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SECURITY

AT

OFFICE OF SCIENCE HEADQUARTERS

www.sc.doe.gov/sc-31/security/

8/2008



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SC-31.3 SAFEGUARDS & SECURITY DIVISION

- S&S Division Director.....Collis Woods, 301-903-0334
- SC HSO.....Mark Thornock, 301-903-2995
- SC ALTERNATE HSO.....Carolyn Murphy, 301-903-2158
Collis Woods, 301-903-0334
- SC PERSONNEL SECURITY.....Carolyn Murphy, 301-903-2158
- FV&A.....Lucretia Johnson, 301-903-9712

For additional information, please refer to the SC-31.3 website:

www.sc.doe.gov/sc-31/security/



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Any Emergency

DIAL 166

Report the emergency to
Protective Force



Health Unit Numbers:

Forrestal	202-586-9765
Germantown	301-903-4275



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BADGES

- Your badge shall be worn at **all times** while at work above your waist and visible.
- DOE badges indicate each employee’s access authorization level:

Access Authorization	Restricted Data (RD)	Formerly Restricted Data (FRD)	National Security Information (NSI)
“Q”	Top Secret Secret Confidential	Top Secret Secret Confidential	Top Secret Secret Confidential
“L”	--- --- Confidential	--- Secret Confidential	--- Secret Confidential
<p>“BAO” Building Access Only</p> <p>“PIV” Personal Identification Verification</p>	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> <p>NOT AUTHORIZED FOR ACCESS TO CLASSIFIED INFORMATION</p> </div>		



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Foreign National

“Q”

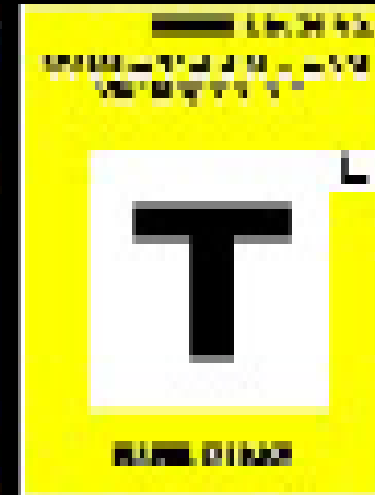
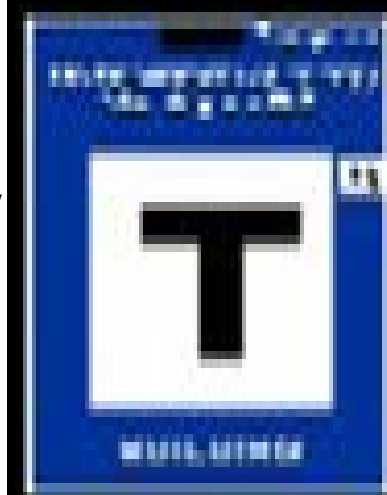
“L”

“BAO”

Permanent Badges



Temporary Badges





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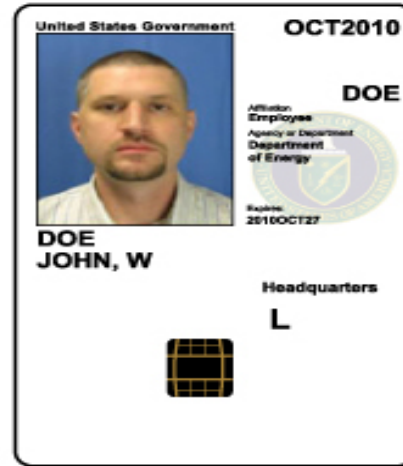
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HSPD 12 Badges

