




Department of Energy

Washington, DC 20585

August 25, 2006

MEMORANDUM FOR DISTRIBUTION

FROM:

ROBERT M. LINGAN
ACTING DIRECTOR 
OFFICE OF SECURITY OPERATIONS
OFFICE OF SECURITY AND SAFETY
PERFORMANCE ASSURANCE

SUBJECT:

Issuance of Local (Non-PIV-Green) Badges
as Interim Badges for PIV-Badge Applicants

Homeland Security Presidential Directive 12 (HSPD-12) requires agencies to issue "secure and reliable forms of identification" to be used for gaining physical access to federally controlled facilities. Part 1 of the Standard for Implementing HSPD-12 became effective October 27, 2005. It requires badge holders to undergo a process of Personal Identity Verification (PIV). Agencies are not precluded, however, from issuing local, site-specific badges to categories of individuals such as intermittent, temporary, or seasonal employees. This is an agency risk-based decision.

Currently, DOE Headquarters local (Non-PIV-Green) badges are issued only to individuals who require facility access for 6 months or less. They are not issued to PIV-badge applicants without written authorization. This policy was established on March 10, 2006. At the present time, Headquarters local badges are issued for up to 6 months, after which they cannot be renewed.

As the PIV process continues, it has become apparent that the current practice of requiring PIV-badge applicants to sign in as visitors on a daily basis until their PIV requests are approved is inconvenient for the applicants and has created significant increases in visitor badging and workload for Headquarters Security Operations. The PIV Team in the Office of Personnel Security, however, has experienced difficulty gaining the cooperation of applicants to resolve problems with their paperwork once they have been issued an interim badge. We are changing our procedures in hopes of mitigating these issues.



Effective immediately, we will issue local badges to PIV badge applicants 14 to 17 calendar days after the PIV paperwork is received in Personnel Security. A range of days is specified to allow the Badge Office flexibility in scheduling appointments. Until a local badge is issued, applicants for a PIV badge will be treated as visitors and will be subject to daily sign-in and screening procedures.

The Badge Office will notify applicants when they are eligible for a local badge based on data received from the PIV Team. This data will be updated weekly. Applicants must schedule appointments with the Badge Office to be issued their local badge. Upon issuance, applicants, their sponsors and respective HSOs will be advised that the local badge may be revoked at the discretion of the Office of Security Operations in cases where applicants are noncompliant with the timely completion of PIV application requirements. In such cases, applicants will revert to visitor status until a PIV badge is approved and issued. Local badge recipients will continue to be advised of their responsibilities, rules of behavior, and consequences for failure to comply as required by DOE Notice 206.3.

This change in procedures is designed to help DOE personnel perform their duties more effectively and efficiently without compromising the security and safety of DOE Headquarters facilities and their occupants. Your cooperation is appreciated.

Please address questions related to Badge Office procedures to Mr. Bill Dwyer at (202) 586-7887. Questions related to Personnel Security and HSPD-12 Personal Identity Verification can be addressed to Ms. Stephanie Scott Grimes at (301) 903-4175.

cc:

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