

I. Purpose

This directive establishes the U.S. Department of Education's (ED) physical security program for safeguarding personnel and government assets. The purpose is to assist Principal Offices (POs) and the Secretary's Regional Representatives (SRRs) in establishing appropriate physical security measures necessary to protect personnel, government property, and information.

II. Policy

Physical security programs shall be implemented within Headquarters and all Regional Offices based on pertinent Federal and internal regulations, and policies and the guidance that is established for the specific facility and jurisdiction. These programs shall be continually and effectively monitored by the Office of Management (OM), Security Services to ensure their integrity. At a minimum, a physical security program shall include:

- A. Building perimeter and access control program. Based on site security survey recommendations, the following measures may be used to control building, office, or parking access: armed guard fixed posts and patrols, use and display of ED or building passes, electronic badge access systems, personnel and package screening, visitor control, exit package checks, closed circuit television (CCTV) monitoring of public space, and perimeter barriers and intrusion detection systems.
- B. Procedures to take immediate, positive, and orderly action to safeguard life and property during an emergency.
- C. A comprehensive and continuing security awareness and education effort to gain the interest and support of senior management, employees, contractors, consultants, and visitors.
- D. Periodic inspections and risk assessments that include current security design criteria of facilities to ascertain whether a security program continually meets pertinent Federal and ED standards or regulations.

III. Authorization

Executive Order 12977, Interagency Security Committee (ISC); Title 40 United States Code Sections 1801, 3101, 581 -592; 41 CFR 101-20.3; 1950 Reorganization Plan No. 18, and the 1995 Department of Justice Vulnerability Assessment of Federal Facilities Report; ISC Security Design Criteria, May 28, 2001.

IV. Applicability

This policy is applicable to all ED employees, contractors, and visitors in Headquarters and all Regional Offices.

V. Definitions

- A. *Building Security Committee (BSC)*: Normally established by the Federal Protective Services (FPS) to evaluate and apply appropriate minimum-security standards developed for each type of facility. The BSC shall be composed of a FPS physical security specialist, tenant agency representatives, building employees, and union representative. The BSC ensures that appropriate security practices are followed, and employees are trained regarding the Occupant Emergency Plan (OEP), security awareness, and any special security practices.
- B. *Contracting Officer's Representative (COR)*: Individual, usually the FPS Regional Director, responsible for the management, performance, and quality assurance of GSA guard contractual services used in facilities.
- C. *Department of Homeland Security/Federal Protective Service (DHS/FPS)*: Under the authority of Title 40, United States Code, Sections 1315, FPS Police Officers are responsible for the protection of public buildings and other areas under the charge and control of DHS. They are also responsible for the enforcement of laws enacted for the protection of persons and property, the prevention of breaches of peace or unlawful assemblies, and enforcement of any rules and regulations of the Department of Homeland Security.
- D. *Facility*: A building, or part thereof, under the control of, assigned to, or leased by, or on behalf of ED and/or its components where its employees or contractors are present for the purpose of performing their official duties.
- E. *Headquarters Buildings*: Facilities located in the metropolitan Washington, DC area fully or partially occupied by ED employees.
- F. *Local Authorities*: Municipal, county, State, and Federal law enforcement (having local responsibilities) or public safety personnel, such as police, firefighters, arson investigators, or bomb threat investigators of the civil jurisdictions where ED facilities are located.
- G. *Occupant Emergency Plan (OEP)*: The procedures developed to protect life and property in a specific facility under stipulated emergency conditions. The OEP applies to the entire facility even though the facility may have multiple Federal occupant agencies.
- H. *Security Hours*: Established hours (normally nights, weekends, and holidays) during which levels of access/exit controls are heightened.
- I. *Visitor*: Any person who does not possess an ED building identification/pass or an authorized identification card.

