

**DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT MANUAL**

TRANSMITTAL SHEET

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SUBJECT: Administrative
Part 444: Physical Protection and Facility Security
Chapter 2: Visitor Control Policy

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter establishes policy for safeguarding Bureau of Ocean Energy Management (BOEM) employees, and the offices, buildings, and facilities occupied by BOEM employees. This chapter replaces BOEMRE 444.2, Physical Protection and Building Security, Visitor Control Policy, dated February 15, 2011.



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FILING INSTRUCTIONS:

REMOVE:

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Department of the Interior
Bureau of Ocean Energy Management Manual

Effective Date: February 8, 2016

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Series: Administrative

Part 444: Physical Protection and Facility Security

Chapter 2: Visitor Control Policy

Originating Office: Bureau of Safety and Environmental (BSEE) Management Support Division (MSD), Office of Administration

1. Purpose. This chapter establishes policy for safeguarding Bureau of Ocean Energy Management (BOEM) employees, and the offices, buildings, and facilities occupied by BOEM employees. BSEE is responsible for the administrative activities for BOEM under a reimbursable agreement.

2. Scope. This policy is applicable to all offices, buildings, and facilities occupied by BOEM employees, and to all visitors entering in or on such property. This policy does not apply to the Department of the Interior (DOI) Main and South Interior Buildings, or other federally owned or leased space not under the jurisdiction, custody, or control of the BSEE.

3. Authority:

A. *Physical Security Criteria for Federal Facilities – An Interagency Security Committee (ISC) Standard*, April 12, 2010.

B. National Institute of Standards and Technology (NIST) 800-53, Recommended Security Controls for Federal Information Systems.

4. Responsibilities.

A. The BSEE Associate Director for Administration (ADA) is responsible for designating, in writing, a Bureau Security Officer who will perform security duties for BOEM.

B. The BSEE Bureau Security Officer reports to the BSEE Chief, MSD, and is responsible for updating, maintaining, and distributing changes to the Visitor Control Policy.

C. BSEE Local Security Representatives will coordinate with the BSEE Bureau Security Officer, and are responsible for ensuring compliance with this policy. They are also responsible for reviewing the data center visitor control logs monthly.

D. BOEM employees/contractors are responsible for compliance with this visitor control policy to help safeguard personnel, property, and data Information Technology (IT) facilities.

E. The BSEE Chief, Technology Services Division (TSD) is responsible for:

- (1.) Appointing IT Data Center Coordinators for each site.
- (2.) Submitting a list of IT Coordinators to the BSEE Chief, MSD annually, or when changes occur.

F. The IT Data Center Coordinators are responsible for the oversight and day-to-day operations of the local data center. The coordinators shall be responsible for:

- (1.) Ensuring the Data Center Visitor Control Log section of this policy is adhered to.
- (2.) Reviewing the Data Center Visitor Control Log as outlined in Section 12 of this policy.
- (3.) Submitting the Data Center Visitor Control Log to the BSEE Local Security Representative for review by the 5th of each month.

5. Visitors. For purposes of this policy, BOEM shall recognize four types of visitors.

A. Individuals who are non-Federal employees/contractors are typically vendors, delivery personnel, and repair personnel (technical or nontechnical) who are called in on an as needed basis; and/or acquaintances or relatives of employees.

B. Federal employees/contractors not assigned to any BOEM facility; for example an employee of the National Park Service, Fish and Wildlife Service, Department of Defense, Department of Energy, etc. Specific exceptions to this section are the President of the United States, the Vice President, the Secretary of the Interior, Assistant Secretaries of the Interior, and Federal Law Enforcement Personnel (Inspector General, Commerce, Federal Protective Service, U.S. Marshall Service, etc).

C. Federal employees/contractors assigned to a particular BOEM facility that have either lost or forgotten their federally issued identification badge.

D. Foreign Dignitaries and Visitors. Foreign dignitaries and visitors are individuals from any country outside the United States. When BOEM employees are expecting foreign dignitaries or visitors, they must inform the BSEE Bureau Security Officer at least 72 hours in advance. The employee must provide the following information prior to the foreign dignitary or visitor arriving at any facility:

- Dignitary or visitor's name, date of birth, and dates of the visit.
- The country they are from and the company they represent.
- Purpose for the visit.
- The point of contact that will be responsible for the dignitary or visitor while at Bureau facilities.

This information will be provided to the BSEE Bureau Security Officer. The BSEE Bureau Security Officer will immediately forward the information to the Department to verify there are no issues with the dignitary or visitor.

At no time shall a foreign dignitary or visitor enter a facility occupied by BOEM employees until approval has been obtained from the BSEE Bureau Security Officer. Once approval has been obtained, the foreign dignitary or visitor must be escorted at all times and may not enter any sensitive areas of a facility.

E. Any visitor or special group of visitors not identified above shall be required to make special arrangements prior to visiting a facility occupied by BOEM employees. These arrangements must be made with the BSEE Local Security Representative. Examples of these visitors or special groups would be area schools, the Red Cross, and Health Care Providers during open season.

F. BOEM employees/contractors from other facilities shall be required to sign in/out of the visitor control log. This is required so the employee/contractor can be accounted for in the event of an emergency. These employees/contractors do not require escorts.

