

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

**ORDER**

DOE 5632.9

2-3-88

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

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1. PURPOSE. To establish and prescribe Department of Energy (DOE) policies and procedures for the issuance, control, and use of badges, passes, and credentials.
2. CANCELLATION. DOE 5631.3, ISSUANCE AND CONTROL OF CREDENTIALS, SHIELDS, AND COURIER CARDS, of 2-3-81, and DOE 5632.4, PHYSICAL PROTECTION OF SECURITY INTERESTS, Chapter II, paragraph 9a, of 11-4-85.
3. SCOPE. The provisions of this Order apply to all Departmental Elements and contractors performing work for the Department as provided by law and/or contract and as implemented by the appropriate contracting officer.
4. EXCLUSION. Authority and procedures relating to the issuance of the Inspector General credential are not covered by this Order.
5. POLICY.
  - a. A security badge and/or pass system shall be implemented to ensure that only authorized personnel enter, occupy, or leave a security area and to indicate limitations placed on access to special nuclear material (SNM) and classified matter.
    - (1) A badge or pass system shall be used to control access to security areas in which 30 or more persons are employed.
    - (2) Personal recognition may be used in lieu of a badge or pass system to control access to security areas in which fewer than 30 persons are employed.
    - (3) Badges shall be worn conspicuously on the upper portion of the body while in designated areas unless prohibited by health or safety considerations.
  - b. Credentials, which confer various legal authorities to the bearer, will be issued only to DOE security employees and contractors for whom such issuance is deemed essential in the performance of official duties.

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DISTRIBUTION:  
All Departmental Elements

INITIATED BY:  
Office of Safeguards and Security

6. REFERENCE. DOE 5632.1A, PROTECTION PROGRAM OPERATIONS, of 2-9-88, which establishes policy, responsibilities, and authorities for the physical protection of security interests, and contains applicable references and definitions.
7. TYPES OF BADGES, PASSES, AND CREDENTIALS.
- a. DOE Employee Identification Badge or Pass (DOE F 5631.19). Employee badges or passes shall only be issued to Departmental employees and will be accepted for access, commensurate with the security clearance level indicated on the identification badge, to all DOE facilities and security areas except protected areas, material access areas, and exclusion areas. The term "Departmental employee" encompasses members of the Armed Forces assigned to and performing duties under the direction and control of the Department and employees of the Department.
  - b. DOE Contractor and Subcontractor Identification Badge or Pass. Distinctive badges or passes shall be provided for contractor/subcontractor employees, visitors, and construction workers.
  - c. Basic Security Credential. This credential is issued to those DOE security employees whose official duties entail conducting interviews, security investigations, inquiries, inspections and/or surveys, and is used as a supplemental form of identification.
  - d. Federal Officer Credential with Shield. This credential is issued to DOE Security and Transportation Safeguards Division courier employees who require firearms/arrest authority (i.e., pursuant to section 161k of the Atomic Energy Act), as an official function or duty. The shield is a metal, police-type badge which is issued for ready identification when conducting a Federal law enforcement function (e.g., making an arrest; conducting an investigation; Transportation Safeguards Division courier function). DOE employees issued this credential are required to meet the firearms qualification standards specified for contractor security inspectors in DOE 5632.7. PROTECTIVE FORCES. Additionally, they are required to complete annual training in arrest, apprehension procedures and techniques, and use of force.
  - e. Contractor Protective Force Officer Credential. This credential is issued to DOE contractor security inspectors who require Federal firearms/arrest authority (i.e., pursuant to section 161k of the Atomic Energy Act) as a primary function of duty. Prior to issuance of this credential, applicable protective force training and certification requirements of DOE 5632.7 must be met. This credential is to be in the possession of the security inspector at all times when on duty and armed.

2-3-88

- 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. Requests 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 acknowledgment 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 identification. 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. If the visitor is a non-United States citizen, the badge or pass should so indicate.
- 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.

- f. Disposition Records shall be maintained by the facility showing the disposition of all badges and passes. Such records shall include date of issuance, name of holder, type of access authorization, and, if applicable, the categories of information and the areas within the facility to which access is authorized.
- g. Credential Information.
- (1) Basic Credential. Attachment 2 contains an example of the Basic Credential.
  - (2) Federal Officer Credential with Shield. Attachment 3 contains an example of the Federal Officer Credential with shield.
  - (3) Contractor Protective Force Officer Credential. Attachment 4 contains an example of the Contractor Protective Force Officer Credential.
  - (4) Armed Courier Credential. Attachment 5 contains an example of this credential.
  - (5) Federal Officer Credential with Shield (AL/TSD). Attachment 6 contains an example of the AL/TSD Nuclear Material courier credential and shield.
10. A RECORD OF LOST BADGES, PASSES, CREDENTIAL, AND SHIELDS shall be kept and personnel controlling access to security areas shall be notified in order to prevent their misuse. The loss or recovery of a DOE employee identification badge, pass, credential, or shield shall be reported immediately to DP-34. DP-34 shall notify all concerned field elements, which shall make appropriate notification to contractors, subcontractors, and other organizations under their jurisdiction.
11. STOCKS OF INSERTS AND UNISSUED BADGES, PASSES, CREDENTIALS, AND SHIELDS shall be stored in a manner assuring their protection against loss, theft, or unauthorized use. As a minimum, they shall be stored in a manner approved for the storage of Confidential matter as specified in DOE 5632.5, PHYSICAL PROTECTION OF CLASSIFIED MATTER. A system shall exist to ensure the accountability of all stocks of inserts. Any missing inserts shall be immediately reported to DP-34. Shields shall bear a serial number, either imprinted on the face of the shield or engraved on the reverse.