VI. Responsibilities

- A. *ED Employees and Contractors* are responsible for adhering to the security requirements prescribed in pertinent Federal and internal ED, building rules, regulations, and security policies governing the safeguarding of personnel, facilities, property, and information. Employees and contractors shall report any incident or condition contrary to these requirements to the responsible security or law enforcement agency.
- B. *OM Security Services*, under the direction and supervision of the Assistant Secretary for Management, has primary responsibility for developing, planning, directing, and implementing ED's physical security program at Headquarters and Regional Offices. This includes coordination with law enforcement and investigative agencies.
- C. *Agency Technical Representatives (ATRs)* are responsible for assisting the COR in monitoring the guard contract performance and OM Security Services in implementing physical security programs at Headquarters.
- D. *Principal Officers/Program Directors* are responsible for ensuring that security programs are carried out within their respective areas of responsibility and designating in writing a Security Coordinator to serve as the focal point for physical security matters within that specific office or program. The Security Coordinator shall maintain continuous liaison with the Physical Security Officer on all physical security related matters, including establishing access procedures for ED space.
- E. *Secretary's Regional Representatives (SRRs)* or designee of Regional Offices are responsible for ensuring that security programs are implemented within his/her respective areas of responsibility. They shall designate a Security Coordinator to serve as the focal point for physical security matters for the specific Regional Office. The Security Coordinator shall maintain continuous liaison with appropriate tenant building security officials; Federal Protective Service, local law enforcement, and the Physical Security Officer on all physical security related matters.
- F. *Security Coordinators* are the primary focal point between the POs and the Physical Security Officer. Security Coordinators are responsible for representing their Principal or Regional Office on all physical security related matters and coordinating with the appropriate security officials and/or area Federal Protective Service or Building Security support staff. Security Coordinators may serve on Building Security Committee meetings when appropriate.
- G. *IT Security Policies*: The Office of the Chief Information Officer shall coordinate with the Physical Security Officer for the implementation and funding of all IT Security countermeasures in accordance with *Handbook OCIO-01, Handbook for Information Assurance Security Policy*. OM Security Services shall enforce and oversee the implementation of the countermeasures set forth in the *Handbook for Information Assurance Security Policy* and as stated in the following National

Institute of Standards documents; NIST FIPS Pub #31, and NIST Pub (SP) 800-12.

VII. Procedures

- A. *Access Control:* Written procedures in compliance with HSPD-12 shall be established in *OM:3-103 Identification Media (Credentialing) Directive* and approved by the Physical Security Officer to control employee/visitor entry, deliveries, and management of an effective property removal program in all facilities.
- B. *Emergencies:* Reports of emergencies and requests for assistance shall be directed to the specific agency listed in Appendix A or, if uncertain, by calling 911. The building Occupant Emergency Plan provides standard operating procedures for the protection of all employees located in a specific GSA or leased building.
- C. *Threats, nuisance calls, persons or correspondence:* Threats may be received in person, in writing, or by telephone. Information may be received about individuals or organizations that may pose a threat to the safety and security of personnel. Prompt notifications shall be given to the FPS, OM Security Services, security coordinator, and building guards of all threats, both internal and external. Contacts that do not contain a direct threat to do harm, but indicate intent to embarrass or harass, should not be ignored. Those also should be reported to OM Security Services. Chronic letter writers and multiple telephone calls from an individual generally create more of a nuisance than a threat. However, each occurrence should be monitored closely to determine any attitude change of the individual.
- D. *Reporting Procedures:* In addition to notifying the FPS, PO, and Regional Security Coordinators shall report all incidents involving the loss or damage to Government-owned or personal property, threats, assaults, or other criminal activity occurring in space to the Physical Security Officer. The reports shall be in writing, and forwarded to the Physical Security Officer within 24 hours.
- E. *Review for Security Services:* Requests for security services shall be coordinated with the Physical Security Officer prior to procuring security services. Items covered include, but are not limited to, contract guard service, maintenance support for access control systems, security alarms, CCTV systems, and/or other related protective services, systems, or equipment.
- F. *Security Systems Alterations:* All POs shall coordinate with the Physical Security Officer prior to any planned building/office change that would affect physical security systems or requirements.

Attachment A: Headquarters Emergency Contacts

Emergency Federal Protective Service (FPS) and Security Contacts

STEP 1: Call the FPS number for your building, see below, and report the incident.

