

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION		NUMBER: 4620-001
SUBJECT: USDA Headquarters Complex Security Program Identification Cards	DATE: February 26, 1995	
	OPI: Assistant Inspector General for Security and Special Operations, OIG	

1 PURPOSE

To codify the security requirements for access to the USDA complex in Washington, D.C.

2 POLICY

All USDA employees and non-USDA employees working in the USDA Headquarters complex shall be required to display their Form AD-422, "USDA Photo Identification Card," or a comparable authorized identification card (ID) on their person at all times while within the complex.

The wearing of USDA identification is not a matter of personal choice. It is a requirement instituted to assure the safety of both employees and property within the USDA complex.

3 SECURITY PROCEDURES

a Employees will:

- (1) be personally responsible for the safeguarding and display of ID;
- (2) display ID, by means of a badge clip or chain necklace, at all times while within the USDA Headquarters complex;
- (3) obtain a Visitor's Pass if they do not have their ID, before being allowed entry into the complex and display that pass in lieu of the USDA identification; and

(4) return the Visitor's Pass to the guard desk at the end of the work day.

b Supervisors and Managers will:

(1) be responsible for ensuring that subordinates comply with all security regulations and procedures;

(2) personally identify to the guards a subordinate who forgets his or her ID and personally authorize the issuance of a Visitor's Pass to such an employee;

(3) counsel employees who repeatedly forget or fail to display their ID's. Document each instance of an employee forgetting or failing to display his or her ID and forward a copy of this documentation to your responsible personnel office and to the Assistant Inspector General for Security and Special Operations (AIG/SSO), Room 412-A, Administration Building;

(4) request appropriate disciplinary action against those employees who continue to forget or fail to display their ID's after being repeatedly counseled on the subject. Forward a report of any such disciplinary action to the AIG/SSO for review;

(5) obtain a detailed statement of the loss of an ID from the employee and forward it to the AIG/SSO for review; and

(6) limit access to working areas by non-authorized persons or an individual without proper ID displayed is noticed, attempt to ascertain the identity of the individual and the nature of his or her business. If the individual claims to be an employee who has forgotten his or her ID, or claims to

be a visitor, call the OIG Security Office.

4 SPECIAL INSTRUCTIONS

a Repeated failure of an employee to properly display an ID may subject them to appropriate disciplinary action.

b If an individual ID is lost or stolen, the loss will be reported to supervisor within 24 hours of discovering the loss. A complete statement will also be provided detailing the circumstances under which the loss or theft occurred. ID's lost or stolen as a result of negligence may result in appropriate disciplinary action being taken.

c Each employee is responsible for limiting access to working areas by non-authorized persons. If an individual without a proper ID displayed is noticed, notify your supervisor. If a supervisor is not available, phone the OIG Security Office (447-6270), giving your name and the location and description of the individual.

5 INQUIRIES

Direct all inquiries to ROBERT F. SMITH, Assistant Inspector General for Security and Special Operations at 447-3965.

END

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF INSPECTOR GENERAL

WASHINGTON, D.C. 20250

February 26, 1985

MEMORANDUM TO ALL EMPLOYEES

THE WASHINGTON, D.C. METROPOLITAN AREA

Emergency Security Measures

Beginning March 4 and extending through March 8, 1985, all doors in the South Building which are normally kept unlocked and unalarmed to permit unhindered exit from the building during the hours of 4 p.m. to 5:45 p.m., will remain locked and alarmed.

Employees working on the Independence Avenue side of the South Building shall only use Wings 2 and 4 as entry and exit points. Wings 1, 3, 5, 6, and 7 will be locked and alarmed. In case of emergency, guards will be available to open the locked doors. Wing 2 opens at 6 a.m. and closes at 6 p.m. on business days. Wing 4, All remain open 24 hours a day, 7 days a week.

Employees working on the C Street side of the South building shall only use Wings 1 and 5 as entry and exit points, Wings 2, 3, 4, 6, and 7 will be locked and alarmed. In case of emergency, guards will be available to open locked doors. Wings 1 and 5 open at 6 a.m. and close at 6 p.m. on business days.

Parking courts will remain open during the above mentioned dates, but employees are advised that during special security situations it may be necessary to secure the courts for a period of time during which entry/exit may not be possible. Upon entering assigned courts, vehicle operators and passengers will be required to display their identifications and the vehicle parking permit must be in full view.

John V. GRAZIANO

Inspector General