

## HSO SPOTLIGHT No. 002-2007

<b>What is the issue:</b>	TESA Lock Access and New Badges
<b>Why do we need this?:</b>	Instruct holders of newly issued security badges in the possible delayed badge operation of TESA locks
<b>Who is impacted?:</b>	All individuals authorized access to a TESA lock
<b>What does the HSO need to do?:</b>	<b>Distribute information to his/her organizational personnel who have, or will have, access to a TESA lock</b>



All DOE Headquarters photo identification security badges are initially coded when issued by the Forrestal (FORS) or Germantown (GTN) Badging Offices. The coding allows an individual to access specifically authorized turnstiles, rooms, limited areas, exclusion areas, etc. Individual badges are coded based on various parameters including assigned work location and access authorization (security clearance.) Once the badge is issued by the Badging Office, it is almost immediately operable, with the exception of TESA locks, in all authorized access control equipment. Note, upon initial use of a new badge, it may take several swipes through the card reader before the security system recognizes the new badge. In the rare case a new badge fails to function during normal working hours, please contact Richard Verceles, HS-1.31, on 3-1362 for GTN offices or Marc Smith, HS-1.31, on 6-2655 or 6-1422 for FORS offices. If this badge failure happens after work hours, please contact the Central Alarm Station (CAS) on 3-2403 at GTN or 6-6900 at FORS and they may be able to assist you.

Individuals requiring access to TESA locks must have their security badge encoded a second time by a DOE alarm technician before the badge will operate a designated TESA lock. This is a separate action that must be completed after the security badge is issued by the Badging Office. Several actions must occur in a specified order before the badge can be encoded for TESA lock access. These actions are:

1. Upon issuance of a new badge by the Badging Office, the recipient must notify his or her Headquarters Security Officer (HSO) that he/she has been issued a new badge, and must also include the new badge number.
2. The HSO must in turn notify [Jim Raysinger](#), HS-1.31, that a new badge was issued to a specified named individual (including badge number) and that the individual is authorized to access a specified TESA lock. The notification is made by the HSO forwarding an updated access list for the specified TESA lock.
3. Upon approval by the HS-1.31 representative, a DOE alarm technician will contact the badge holder to schedule a time to meet at the individual's work location and encode the

badge for TESA lock access. (Note, badges for employees located at 950 L'Enfant Plaza are encoded every other Tuesday.) Again, the badge will not operate TESA locks until it has been encoded during this separate process.

### **Important Reminders**

- All new badges, **even those re-issued due to loss or damage**, must be separately encoded before they will operate a TESA lock.
- Individuals with badges that **have been encoded** for TESA lock access may contact the CAS for **emergency access** if their encoded badge is not available. This option is available only for emergency access. The CAS operator will consult the current authorized access list before allowing access.
- Individuals with badges that **have NOT been encoded** for TESA lock access may not gain emergency access by contacting the CAS. Because the badge has not been encoded, the individual's name will not appear on the authorized access list.