

SECURITY AND ADMITTANCE TO AGENCY-OCCUPIED SPACE

1. PURPOSE

This Directive establishes the Grain Inspection, Packers and Stockyards Administration (GIPSA) policies and responsibilities for the protection of and admittance to Agency-occupied space, and for reporting thefts or other unlawful acts that occur in or near Agency-occupied space.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces FGIS Directives 1650.1 and 1650.2, both dated 8/19/85.

3. USE OF OFFICE SPACE

Only use space controlled or occupied by GIPSA for official business and authorized employee activities.

4. SECURITY OF OFFICES

a. Establishment of Security Measures.

- (1) Federal Buildings and GSA-Leased Space. The local Federal Protective Service (FPS) shall prescribe appropriate security measures at these locations.
- (2) GIPSA-Owned Space. The local GIPSA officer in charge (such as the Regional Supervisor, Field Office Manager, or Sub-Office Manager) is responsible for establishing security procedures to ensure that Government property and GIPSA employees are protected.
- (3) Agency-Leased Space. The lessor may prescribe security procedures for protecting the building. The local GIPSA officer in charge also will establish additional security procedures, when deemed necessary, for the protection of people and property within Agency-occupied space.

b. Identification Cards. GIPSA employees must have a USDA, GIPSA, or program identification (ID) card. Employees who do not have an ID card should immediately contact their supervisor to obtain one.

- (1) At Headquarters offices in Washington, DC, employees must display their ID cards at all times.
- (2) At all other offices, employees must carry and be prepared to display their ID cards upon request.

c. Access to Agency-Occupied Space.

- (1) GIPSA employees and non-Government persons (e.g., visitors) must follow established procedures for entering and exiting the building, and only use the doors designated for this purpose.
- (2) GIPSA employees entering or departing Federal buildings after normal business hours, Monday through Friday, or during weekends and holidays, must normally sign-in and sign-out and present their ID card.
- (3) Salesmen, vendors, cleaning contractors, and other non-Government persons who need to enter Agency-occupied space during normal work hours should contact the GIPSA officer in charge for access to the space. Non-Government persons may be asked by security personnel or the GIPSA officer in charge to show proper identification, and may be required to sign-in and sign-out. At Federal buildings, non-Government persons will be issued a Visitor's Pass that must be worn at all times while they are in the building.
- (4) Salesmen, vendors, cleaning contractors, and other non-Government persons who need to enter Agency-occupied space after normal work hours or on weekends must send information shown below to the GIPSA officer in charge, prior to the close of business on the Thursday before admittance is required that weekend, or by 2:30 p.m. of any day when admittance is required that evening.
 - (a) Names of persons and/or firms to be admitted.
 - (b) Name of person in charge.
 - (c) Purpose of admittance.
 - (d) Date and time of entry.
 - (e) Facilities required (e.g., lights, elevator, and copier).
 - (f) Area of the building persons will be working in (e.g., 1st floor).

- (5) GIPSA employees and other persons who refuse to show their ID cards or to allow materials in their possession to be inspected by building security personnel or by the local GIPSA officer in charge (or his/her designee) will be denied entry into Agency-occupied space.
 - (6) GIPSA employees and other persons who are carrying potentially dangerous materials or weapons (except authorized law enforcement personnel) will be denied entry into Agency-occupied space.
- d. Protecting Government Property.
- (1) GIPSA employees must take appropriate security measures to protect Government property when they are not present. See the Personal Property Manual for further details.
 - (2) The GIPSA officer in charge has overall responsibility for the security of all Government property in Agency-occupied space and for ensuring that GIPSA employees comply with prescribed security measures.
- e. Locked Rooms. Some rooms may need to be locked to protect Government property from theft or damage. The GIPSA officer in charge of the space will make arrangements for installing locks and issuing keys. GIPSA employees entrusted with keys must:
- (1) Sign a receipt, if requested;
 - (2) Promptly report lost, stolen, or destroyed keys to the GIPSA officer in charge;
 - (3) Return the key when they transfer, resign, retire, or when the need for it no longer exists;
 - (4) Make no duplicate keys unless authorized by the GIPSA officer in charge; and
 - (5) Furnish an extra key to building security personnel (when appropriate) and/or to a person designated by the GIPSA officer in charge (e.g., the office support assistant).