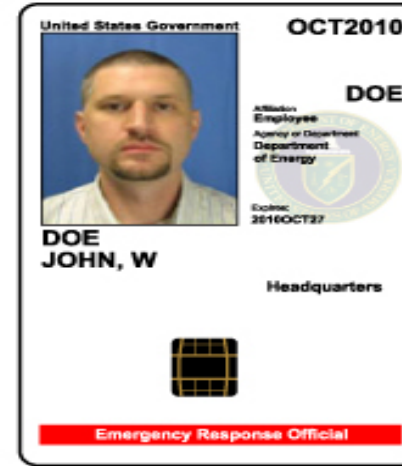
FEDERAL EMPLOYEE
"Q" CLEARED



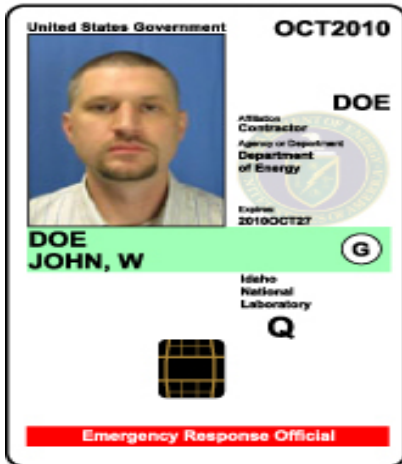
FEDERAL EMPLOYEE
"L" CLEARED



FEDERAL EMPLOYEE
UNCLEARED



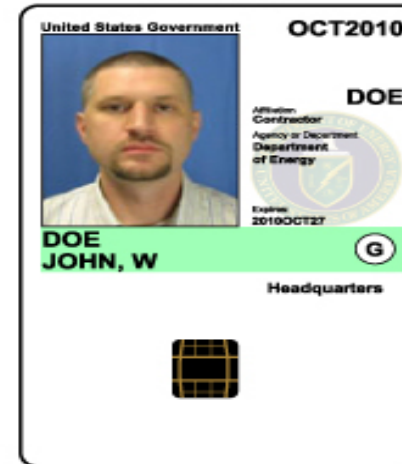
CONTRACTOR EMPLOYEE
"Q" CLEARED



CONTRACTOR EMPLOYEE
"L" CLEARED



CONTRACTOR EMPLOYEE
UNCLEARED





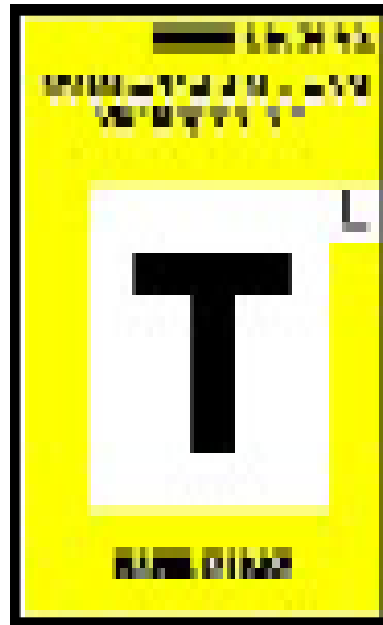
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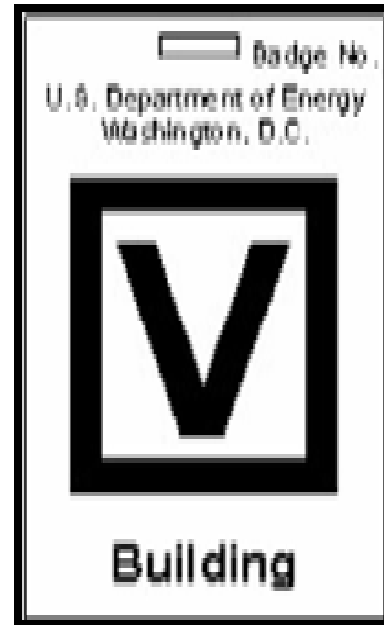
VISITOR BADGES

U.S. CITIZENS

WITH
CLEARANCES



WITHOUT
CLEARANCES



Foreign
Nationals





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ISSUANCE OF BADGES

All Federal employees will be issued a permanent security badge after the completion of a favorable National Agency Check and Inquires (NACI) and also by completing the initial security briefing from the Office of Health, Safety and Security (HSS). Contractor employees will only be authorized permanent badges when requested by the contractor COR and will be processed in accordance with DOE and Homeland Security Presidential Directive-12 (HSPD-12) requirements.

