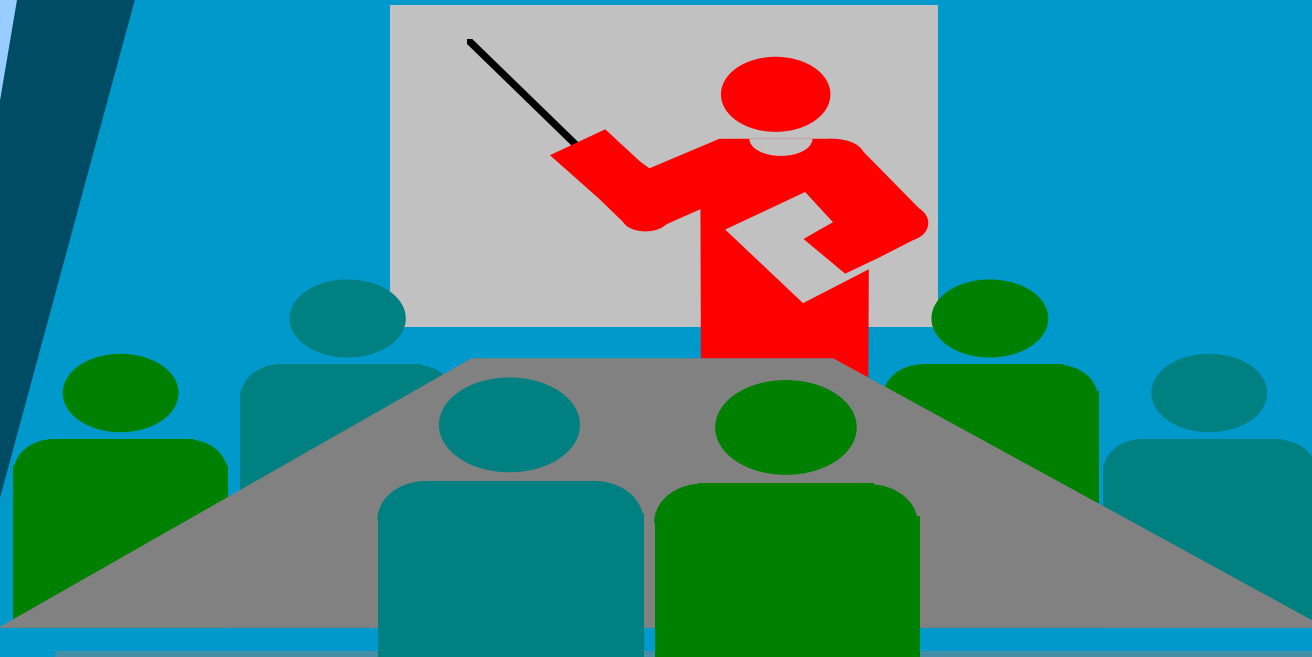# Introduction to Security Awareness Briefing

Office of Security @ NOAA

Agenda/Topics to Be Covered

- **Introduction**
- **Security policies & procedures**
- **Security Force**
- **Property Control**
- **Access to NOAA Facilities**
- **NOAA ID Badges and Door Keys**
- **Emergency Call Boxes**
- **Crimes & other Emergencies**
- **Information Technology & Security**
- **Office of Security Staff**
- **Summary**

Introduction

◆ **We are responsible for establishing and implementing Department of Commerce's program for the protection of Federal resources including information, property, and people.**

◆ **We provide NOAA personnel and visitors with security services and information necessary to ensure a safe and secure environment.**

◆ **To have an effective program, we encouraged ALL to adhere to security policies and procedures.**

Introduction Con't

Services Available
- **Fingerprinting**
- **ID Cards**
- **Keys to the NOAA Facilities**
- **Physical Security Surveys and Compliance Reviews**
- **Briefings: Foreign Travel, National Security Information, Mail Bomb, Security Briefing Course, Personal Protection**
- **Security Education Information and Materials**
- **Operational Security needs, etc.**

Security Policies & Procedures

- **Business Hours**
  - **6 a.m. – 6 p.m**
- **Security Hours**
  - **6 p.m. – 6 a.m.**
- **Everyone must wear NOAA issued ID Badge above their waist at all times.**
- **Expired ID badges will be confiscated and de-activated by the Security Guards.**

- **Lost badges must be reported to Security immediately**
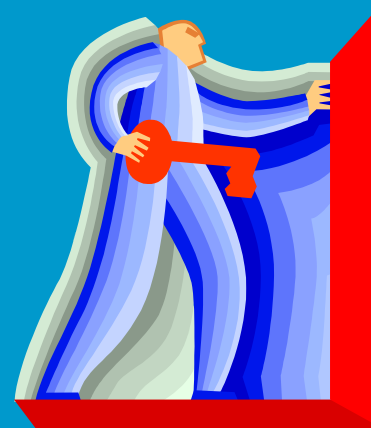
Contract Security Force Requirements