6. Hours of Operation. The BOEM normal operating hours are from 5:30 a.m. to 7:00 p.m. Monday through Friday. The hours from 7:00 p.m. through 5:30 a.m., weekends, holidays, and any other day designated as a nonworking day shall be considered outside normal operating hours. All visitors are expected to conduct and complete their business between 6:00 am and 6:00 pm, Monday through Friday. Exceptions can be made by notifying the BSEE Local Security Representative in advance to ensure security issues are addressed and photo identifications (IDs) are returned.

7. Visitor Badges. Each BSEE managed facility shall create two types of visitor badges. These badges must clearly indicate whether the visitor must be escorted or unescorted, and show the facility it is issued for (i.e., BOEM Sterling Escorted or Unescorted, BOEM Elmwood Tower Building Escorted or Unescorted). The unescorted visitor badge shall be used for individuals as outlined in Section 5.C of this policy. At no time will these visitor badges be configured for use with the facility access control system.

8. Visitor Control Logs. A visitor control log shall be established at each facility occupied by BOEM employees. At a minimum, the visitor control logs will collect the following information:

A. Date, visitor's name clearly printed, the visitor's company or organization, and reason for visit.

B. The BOEM point of contact name, signature, and telephone number.

C. Room number or location where the visitor will be during the visit.

D. Time in/out of the facility and visitor badge number.

9. Data Center Visitor Control Logs. In locations where facilities occupied by BOEM employees have a room designated as a data center, where network equipment is located, an additional visitor control log shall be established to monitor visitors in/out of the data center. This log shall be located inside the data center, just inside the access point. At a minimum, the data center visitor control logs will collect the following information:

A. Date, visitor's name clearly printed, the visitor's company or organization, and reason for the visit.

B. The BOEM point of contact name, signature, and telephone number.

C. Time in/out of the data center.

A separate visitor badge beyond that issued as outlined in Section 7 is not required.

10. Surrendering Photo Identification. Visitors to any facility occupied by BOEM employees are required to surrender a photo ID (driver's license, company issued, etc.) prior to obtaining a visitor badge. The photo ID will be returned to the visitor at the conclusion of their business when the visitor badge is turned in. In the event a visitor has a need to stay past normal operating hours, the point of contact for that visitor must contact the BSEE Local Security Representative for the specific facility to make arrangements to have the surrendered photo ID returned. Surrendered photo IDs shall be secured in a locked location, and shall only be retained for the duration of the visit or the end of that day's operating hours.

11. Escorted/Unescorted Visitors.

A. Visitors as outlined in Section 5.A of this policy will receive an "Escorted" visitor badge. Points of contact shall meet their visitor at the established visitor receiving area, ensure that all required information in the visitor control log is completed, escort the visitor for the duration of their visit, and escort the visitor back to the visitor receiving area at the conclusion of the visit. These visitors must be escorted at all times within facilities occupied by BOEM employees. The point of contact shall be responsible for ensuring: the visitor complies with this policy and does not go into unauthorized or sensitive areas; the visitor badge is turned in; and the surrendered photo ID returned to them.

B. Visitors as outlined in Section 5.B of this policy will not be required to receive any type of visitor badge nor required to surrender a photo ID. These visitors will have their current Government-issued credentials honored, however they are required to complete the visitor control log and have a point of contact escort them to and from the designated receiving area and throughout their visit. Exceptions to this are outlined in Section 5.B.

C. Visitors as outlined in Section 5.C of this policy will receive an "Unescorted" visitor badge. These visitors must go to the visitor receiving area, complete all required information of the

visitor control log, have an employee from their office meet them at the visitor receiving area to verify their identity, and surrender a photo ID. The surrendered photo ID will be returned when the visitor badge is returned.

D. Visitors under the age of 18 must be accompanied by an employee who is a relative or guardian of the minor. The employee relative will serve as the point of contact for the minor and will be responsible for completing all required information in the visitor control log, as well as responsible for the actions of the minor while they are in BSEE managed facilities. The minor shall receive an “Escorted” visitor badge but will not be required to surrender a photo ID. The employee is prohibited from allowing the minor to “use” their Government issued credential/access card for any reason. The minor must be escorted at all times.

E. Visitors to any Data Center must be escorted at all times.

12. Review of Visitor Control Logs. The review of the visitor control logs by the BSEE Local Security Representative must be completed by the 10th day of each month. The BSEE Local Security Representative at each facility shall ensure that:

A. All required data has been completed.

B. A Memorandum for Record (MFR) is prepared and signed outlining any inconsistencies and/or noncompliance, as well as any actions taken.

C. The MFR is filed with the respective monthly visitor control log.

13. Visitor Receiving Area. Each BSEE managed facility shall establish a visitor receiving area. This will be the primary area where visitors receive badges, meet their points of contact, surrender and pick up photo IDs, and sign in/out of the visitor control log.

14. Compliance of Policy. Failure to comply with this policy will be immediately reported to the BSEE Local Security Representative for each facility and could result in disciplinary actions. Repeated noncompliance to this policy will be elevated to the BOEM Deputy Director.