Subject: EXTERIOR AND INTERIOR PHYSICAL SECURITY MEASURES

7-01-00   DEFINITION AND SCOPE

As defined in chapter 7-00, physical security is that part of
"security" that applies physical measures for the protection of
personnel, facilities, materials, equipment, and documents
against threats other than overt military action.   This chapter
delineates matters for consideration in addressing the exterior
and interior security of buildings and facilities.

7-01-10   PURPOSE

The purpose of this chapter is to identify the steps necessary
for determining exterior and interior protection requirements to
prevent and/or control loss or damage to DHHS facilities, injury
to DHHS employees, and to enhance the security of equipment,
materials and documents.

7-01-20   RESPONSIBILITIES

Chapter 7-00 specifies the Physical Security Program
responsibilities for officials of DHHS.   This chapter does not
add to those responsibilities but rather delineates in more
detail the considerations that must be addressed by Physical
Security Coordinators.

7-01-30   EXTERIOR PHYSICAL SECURITY MEASURES

Physical security surveys to determine the degree of protection
required must be conducted for each DHHS facility/installation.
The result of a survey may eventually become the
Facility/Installation Security Plan.   It is not feasible or
necessary for each location to have the same degree of

protection. Some of the considerations for determining the
degree of protection required are as follows:

A.   The value of that which is to be protected and the impact of
      its potential loss are significant factors.

B.   The need for guard patrolling of a facility or installation
      must be determined as an integral part of an overall plan.
      This protection method is costly. Automatic security and
      fire detection systems designed for continuous operation
      generally offer a higher degree of protection at less cost.
      The need for guards to protect against theft, intrusion and
      vandalism and to control admittance of personnel during or
      after normal business hours are key issues to be considered.

C.   Fire protection considerations are important. Statisti-
      cally, most fires occur while a building is occupied. An
      effective fire prevention program should be a part of the
      Safety and Occupational Health Program covering each
      building. Facility-related fire protection features are
      normally the responsibility of the office charged with
      building and space management. Refer to the HHS Safety
      Management Manual, OSHA Standards and NFPA Codes for
      additional guidance to provide adequate fire protection for
      HHS facilities and buildings. It is also recommended that
      the local fire department be contacted for fire safety
      surveys and building familiarization.

D.   The matter of protecting critical or sensitive areas needs
      careful study. Major computer sites, telecommunications
      facilities and life support equipment such as power, water,
      gas and HVAC components need special protection.
      Consideration must be given to restricting access to these
      types of sites.

E.   Consideration must be given to installation and use of
      protective lighting which can discourage unauthorized entry
      or inappropriate activity outside a building.

F.   Consideration should be given to alarm systems as a means of
      communicating a warning of potential or present danger.
      Systems are available to protect against vandalism,
      burglary, fire and smoke and to control entry and exit.

G.   Consideration must be given to having the appropriate
      level of building entry control. Options should be studied
      for their cost-effectiveness. One or more of the following

means can be utilized:

o   Closing of all except absolutely necessary entrances.

o   Staffing of entrances with security guards or
     receptionists.

o   Controlling access through badging of employees and
     visitors. (See 7-01-50).

o   Controlling access through special locking and/or
     electronic or computerized recognition devices.

o   Inspecting packages and other materials entering or
     leaving the building.

7-01-40   INTERIOR PHYSICAL SECURITY MEASURES

The Facility/Installation Security Plan must address measures for
interior physical security. Some of the considerations for
determining the degree of protection necessary involve the
following:

A.   Various special areas within a building will require special
     access controls such as special badging, special locking
     systems, etc. An analysis of the degree of protection
     required versus the cost of the protection must be made.

B.   Special steps must be taken for the protection of government
     checks, savings bonds, etc.

C.   Special protection must be given for controlled substances,
     dangerous drugs, narcotics, small arms, ammunition,
     dangerous chemicals and laboratory substances, etc.

D.   Consideration must be given to designing a key control
     system if key locks are one of the elements of a physical
     security system.

E.   Special physical security measures must be taken for
     locations where various types of classified documents are
     stored and/or used by staff. For these programs it is
     possible to get security consulting assistance from the
     Federal Emergency Management Agency. The provision of paper
     shredding equipment and the proper handling of waste
     shredded paper may become a factor.

F.   It may be necessary to install adequate lighting and/or
      intrusion detection systems in very sensitive areas.

G.   It will be necessary to develop and publish an Emergency
      Evacuation Plan for each building/facility. The plan must
      be definitive on a number of issues related to effective
      evacuation made necessary due to fire, bomb threat, or other
      disturbance. Special emphasis in these plans will be given
      to provisions for the evacuation of the handicapped.

H.   Consideration should be given to the possibility or
      necessity of x-raying incoming mail/packages as a part
      of mail handling security.

7-01-50   EMPLOYEE BADGING

A.   OPDIV, Regional and OS Headquarters policies issued in
      accordance with paragraph 7-00-40C of this manual will
      include directives for issuance of ID badges. This chapter
      does not speak to the necessity or issuance of identifi-
      cation papers or devices that are not also to be used for
      physical security purposes.