- ◆ **Monitor alarms and access control system**
- ◆ **Monitor access to parking lots and garages**
- ◆ **Check ID, inspect packages, patrol facilities and grounds**
- ◆ **Provide escorts to garages**
- ◆ **Respond to emergencies**
- ◆ **Handle lost and found property**
- ◆ **Report incidents**
- ◆ **Assist visitors**
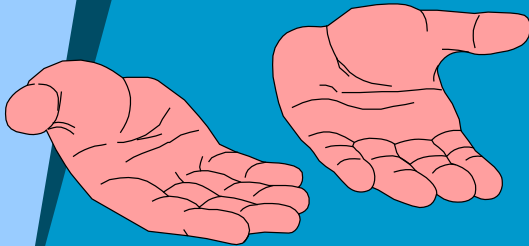
Property Control

- No government or personal property may be removed from NOAA premises without prior approval and presentation of the proper forms
- Property Accountability Office
- Property Inspection for Accuracy
- A property pass may be issued for up to six months for employees who are required to move property from one facility to another. Contact Administrative Services Division 301-713-3520 form more information

NOAA ID Badges and Door Keys

◆ **NOAA ID Badges are issued from the Security Service Center, SSMC I, Monday-Friday. 7:30 a.m. - 12 noon and 1:00p.m. - 4:00p.m.**

◆ **Door keys are issued by emailing VisitorAccess.Security@NOAA.GOV**

◆ **Please report lost or stolen ID's and keys to the Office of Security immediately.**

Access to NOAA Facilities

◆ **Employees and Contractors must present valid NOAA IDs to Security Officers. (6 a.m.-6 p.m.)**

  ■ **Security hours (6 p.m.-6 a.m., weekends) must sign in and out.**

  ■ **If you do not have you badge, you must sign in as a visitor and receive a ONE-DAY badge.**

    ● **Driver License or valid ID must be presented.**

◆ **Visitors will sign in at the security desk and must be escorted by their sponsor at all times.**

  ■ **Must present valid driver license or photo IDs, point of contact, and you must be sponsored and escorted to your destination.   (6 a.m.-6 p.m.)**

Access to NOAA Facilities con't

- Group visits (four or more) must be arranged in advance (24 hours.) and list must be emailed to **VisitorAccess.Security@Noaa.Gov**, Family members must be escorted at all times

- Entering buildings from garages (6 a.m.-6 p.m.) ID badge holders may gain access to SSMC II an IV using the turnstiles on G1 and G2 levels only.

- Security hours (secure hours) are 6 p.m. -6 a.m. all employees must enter and sign in at the lobby entrance.

Emergency Call Boxes

There are emergency call boxes located in the garage areas. The boxes are to be used in the event of an emergency or if you need information. There are two buttons.

- One button is for information only and you will be assisted by security via intercom.
- Second button is for emergencies only
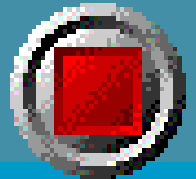
Crimes and Other Emergencies

- **Dial 911 to report fire, injury, or crime in progress**

- **For SSMC, please report emergencies to NOAA Security Command Center @ 301-713-0333. For WWB, report emergencies to the lobby guard desk @ 301-763-8080.**

- **Report all crimes to local police or Federal Protective Service 877-437-7411.**

  - **Attentiveness, Caution and Timely reporting helps speed up the investigation process, which can lead to a successful apprehension of offenders.**

Please Stay Alert!!!!

Information Technology & Security
Information Technology

NOAA computers, passwords, commercial software,hardware and data must be protected.

◆ Use unique password and do not give it to anyone

◆ Log off computer when not in use

◆ Notify supervisor if password was compromised or if someone used your computer.

◆ More information on reporting incidents, viruses, security policies, training and awareness, and a listing of NOAA's Information Technology Security Officer, go to
http://www.osec.doc.gov/osy/noaa/noaa_security.htm

Information Technology & Security con't

Information Security

◆ **Employees with a security clearance and access to classified materials have a responsibility to safeguard and secure National Security Information**

◆ **Only pass on information to individuals with the proper security clearance and on a need to know basis.**

◆ **Follow procedures to ensure unauthorized personnel do not gain access to classified material by non-secure telephone, conversations, computers, sight or others means.**
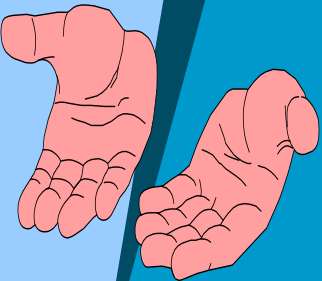
Office of Security Staff

Main Office Number 301-713-0954, 0954, 0956, FAX 713-0953

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