

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

PAGE CHANGE

DOE 5632.9 Chg. 1

12-19-88

SUBJECT: ISSUANCE, CONTROL, AND USE OF BADGES, PASSES, AND CREDENTIALS

1. PURPOSE. To transmit revised page 4 of DOE 5632.9, ISSUANCE, CONTROL, AND USE OF BADGES, PASSES, AND CREDENTIALS, of 2-3-88.
2. EXPLANATION OF CHANGE. To provide clarification for badges and passes used for escorted visitors into DOE facilities.
3. FILING INSTRUCTION.

a. <u>Remove Page</u>	<u>Date</u>	<u>Insert Page</u>	<u>Dated</u>
3	2-3-88	3	2-3-88
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b. After filing the attached pages, this transmittal may be discarded.

BY ORDER OF THE SECRETARY OF ENERGY:



LAWRENCE F. DAVENPORT
Assistant Secretary
Management and Administration

DISTRIBUTION:
All Departmental Elements

INITIATED BY:
Office of Safeguards and Security

- f. Armed Courier Credential. This credential is issued to Departmental couriers (excluding armed Transportation Safeguards Division couriers) for the purpose of transporting Top Secret matter. DOE courier employees issued this credential are required to meet the firearms qualification standards specified for security inspectors in DOE 5632.6. Additionally, they are required to complete annual training in arrest and apprehension procedures and training and use of force.

8. ISSUANCE OF BADGES, PASSES, AND CREDENTIALS.

- a. DOE Employee Badge or Pass. Inserts for these badges or passes are procured and controlled by the Office of Safeguards and Security (DP-34) and distributed to each field element. DOE field security directors and DP-34 for Headquarters are responsible for issuance.
- b. DOE Contractor Badge or Pass. Inserts for these badges or passes are procured, controlled, and issued by the contractor security office.
- c. Credential Inserts. Adequate inventories of credential inserts shall be maintained by DP-34. Request for inserts shall be made in writing to DP-34. Such requests shall originate from the security director level or above for field elements, or division directors for Headquarters organizations. The Director, Transportation Safeguards Division (TSD), Albuquerque Operations Office (AL), will maintain inventory of all TSD-issued credentials.
- d. Credential Issuance. The Departmental issuing authority for the Federal Officer Credential with Shield is limited to the directors of Headquarters and field element security divisions and the Director, Transportation Safeguards Division, AL, except that the Inspector General (IG-1) and the Deputy Assistant Secretary for Intelligence (DP-40) may issue their own credentials, as needed. The directors of Headquarters and field security divisions are authorized to issue the Basic Credential and Contractor Protective Force Officer Credential.
- e. Issuing Credentials. When issuing credentials, the following actions shall be taken:
 - (1) The intended bearer's name and title are entered in the appropriate spaces on the credential.
 - (2) The original signature of the intended bearer is inscribed in the appropriate space.

- (3) The original signature of the issuing authority (DP-34; Director, TSD; IG-1; DP-40; or field element security director) is inscribed in the appropriate space.
- (4) The photograph of the intended bearer is affixed and the credential then appropriately laminated and encased. (An instant color photograph of good quality is suggested).
- (5) The credential will be issued only upon completion of the acknowledgment statement (see Attachment 1) by the intended bearer. The acknowledgement statement shall be retained by the issuing authority.

9. BADGE, PASS, AND CREDENTIAL INFORMATION.

- a. Badge and Pass Access Authorization Levels for all DOE employees and DOE contractor employees shall be indicated as specified by DP-34.
- b. Badges and Passes for Employees shall be of tamper-resistant construction and contain on the face or front the name and location of the issuing office, the contractor or subcontractor, and the name and a clear, full face photograph of the employee, large enough for ready identifications. A prominently displayed serial number shall appear on the face (front) of the badge or pass.
- c. Badges and Passes for Escorted Visitors shall bear the name, a serial number, period of visit, and indication on the face of the badge or pass that escort is required except that badges not removed from the facility need show only a serial number and an indication on the face of the badge that an escort is required.
- d. Badges and Passes for Unescorted Visitors shall bear the name and photograph of the unescorted visitor; type of access authorization; security areas the visitor is permitted to enter (which may be indicated by color codes or other symbols on the badge or pass), if appropriate; and expiration date, except that badges not removed from the facility need show only a serial number and type of access authorization, security clearance, or areas to which the visitor is permitted or allowed unescorted access. (Requirements for photograph on an unescorted visitor badge/pass may be waived if photographic identification is carried by the unescorted visitor.)
- e. Badges and Passes for Construction Workers (or other persons not requiring access to limited areas) may be of any suitable substantial materials and shall bear a serial number and expiration date.

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