

SECURITY AND LAW ENFORCEMENT

1. REASON FOR ISSUE: To expedite implementation of all recommendations of the Office of Inspector General's "Review of Security and Inventory Controls Over Selected Biological, Chemical, and Radioactive Agents Owned and Controlled by Department of Veterans Affairs Facilities," Report No. 02-00266-76, March 14, 2002.

2. SUMMARY OF CONTENTS/MAJOR CHANGES: VA Directive 0730, Security and Law Enforcement, dated August 11, 2000, is revised as follows:

- a. Add paragraph 2.n "Use of Facility Identification Cards."
- b. Add paragraph 2.o "USA Patriot Act of 2001."

3. RELATED HANDBOOK: VA Handbook 0730 and 0730/1, Security and Law Enforcement.

4. RESPONSIBLE OFFICE: The Police Service, Office of Security and Law Enforcement, is responsible for the material contained in this directive.

5. RESCISSION: None.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/
Robert N. McFarland
Assistant Secretary
for Information and Technology

/s/
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Acting Assistant Secretary
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Security and Law Enforcement

2. Policy

n. **Use of Facility Identification Cards.** All VA employees and affiliates are required to wear an official facility employee identification card or badge at all times while on Department property.

(1) The card or badge will be worn with the identifying information, including the photo, facing out.

(2) The design of the card or badge will include the following data as a minimum:

(a) Full face photo, frontal pose

(b) Identification of the employing VA facility

(c) Full name and title of employee

(d) Name of Service or unit of assignment

(e) Expiration date of the card or badge

(f) The Official VA Seal as a tamper evident watermark or other, similar anti-counterfeiting security device.

(3) ID cards or badges must be carefully controlled. Blank card or badge media must be appropriately secured and a continuing inventory maintained. Arrangements for retrieving cards/badges from separating employees will be a part of facility policies.

(4) Department employees who normally work on properties under the charge and control of the Administrator of General Services will follow appropriate GSA identification and pass card policies.

o. **USA Patriot Act of 2001**

(1) Directors of VHA field facilities will, in compliance with the USA Patriot Act of 2001, identify positions involved in the shipment, receipt, or possession of select agents defined in 42 CFR Section 72.6(j) and in compliance with 42 CFR §§ 73.4 and 73.5; 7 CFR § 331.3; and 7 CFR § 121.3. Each position must have a designated sensitivity or risk level and appropriate background investigations must be accomplished and adjudicated prior to the placement of appointees or employees in these positions. In addition, a security risk determination of the employee must be completed in accordance with the following laws or policies: 42 CFR § 73.8(d); 7 CFR § 331.10(h); 9 CFR § 121/11(h); VA Directive and Handbook 0710; and VHA Directive 2002-075. This

may require establishment of temporary positions that do not require the above duties. See Public Law 107-56, Section 817, October 26, 2001, 115 STAT. 385.

(2) In particular, VHA field facilities must identify those positions whose duties require routine and recurring access to bio-hazardous materials, as defined in VHA Directive 2002-075, and on listings maintained by the Centers for Disease Control. This includes positions in bio-safety level 3 research or clinical laboratories, bio-safety level 2 research or clinical laboratories, and other sites that might have the CDC listed bio-hazardous materials. Include non-citizens, without compensation, and contract employees. The current positions sensitivity level should be reviewed to determine if the appropriate designation exists. Requests for an upgrade in the position sensitivity level designation will be forwarded to the Office of Security and Law Enforcement, Security and Investigations Center (07C) in VA Central Office.

(3) A listing of bio-hazardous select agents, biological agents and toxins is maintained by the Centers for Disease Control (CDC). An updated listing is located at <http://www.bt.cdc.gov/agent/agentlist.asp>.