5. **ADMITTANCE FOR OTHER THAN OFFICIAL BUSINESS**

- a. Authorized Activities. Agency-occupied space is to be used only for official business and authorized employee activities, including:

- (1) Authorized fundraising campaigns, such as the Combined Federal Campaign.
 - (2) Distribution of circulars or flyers by employee organizations, either in person or through the messenger service or official mail.
 - (3) Donations by groups of employees for remembrances on special occasions.
- b. Unauthorized Activities. Peddling, canvassing, soliciting contributions, distributing unofficial material, and selling insurance, merchandise, or tickets are prohibited in Agency-occupied space.
- c. Reporting the Presence of Suspicious or Unauthorized Persons. GIPSA employees should immediately report the presence of suspicious persons, or unauthorized peddlers, solicitors, or canvassers to the appropriate officials.
- (1) At Headquarters in Washington, DC, call the Guard's Office at (202) 690-0869.
 - (2) At all other locations, notify the GIPSA officer in charge and building security personnel or local law enforcement, as appropriate.

6. REPORTING THEFTS OR OTHER OFFENSES

- a. Reportable offenses include theft of, or damage to, Government-owned property, personal property, or official records; assault; disorderly conduct; or criminally obscene acts which occur in or on the grounds of Agency-occupied buildings or space. This includes offenses that occur in Government-controlled or -owned parking areas.
- b. GIPSA employees should immediately report any of the above offenses (including lost or stolen personal property) to the GIPSA officer in charge, who should report the incident to the proper authorities.
- c. GIPSA employees who commit any of the offenses stated above are subject to disciplinary action, as well as, criminal prosecution.

NOTE: GIPSA is not responsible for the loss of personal property from Agency-occupied space. Personal purchases should not be delivered to Agency offices.

**7. CONTROL OF MATERIALS AND PROPERTY
(APPLICABLE TO HEADQUARTERS (WASHINGTON, DC) ONLY)**

- a. At Headquarters offices in Washington, DC, GIPSA employees must have a completed and signed pass before removing property from Agency-occupied space in Washington, DC; i.e., Optional Form 7, Property Pass, for personal property, or AD Form 873, Property Pass, for Government-owned property.
 - (1) Contact the Safety and Issuance Management Branch (CP-FGIS) for a current list of those employees authorized to sign property passes. See the Personal Property Manual for further details.
 - (2) Persons removing personal or Government property or packages must exit buildings through designated doors, as posted.

- b. Headquarters parking lots normally are locked from 9 a.m. to 3 p.m., Monday through Friday, and all day on weekends and holiday. To remove a vehicle from a parking lot after the gates have been locked:
 - (1) The vehicle operator must telephone the Guard's Office at (202) 690-0869, and request that guards open the gate;
 - (2) The guard will prepare a GSA Form 3155, Incident Report, regarding the off-hour gate opening. The vehicle operator will furnish the guard with information required on this report;
 - (3) The vehicle operator will allow the guard to conduct a search of the vehicle. If the vehicle is an automobile, the vehicle operator should open the trunk; if the vehicle is a van or closed truck, the vehicle operator should open all doors necessary to enable the guard to view the interior of the vehicle; and
 - (4) All closed boxes or packages in the vehicle will be subject to examination.

8. QUESTIONS

- a. Please direct all questions about security and admittance to Agency-occupied space to the Safety and Issuance Management Branch (CP-FGIS) at (202) 720-0244.
- b. Copies of current GIPSA directives can be accessed on the Intranet site, “InGIPSA” and on the Internet at www.aphis.usda.gov/library.

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Donna Reifschneider
Administrator