

HSO SPOTLIGHT 011-2007R: Moving Security Containers (Safes) - **REVISED**

What is the issue:	Moving Security Containers (Safes)
Why do we need this?:	Control and accountability of security containers
Who is impacted?:	Persons possessing security containers
What does the HSO need to do?:	Distribute to your organizational personnel

All relocations of security containers (safes) at Headquarters must be coordinated through the Element's A Property Representative (APR) and Headquarters Security Officer (HSO). For safety reasons, the actual moving of containers must be performed by the Office of Management (MA) movers. The request for service from MA is made by submitting a work order to your Element's APR and/or Requisition Officer and/or HSO who will assist in submitting the request to MA.

Like all other accountable property (any item that has a DOE property tag affixed), ownership and location of security containers must be tracked through the Sunflower System. The Element's APR will initiate the appropriate request in the Sunflower System. The Element's HSO must also be made aware of the relocation in order to update the Appendices to the Headquarters Facilities Master Security Plan and then submit the changes to Carrienne Zimmmerman, Security Survey Team, HS-1.31.

Additionally, when a security container is moved, the Protective Force needs to be notified. This information is sent to the Building Security Managers (Germantown - Mike Zimmerman, 3-2177, or Forrestal - Bill Riddle, 3-2177). A memo in electronic format (Word.doc, Adobe.pdf, or e-mail) is preferable.

If you have any questions, please contact either [Mr. Zimmerman](#) or [Mr. Riddle](#) at the phone numbers listed below.