B.   Although OPDIVs, Regional and OS Headquarters are required
      to issue directives relating to ID/badging cards, it may not
      be necessary to make it mandatory that an ID/badging
      mechanism be used for all facilities or all employees.
      Rather, the application of ID/badging cards within the
      overall physical security plan is optional at the discretion
      of the OPDIV Head, Regional Director and OS Headquarters
      Manager. The responsible official may determine that other
      forms of physical security entry control are more cost-
      effective.

C.   All ID/badging systems used for physical security purposes
      within the Department are required to conform to the policy
      in this chapter no later than the beginning of fiscal year
      1992. HHS Regional Offices and OS Headquarters elements
      will conform to this policy no later than the beginning of
      fiscal year 1991.

D.   When it is determined that a form of ID/badging cards is to
      be used either alone or as part of a more comprehensive
      employee identification and/or physical security system, the
      HHS Form 576 (Rev. 06/01/87) is the sole form authorized for
      use within the Department. Use of all other forms is to be
      discontinued by the dates mandated in paragraph 7-01-50A

above. With respect to the application of this form:

o   The form may be obtained in various background/print
      colors for general coding purposes though specific
      background/print colors will not be assigned to
      specific organizational elements. The cards may be
      ordered with provisions for magnetic strips and other
      forms of "reader" identification. The cards may also
      be ordered so as to be affixed via adhesive to other
      security/entry cards or devices.

o   The application of the form may be customized with
      respect to actual detailed design of locally added
      color sections, coding schemes, label data elements,
      etc.

o   Use of the color of solid red or blue labels on the
      standard light blue background on the front of the HHS
      Form 576 panel will be restricted on a Departmentwide
      basis to selected senior Departmental officials as
      assigned by the Division of Buildings Management and
      Telecommunication in the Office of the Secretary.
      Colors and other distinguishing design features
      selected by OPDIV Heads, Regional Directors, and the OS
      Headquarters Manager to customize their ID badges will
      be registered prior to the submission of an order for
      their customized version of the existing HHS Form 576
      that heretofore was provided with only a standard light
      blue color background on the front panel. Similarly,
      other distinguishable features on the front of the HHS
      Form 576 that should be considered when custom
      designing and identified for registration purposes are:

            o   Badge background color
            o   Picture background design and color
            o   Border design and color
            o   Organization designation print on the
                front label

Registration and clearance for use of a
customized HHS Form 576 will rest with the:

Division of Special Programs Coordination (DSPC)
Office of Management and Operations
Department of Health and Human Services
330 Independence Ave., S. W. - Room 4700
Washington, D. C. 20201
Telephone (202) 245-7426 or FTS 245-7426

o   The HHS Form 576 will be procured and the distribution
        controlled for the entire Department on a centralized
        basis by the Division of Administrative Services within
        the Office of the Secretary. The mailing address is
        the same as for DSPC. The telephone number is 245-6333.

E.   OPDIV, Regional and OS Headquarters policies issued
     regarding ID/badging systems will insure the following:

o   Badge/ID will be issued and controlled in such a way as
        to have a mandatory expiration time period not to
        exceed five years;

o   Storage, distribution and utilization or blank copies
        of HHS Form 576 will be controlled at all levels
        throughout the organization to insure that blank forms
        do not fall into the hands of unauthorized personnel;

o   Processing procedures for all personnel leaving
        employment or ending other relations (such as contract)
        with the organization will insure that badges are
        collected and destroyed. Physical Security
        Coordinators will insure that appropriate logs and
        controls are in place to insure compliance with this
        provision;

o   Departmentwide acceptance of all badges issued on the
        HHS Form 576 for entry into general office space of any
        HHS organization where there are no unique or special
        security requirements.

F.   All HHS organizational elements are encouraged to make
     maximum use of "cross-servicing" arrangements with
     established administrative elements for issuance and control
     of badges so as to promote efficiency in administration of
     the system. (Example: OPDIV field elements may elect to
     have the Regional Office, Division of Administrative

Services provide badge/cards for their employees). This
policy is not meant to imply that all field elements within
any given region must use a single ID system; rather, OPDIV
field elements will follow the badging/policy of their
respective OPDIVs. Within a regional office proper,
however, a single system will be utilized in accordance with
the OS badging/ID policy.

G.   After issuance of an identification badge, in areas
      where there is any degree of physical security
      sensitivity or in buildings where it is necessary to
      have employees show their ID/badge, the ID badge must
      be worn visibly at all times by all employees. The
      visible wearing of badges by all employees under such
      circumstances is a significant deterrent to
      unauthorized entry and access to work areas.

Services provide badge/cards for their employees). This policy is not meant to imply that all field elements within any given region must use a single ID system; rather, OPDIV field elements will follow the badging/policy of their respective OPDIVs. Within a regional office proper, however, a single system will be utilized in accordance with the OS badging/ID policy.

G.   After issuance of an identification badge, in areas where there is any degree of physical security sensitivity or in buildings where it is necessary to have employees show their ID/badge, the ID badge must be worn visibly at all times by all employees. The visible wearing of badges by all employees under such circumstances is a significant deterrent to unauthorized entry and access to work areas.