12. BADGES, PASSES, CREDENTIAL, AND SHIELDS OF TERMINATING EMPLOYEES shall be recovered at the final security checkpoint or earlier and the terminating employee escorted from the site.
13. BADGES AND PASSES OF DEPARTING VISITORS shall be recovered at the conclusion of the visit, at the final security checkpoint.
14. REISSUANCE OF BADGES, PASSES, CREDENTIALS, AND SHIELDS.
  - a. Security badges and passes issued to permanent employees shall be replaced by a new issuance having a different background design or color, with new photographs, when 5 percent of the badges currently in use have been lost, or at least every 5 years.
  - b. If a significant change in facial appearance takes place, a badge, pass, or credential with a new photograph shall be requested and issued. Employees' supervisors and protective force officers shall report any employee exhibiting any change in facial appearance to the appropriate security organization.

BY ORDER OF THE SECRETARY OF ENERGY:



LAWRENCE F. DAVENPORT  
Assistant Secretary  
Management and Administration

CREDENTIAL ACKNOWLEDGMENT STATEMENT

U.S. DEPARTMENT OF ENERGY

CREDENTIAL ACKNOWLEDGMENT STATEMENT

I, John Doe, acknowledge receipt of the DOE credential noted below. I understand that it is to be used only in the performance of my official duties at the Department of Energy (See Title 18, Section 449, United States Code). In the event I am reassigned, transferred, terminated, or otherwise no longer require this credential, I will immediately surrender it to the issuing authority.

TYPE:

- Basic Credential
- Federal Officer Credential
- Contractor Protective Force Credential
- Armed Courier Credential

Serial Number 123 Shield Number 3219

1-28-88  
Date

John Doe  
Signature

BASIC SECURITY CREDENTIAL

Department of Energy



Signature

**EXAMPLE**

Whose signature and picture appear above, is duly commissioned as:

No 3219

and has authority to perform all duties conferred upon such officers under all laws and regulations administered by the Department of Energy, including the authority to investigate, audit and to require and receive information, as to all matters relating to such laws and regulations.

Director, Safeguards and Security Date

FEDERAL OFFICER CREDENTIAL WITH SHIELD

**U.S. DEPARTMENT OF ENERGY**  
WASHINGTON, D.C.

THIS IS TO CERTIFY THAT

BADGE NO. \_\_\_\_\_ CONTROL NO. **0000**

WHOSE SIGNATURE AND PICTURE APPEAR HEREON, HAS BEEN GRANTED THE AUTHORITY TO PERFORM ALL DUTIES CONFERRED UPON UNITED STATES DEPARTMENT OF ENERGY FEDERAL OFFICERS UNDER SECTION 1618 OF THE ATOMIC ENERGY ACT OF 1954 AS AMENDED (42 U.S.C. 2161) INCLUDING THE AUTHORITY TO INVESTIGATE, AUDIT, REQUIRE AND RECEIVE INFORMATION TO CARRY OUT THESE DUTIES AND TO MAKE ARRESTS WITHOUT A WARRANT FOR VIOLATIONS OF THE ATOMIC ENERGY ACT OF 1954 AS AMENDED PUNISHABLE BY FINE OR IMPRISONMENT OR BOTH.

DATE OF ISSUE \_\_\_\_\_ CERTIFYING OFFICIAL \_\_\_\_\_

**FEDERAL OFFICER**

**BEARER'S IDENTIFICATION**

DATE OF BIRTH \_\_\_\_\_

COLOR OF EYES \_\_\_\_\_

UNITED STATES DEPARTMENT OF ENERGY

SIGNATURE \_\_\_\_\_

THIS PERMIT IS THE PROPERTY OF THE UNITED STATES GOVERNMENT. ITS COUNTERFEITING, ALTERATION OR MISUSE IS A VIOLATION OF SEC. 498 AND 701 TITLE 18, U. S. CODE.

IF FOUND, DROP IN ANY MAIL BOX.