REPLACEMENT OF BADGES

All worn or damaged badges should be returned to the DOE Badging Office for immediate replacement. Employee's should also obtain a new badge when personal physical characteristics are changed.



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You must notify the Badging Office immediately if you have lost, misplaced, or inadvertently destroyed your badge, or if it was stolen.

FORGOTTEN BADGES

If you have forgotten your badge, you may sign yourself into Headquarters facilities at the Visitors' Desk after appropriate verification of your identity. **(NOTE : YOU WILL NOT BE ALLOWED TO SIGN IN ANY VISITORS).**

Badging Office Locations

Forrestal: 1G-033 (202-586-5764)

Germantown: B-106 (301-903-3330)



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Contractor Badging

- The sponsor should initiate updated badge cards (**TYPED or PRINTED legibly**) as soon as a contract or detail has been extended or renewed.
- Please be aware that the DOE sponsor is not the person that should sign pre-employment checks.
- Do not assume US citizenship. This must be verified via I-9.**
- Contractor badges expire on the contract expiration date/ the end date on the latest badge request.

Contact: Carolyn Murphy
H-202, (301-903-2158)



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Prohibited Articles

The following articles may **not be** brought into the DOE Headquarters:

- Dangerous Weapons
- Explosives
- Other dangerous instruments or materials likely to produce substantial injury or damage to persons or property
- Alcoholic beverages (May be permitted for special functions (e.g., office parties, promotions, retirement, etc.), with written request/approval by the HSO.)
- Controlled Substances (e.g., illegal drugs or paraphernalia, but not prescription medication).



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Controlled Articles

- Controlled Articles **may not** be brought into a Limited or Exclusion Area without prior authorization from the HSO's Office or the Cyber Security System Manager (CSSM) as appropriate.
- **Any personal electronic equipment that possesses a recording capability** (including tape recorders, i-Pods & Mp3's) – HSO).
- **Any device** (including cellular phones equipped with cameras) that may photograph or otherwise image classified matter (Note: unofficial photography is prohibited) –HSO.
- **Privately-Owned Computers/Laptop:** Computers possessing a data port compatible with automated systems in the Security Area –CSSM.



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Visitors

- Visitors may be granted access to Headquarters facilities during regular working hours by signing in at the Visitors' Desk.
- Visitors may be required to provide positive photo identification to the security officer or receptionist controlling access, sign in, and identify the individual to be visited.

Foreign National Visitors

- If any of the visitors are foreign nationals then their information must be processed and approved in the Foreign Access Central Tracking System (FACTS) before access is granted.
- Uncleared foreign national visitors to DOE HQ facilities will be issued a site-specific red foreign national security badge by the Receptionist or Protective Force Officer identifying them as foreign national visitors.



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Visitors (Cont'd)

Escort Procedures:

- An escort is not always needed. However, if the visitor is unfamiliar with the facility, the visitor may request the host office to assist in locating the office or employee to be visited. It is the responsibility of the office being visited to provide the requested escort.
- During security hours, uncleared visitors must be escorted at all times while in DOE HQ facilities. Security hours are 6:00 p.m. to 6:30 a.m. weekdays, and 24 hours per day on weekends and Federal holidays.
- All uncleared visitors to a HQ Limited or Exclusion Area must be escorted at all times by an appropriately cleared U.S. citizen who is a permanently badged employee. It is the responsibility of the office to be visited to ensure that an authorized escort is assigned to the uncleared visitor. The escort-to-visitor ratio should be sufficient to ensure effective control of visitors.



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Official Foreign Travel

- **All DOE employees**, federal or contractor traveling to a foreign country on **official government business**:
 - Must fill-out a request for approval of Foreign Travel on the Foreign Travel Management System website (<https://ftms.doe.gov>)
 - You can access a printed form to later enter into the system from the site.
 - Counterintelligence may **brief** you before you leave the country and **debrief** you when you come back.
 - If you have any questions contact Ugi Carter, at 301-903-9863



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Official Foreign Travel (Cont'd)

- The risk of becoming an intelligence target increases greatly during foreign travel. As an American government official, scientist, or business traveler with access to useful information, you can become the target of a foreign intelligence or security service at **ANYTIME** in **ANY** country.