STEP 2: Call (202) 205-9039, Headquarters Security, and report the incident.

Note: FPS Regional MEGACENTERS will dispatch local FPS response.

LOCATION	BUILDING	FPS NUMBER
District of Columbia	LBJ 400 Maryland Avenue, SW	202-708-1111 877-437-7411
District of Columbia	Potomac Center Plaza 550 12 th Street, SW	202-708-1111 877-437-7411
District of Columbia	Old Post Office 1100 Pennsylvania Avenue, NW	202-708-1111 877-437-7411
District of Columbia	GSA – ROB 3 7 th & D Streets, SW	202-708-1111 877-437-7411
District of Columbia	Mary Switzer FB 330 C Street, SW	202-708-1111 877-437-7411
District of Columbia	Capitol Place 555 New Jersey Avenue, NW	202-708-1111 877-437-7411
District of Columbia	1990 K Street	202-708-1111 877-437-7411
District of Columbia	470-90 L'Enfant Plaza	202-708-1111 877-437-7411
District of Columbia	525 School Street, SW	202-708-1111 877-437-7411
District of Columbia	Union Center Plaza 830 First Street, NE	202-708-1111 877-437-7411
District of Columbia	National Inst. for Literacy 1775 I Street, NW	202-708-1111 877-437-7411
District of Columbia	National Assessment Government Board 800 North Capitol Street, NW	202-708-1111 800-325-9034
Maryland	Landover Warehouse Landover Rd, Landover, MD	202-708-1111 877-437-7411

Attachment B: Regional Emergency Contacts

STEP 1: Call the FPS number for your building, see below, and report the incident.

STEP 2: Call (202) 205-9039 and email jerry.shepherd@ed.gov and christopher.strambler@ed.gov, OM Security Services in Headquarters, and report the incident.

Note: Calls are directed to FPS Regional MEGACENTERS operators who will dispatch local response.

LOCATION	BUILDING	FPS NUMBER
Boston	33 Arch Street Boston, MA 02109	877-437-7411 800-525-5726 617-565-4375 LEO
New York	Financial Center 32 Old Slip New York, NY 10005	877-437-7411 800-525-5726 646-372-0845 LEO
Puerto Rico	Federico Degetau Federal Building 150 Carlos Chardon Avenue Hato Rey, PR	877-437-7411 800-525-5726
Philadelphia	Wanamaker Building 100 Penn Square East Philadelphia, PA	877-437-7411 800-525-5726
Georgia	Atlanta Federal Building 100 Alabama Street, SW Atlanta, GA	877-437-7411 877-825-9334
Florida	9050 Pines Boulevard Suite 270 Pembroke Pines, FL 33024	877-437-7411 877-825-9334
Illinois	Citigroup Center 500 W Madison Street Chicago, IL 60661	877-437-7411 877-719-4894
Minnesota	W.E. Burger Federal Building 316 Robert Street St. Paul, MN	877-437-7411 877-719-4894
Ohio	Bank One Center 600 Superior Avenue, East Cleveland, OH	877-437-7411 877-719-4894
Texas	Harwood Center 1999 Bryan Street Dallas, TX	877-437-7411 303-236-2911
Missouri	8930 Ward Parkway Kansas City, MO	877-437-7411 816-926-6024
Colorado	Colonnade Center Federal Building 1244 Speer Blvd. Denver, CO	877-437-7411 303-236-2911
Colorado	Parkway Center 1391 Speer Blvd. Denver, CO	877-437-7411 303-236-2911
California	50 Beale Street San Francisco, CA 94105	877-437-7411

LOCATION	BUILDING	FPS NUMBER
California	One World Trade Center Suite 2300 Long Beach, CA 90831	877-437-7411
California	Federal Courthouse 5 01 "I" Street Suite 9-200 Sacramento, CA 95814	877-437-7411 303-236-2911
Washington	Jackson Federal Building 915 Second Avenue Seattle, WA	877-437-7411 303-236-2911
Washington	The Columbia Center (Bank of America) 701 5 th Street Seattle, WA 94102	877-437-7411 303-236-2911