POSTMASTER: RETURN AT ONCE TO DIRECTOR, OFFICE OF SAFEGUARDS AND SECURITY, U.S. DEPARTMENT OF ENERGY, WASHINGTON, D.C. 20545.

RETURN POSTAGE GUARANTEED

**EXAMPLE**



CONTRACTOR PROTECTIVE FORCE OFFICER CREDENTIAL

**U.S. DEPARTMENT OF ENERGY**  
WASHINGTON, D.C.

THIS IS TO CERTIFY THAT

AS EMPLOYEE OF

NAME NO. \_\_\_\_\_ CONTROL NO. **0000**  
WHOSE SIGNATURE AND PICTURE APPEAR HEREON,  
HAS BEEN GRANTED THE AUTHORITY UNDER SECTION  
101E OF THE ATOMIC ENERGY ACT OF 1954 AS AMENDED  
16 U.S.C. 2011E TO CARRY OUT HIS DUTY ENJOINED  
IN THE PERFORMANCE OF OFFICIAL DUTIES AND TO  
MAKE ARRESTS WITHOUT WARRANT FOR VIOLATIONS  
OF THE ATOMIC ENERGY ACT OF 1954 AS AMENDED,  
PUNISHABLE BY FINE OR IMPRISONMENT OR BOTH.

DATE OF ISSUE \_\_\_\_\_ CERTIFYING OFFICIAL \_\_\_\_\_

**EXAMPLE**

BEARING \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ WEIGHT \_\_\_\_\_ HEIGHT \_\_\_\_\_

COLOR OF EYES \_\_\_\_\_ COLOR OF HAIR \_\_\_\_\_

UNITED STATES DEPARTMENT OF ENERGY

SIGNATURE \_\_\_\_\_

THIS PERMIT IS THE PROPERTY OF THE UNITED STATES GOVERNMENT ITS  
COUNTERFEITING, ALTERATION OR MISUSE IS A VIOLATION OF SEC. 485 AND  
701 TITLE 18, U. S. CODE

IF FOUND, DROP IN ANY MAIL BOX

RESTRICTED OFFICIAL USE ONLY TO SENIOR OFFICE OF SAFEGUARDS AND SECURITY, U.S.  
DEPARTMENT OF ENERGY, WASHINGTON, D.C. 20545

RETURN POSTAGE GUARANTEED

ARMED COURIER CREDENTIAL

**UNITED STATES**  
**DEPARTMENT OF ENERGY**  
WASHINGTON, D.C.

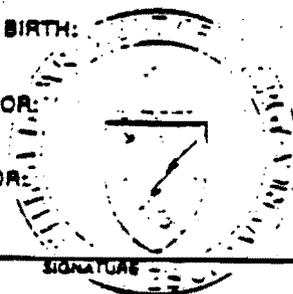
THIS IS TO CERTIFY THAT

WHOSE SIGNATURE, PHOTOGRAPH AND PHYSICAL DESCRIPTION APPEAR BELOW IS A DULY APPOINTED OFFICER OF THE UNITED STATES DEPARTMENT OF ENERGY AND, AS SUCH, IS AUTHORIZED PURSUANT TO SECTION 161.K OF THE ATOMIC ENERGY ACT OF 1954, AS AMENDED, TO BEAR FIREARMS IN THE DISCHARGE OF HIS OFFICIAL DUTIES. HE IS AUTHORIZED TO TRANSPORT RESTRICTED DATA AND OTHER CLASSIFIED INFORMATION.

No. 0815

**EXAMPLE**

DATE OF BIRTH:  
HEIGHT:  
HAIR COLOR:  
WEIGHT:  
EYE COLOR:



SIGNATURE

DIRECTOR OF SAFEGUARDS & SECURITY

No. 0815

FEDERAL OFFICER CREDENTIAL WITH SHIELD  
(AL/TSD NUCLEAR MATERIALS COURIER)

**FEDERAL OFFICER**

**U.S. DEPARTMENT OF ENERGY**  
**ALBUQUERQUE OPERATIONS OFFICE**

The person identified herein as a Courier of the United States Department of Energy is authorized to carry out and engaged in the official duties and without regard to the provisions of the Espionage Act of 1950, as amended.

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U-100 (2/83)



**THIS IS TO CERTIFY THAT**

is a Courier of the U.S. Department of Energy, U.S. Code, Title 10, Section 201(a), and is authorized to carry out and engaged in the official duties and without regard to the provisions of the Espionage Act of 1950, as amended.

This credential is the property of the United States Government, its transportation, alteration, or misuse is prohibited. It shall be returned to the U.S. Department of Energy, Albuquerque Operations Office, P. O. Box 9400, Albuquerque, New Mexico 87131.

**DIRECTOR**      **CLASSIFIED OFFICIAL**