**Assume that you are being observed and overheard at all times while on official travel!
(This includes cell phones, laptops, Blackberries.)**



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Unofficial Foreign Travel

- If you **HOLD** or have **HELD**, within the last five years, a DOE **Q** or **L** security clearance and visit:
 - **Sensitive Countries:** DOE Order 551.1A requires you to fill out DOE form F1512.1 thirty days prior to travel and provide it to Ugi Carter 301-903-9863.
 - **Non-sensitive Countries:** For your safety contact Ugi Carter, 301-903-9863, in room F-237, for security information or advisories.



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Foreign Visits & Assignments (FV&A)

- As soon as you know of a foreign visit, please complete either a short form or long form or contact Lucretia Johnson, **301-903-9712**, or stop by her office in room G-220.
 - If the foreign national is from a **Non-Sensitive Country**: short form is to be completed and submitted **7 days** prior to the visit.
 - If from a **Sensitive/Terrorist Supporting Country**: long form is to be completed and submitted **30 days** prior to the visit.



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Foreign Visitors

- Foreign nationals **cannot have access to cyber systems without prior approval** from the appropriate Associate Director/Office Director, the Cyber Security System Manager (CSSM), and a have a documented security plan.
- Identify the specific cyber system to which access is granted and the anticipated time period of the access.
- Must be based on a documented assessment of risks and an identification of access controls.



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J-1 Visa Waivers

- The **HOST** and **SPONSOR** must be familiar with the J-1 Visa waiver checklist.
- To receive a checklist or to discuss further please stop by our office (G-220) or call **Julie Squires, (202-586-4048)**



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Access to Security Area



- **ONLY** cleared personnel may have **UNESCORTED** access.
- **Do not** allow **UNCLEARED** personnel to "piggy-back"
- **"Temp Q"** and **"Temp L"** badge holders do not require an escort, however, they cannot escort
- **"Temp Q"** and **"Temp L"** badges cannot be used in the card reader
- **Visitor** badges do not work in any of the card readers
- **Security Hours** include the weekends, holidays, and the period 8:30 p.m. to 6:00 a.m, Monday through Friday. During security hours additional access controls apply. All personnel accessing all DOE HQ facilities will be electronically screened.



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In Case of a Telephone BOMB THREAT

- Visit the web link below and follow the checklist instructions:

http://www.sc.doe.gov/sc-31/security/bombthreat_checklist.html





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Telephone Bomb Threat Check List (Continued)

Voice Characteristics	Speech	Language	Accent	Manner	Background Noises
Loud	Fast	Excellent	Local	Calm	Factory Machine
Soft	Distinct	Fair	Not Local	Angry	Trains
Deep	Stutter	Foul	Foreign	Rational	Airplanes
High Pitch	Lisp	Good	Race	Irrational	Bedlam
Raspy	Slow	Poor	Region	Coherent	Animals
Intoxicated	Distorted	Other		Incoherent	Music
Other	Nasal			Other	Quiet
	Other				Street Traffic
					Party Atmosphere



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ACCESS TO CLASSIFIED INFORMATION

- Must have a
NEED TO KNOW

&

- Proper Security
Clearance Required





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Classified Conferences and Discussions

- Classified conferences and discussions, or classified document storage & review can **ONLY** be held in approved Security areas at Germantown and Forrestal.

Contact: **Mark Thornock, 301-903-2995**



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Access Authorizations (Clearances) By Category and Level

Category	DOE "L"		DOE"Q" (Through Top Secret)
	Confidential	Secret	
NSI	Yes	Yes	Yes
FRD	Yes	Yes	Yes
RD	Yes	No	Yes



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SC-31.3 WEBSITE

www.sc.doe.gov/sc-31/security/