departure Register."
  - (6) Firearms, explosives, recording devices, and cameras are prohibited. Photographs for news, advertising, or commercial purposes may be taken only with permission of an authorized official of the Agency occupying the space where the photographs are to be taken, subject to the concurrence of the Physical Protection Branch, DP-343.3.

2-2-83

- (7) Any questions regarding these procedures or other security information should be referred to the Physical Protection Branch, DP-343.3, on 252-5762.



**HARRY L. PEEBLES**  
**Deputy Director of Administration**