

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

PAGE CHANGE

HQ 5632.2 Chg 1

8-11-89

SUBJECT: SEARCH AND ACCESS CONTROL PROCEDURES FOR HEADQUARTERS FACILITIES

1. PURPOSE. This Page Change transmits revised pages to HQ 5632.2, SEARCH AND ACCESS CONTROL PROCEDURES FOR HEADQUARTERS FACILITIES, of 2-18-88.
2. EXPLANATION OF CHANGE. To notify employees that they should expect to have their badges touched by the security inspector when entering the building.
3. FILING INSTRUCTIONS.
 - a.

<u>Remove Page</u>	<u>Dated</u>	<u>Insert Page</u>	<u>Dated</u>
1 and 2	2-18-88	1 and 2	8-11-89
 - b. After filing the attached pages, this transmittal may be discarded.



VITO A. MAGLIANO
Deputy Assistant Secretary
for Human Resource Management

DISTRIBUTION:
All Headquarters Employees

INITIATED BY:
Office of Safeguards and
Security

In an effort to ensure employee safety and security, the Department has developed a comprehensive building access policy. X-ray machines and metal detectors placed at various locations in the Forrestal and Germantown buildings are examples of this enhanced protection. The attached Order, HQ 5632.2, SEARCH AND ACCESS CONTROL PROCEDURES FOR HEADQUARTERS FACILITIES, is a result of extensive discussion and coordination by Headquarters organizations. In order to provide an opportunity for employees to become familiar with these policies and procedures, the Order is being distributed to all Headquarters employees prior to implementation. The Order, which revises search and access control procedures, previously published in HQ 5632.1, takes effect on 2-29-88. During the coming months, HQ 5632.2 will be revised to incorporate the remaining information contained in HQ 5632.1.

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

ORDER

HQ 5632.2

2-18-88

SUBJECT: SEARCH AND ACCESS CONTROL PROCEDURES FOR HEADQUARTERS FACILITIES

1. PURPOSE. To notify all Headquarters employees of routine security procedures to be followed in Department of Energy (DOE) Headquarters buildings.
2. SCOPE- The provisions of this order apply to all Headquarters Elements and contractors performing work for the Department as provided by law and/or contract and as implemented by the appropriate contracting officer.
3. EXCEPTIONS. Certain emergency security situations may warrant change to these procedures without prior notification. In such situations, normal procedures will resume as soon as possible.
4. DEFINITIONS.
 - a. Search. An examination of personnel and/or handcarried items by either-walk-through metal detector or hand-held metal detector or an examination of handcarried items by a visual or X-ray inspection.
 - b. Visitor. Anyone who is not a DOE employee.
5. SEARCH PROCEDURES. Everyone entering DOE Headquarters buildings is subject to search. Entrance searches, when conducted, shall provide reasonable assurance that explosives, weapons, or other prohibited articles (e.g., cameras, electronic recording or transmitting equipment, intoxicant, illegal drugs, or inflammables) are not introduced without authorization. Exit searches, when conducted, shall be for the purpose of preventing the unauthorized removal of classified matter or Government property.
 - a. Employees.
 - (1) Employees with DOE photo badges in their possession will not be routinely searched; however, they will be subject to random search when entering and exiting the building. Random searches of handcarried items may occur when entering and exiting the buildings.
 - (2) Employees who have lost or forgotten their photo badges will be searched, along with their handcarried items, when entering the building.

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b. Visitors.

- (1) Visitors possessing DOE photo badges are subject to random search when entering and exiting the building. Random searches of handcarried items may also occur.
- (2) Visitors who have lost or forgotten their photo badges will be searched, along with their handcarried items, when entering the building.
- (3) Visitors who DO NOT possess DOE photo badges will be searched, along with their handcarried items, upon entry. Random search of personnel and handcarried items may occur upon exit.

a. Access should be limited to DOE employees and visitors who have official business with the Department as determined by the individual being visited.

b. Badges must be conspicuously worn above the waist at all times while in DOE buildings.

c. During security hours (7:00 pm to 6:30 am) Monday through Friday, and all hours Saturday, Sunday, and holiday everyone entering or exiting the building must; (1) possess a valid DOE photo badge or if a visitor, have prior access approved by the Physical Security Branch, DP-343.3, and (2) sign in and out of the building on DOE F 5630.6, "Security Register."

7. ACCESS REQUIREMENTS FOR EMPLOYEES AND VISITORS WHO HAVE FORGOTTEN OR LOST THEIR DOE PHOTO BADGE.

a. Forgotten Badges. Employees or visitors who have forgotten their DOE photo badge shall report to the Forrestal Building Main Lobby, West Building, or 9th Street entrances, or, if at Germantown, the North or South Lobby. In all cases:

- (1) Employees or Visitors must show identification and sign in on the visitor register:
- (2) A temporary badge reflecting the appropriate security clearance level (numerical designator 1 through 6) or Building Access Only is issued; and
- (3) A search of the individual and all handcarried items will be conducted prior to admittance (see paragraph 5a(2) and 5b(2) above).

- b. Lost Badges. Employees or visitors who lose their DOE photo badge shall be processed for admittance in accordance with paragraph 7a. However, the employee or visitor must submit a written memorandum to the Physical Security Branch, DP-343.3, which provides the date of loss and surrounding circumstances. A replacement badge will be issued 5-working days after receipt of the memorandum.

8. ACCESS REQUIREMENTS FOR VISITORS WITHOUT DOE PHOTO BADGES.

- a. Classified Visits. If access to classified information is required or classified discussions will be held, the visitor must have on file a DOE F 5631.20, "Request for Visit or Access Approval." In all cases:

- (1) The visitor must show identification and sign in on the visitor register;
- (2) A temporary visitor badge reflecting the appropriate security clearance level (numerical designator 1 through 6) is issued; and
- (3) A search of the individual and all handcarried items will be conducted prior to the visitor being permitted to proceed to the sponsoring office or appointment (see paragraph 5b(3) above).

- b. Unclassified Visits.

- (1) Germantown Building. All visitors to the Germantown Building require an escort unless DOE F 5631.20 is on file. .

- (2) Forrestal Building.

- (a) Other Federal Government Employees.

- 1 Must show Government identification;
- 2 Will be issued DOE temporary visitor badges;
- 3 Will proceed directly to their appointments;
- 4 Will not require escorts; and
- 5 Will be searched in accordance with subparagraph 5b(3) above.

- (b) Press Personnel.

- 1 The Offices of the Assistant Secretary Intergovernmental, and Public Affairs shall identify press personnel who are to be issued permanent DOE photo "PRESS" badges. Press personnel who possess these badges show the badges to the guard when entering or exiting. Searches will be in accordance with subparagraph 5b (1) or (2) above.

2 Press personnel who have not been issued DOE photo "PRESS" badges will be processed for admittance in accordance with paragraph 8b(2)(c).

(c) Other Visitors. Including visitors requesting access to the Public Reading Room.

1 When the sponsoring organization identifies visitors in advance by use of a written memorandum to the physical Security Branch, DP-343.3, and the memorandum has been received in room IG-042, Forrestal Building, at least 1 hour prior to the visit:

a The visitor shows an identification and signs in on the visitor register;

b A temporary visitor badge is issued;

c The visitor proceeds to the sponsoring office or appointment and no escort is required; and

d Searches will be in accordance with subparagraph 5b(3) above.

2 When the sponsoring organization does not identify visitors in advance by memorandum to DP-343.3:

a The visitor shows identification and signs in on the visitor register;

b The sponsoring organization is contacted by telephone to verify the visitor's authorization for entry and to provide an escort;

c A "Visitor Escort Required" badge is issued, once the sponsoring organization has approved entry, and the visitor proceeds to the sponsoring office or appointment when the escort arrives; and

d Searches will be in accordance with subparagraph 5b(3) above.

9. FORRESTAL BUILDING ENTRANCES AND EXITS.

a. The A-Cove (west entrance of the North Building) street level entrance/exit and the South Building south entrance/exit will be open only to personnel who possess DOE photo badges from 7:00 am to 7:00 pm, Monday through Friday, excluding holidays.

- b. Access via the 12th Street elevator entrance from the parking garage and the cafeteria west entrance is restricted to only those personnel who possess DOE photo badges.
 - c. Arrangements for the visitor access requirements outlined in paragraph 8 above will be in place at the 9th Street escalator entrance for the use of visitors without DOE photo badges and individuals who have lost or forgotten their DOE photo badge.
 - d. Visitors without DOE photo badges requesting admittance to the parking garage for car/van pools must enter via the main lobby in accordance with the provisions of paragraph 8 above.
 - e. Vehicles entering the parking garage or the south parking area are required to have a valid parking permit displayed.
10. TEST. The Office of Safeguards and Security will conduct periodic tests whereby all personnel will be required to undergo searches. The tests will be conducted to ensure that, if a serious security situation should arise, appropriate security measures can be implemented. Plans for tests will be published in Headquarters Notices a minimum of 1 week in advance.
11. EFFECTIVE DATE. Provisions of this Order take effect 2-29-88.



HARRY L. PEEBLES
Director of Administration

