



# United States Department of the Interior


OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240



MAY 14 2010

## Memorandum

To: Federal Employees, Contractors, and Affiliates Duty Stationed or Visiting the Main and South Interior Buildings

From: Kim A. Thorsen   
Acting Deputy Assistant Secretary - Law Enforcement, Security and Emergency Management

Subject: Access to the Department of the Interior (DOI) Main Interior Building (MIB) and South Interior Building (SIB)

The responsibility for security in MIB/SIB was transferred from the National Business Center (NBC) to the Office of Law Enforcement and Security (OLES) earlier this year. OLES is evaluating policies and procedures to ensure we are meeting Federal Security Guidelines and to ensure the safety of all.

The security requirements for the MIB/SIB complex are found in the Departmental Manual (444 DM 1) and in the Department of Homeland Security's document titled "Physical Security Criteria for Federal Facilities." In short, due to our size and population at MIB, the following requirements apply:

- 1) All employees are to display a valid identification at all times;
- 2) The facility will have a visitor control/screening system; and
- 3) The facility will have x-ray and magnetometers in service at all public entrances.

One important component of ensuring the safety of employees, contractors, and visitors is the identification of people in the building using Personally Identifiable Information Cards (PIV II).

This memorandum establishes the policy for enrollment of PIV II identification cards in the MIB/SIB Physical Access Control System (PACS). We are instituting standard procedures to enhance the protection of the facility and all of its occupants by streamlining the intake and clearance processes, and assuring the safe evacuation of people out of the building in the case of an emergency.

We want to underscore the current policy requiring that all individuals entering the MIB/SIB prominently display official identification at all times. That means your PIV II identification must be visible and not tucked in a pocket or in your briefcase. Having it visible will make your entry easier and will avoid the necessity for security personnel to ask you to display your identification.

In the process of evaluating and updating our policies, we attempted to address employee concerns about simplifying and streamlining current building entry policies/procedures, while ensuring we are not compromising security protocols. We hope that the revised policy (attached) will enable employees, contractors, affiliates (volunteers), and visitors efficient access into the MIB/SIB Complex. This policy allows Interior employees not duty stationed at MIB/SIB to enroll their PIV II cards for MIB/SIB access, thus alleviating the requirement for signing in to receive a paper "visitor tag."

This policy is effective immediately. The DOI Access Station is located at MIB in room 1429. Please feel free to avail yourself of staff there if you have an issue about access into MIB/SIB. Please address any questions or concerns to Glenn F. Smith at [Glenn\\_Smith@ios.doi.gov](mailto:Glenn_Smith@ios.doi.gov) or 202-208-5836.

Attachments

## **DOI Employees, Contractors, and Affiliates Duty Stationed at MIB/SIB**

### 1. DOI Employees duty stationed at MIB/SIB

DOI employee's duty stationed in the MIB/SIB must take their PIV II card (with PIN) to the MIB Access Station for enrollment into the MIB/SIB PACS. Employees will be granted 24/7 access to MIB/SIB.

### 2. DOI Contractors and affiliates (e.g., volunteers) duty stationed at MIB/SIB

The DOI Sponsor/Contracting Officer's Representative (COR) of DOI contractors and affiliates duty stationed in the MIB/SIB must submit a *Request for PIV II Card Access to the Main/South Interior Buildings* form (in person or FAX) and have the applicant take their PIV II card (with PIN) to the MIB Access Station for enrollment into the MIB/SIB PACS. Unless other arrangements are noted, they will be granted business hour access (M – F, 6 am – 6 pm, excluding Federal holidays) to MIB/SIB. Access will be granted for the requested time period, not to exceed one year.

### 3. Foreign Nationals duty stationed at MIB/SIB

The DOI Sponsor/COR of DOI contractors and affiliates who are not U.S. Citizens and are duty stationed in the MIB/SIB must submit a *Request for PIV II Card Access to the Main/South Interior Buildings* form and take their PIV II card (with PIN) to the MIB Access Station for enrollment into the MIB/SIB PACS. In addition, these individuals must present a copy of their work permit card or permanent resident card. Unless other arrangements are noted, they will be granted business hour access (M – F, 6 am – 6 pm, excluding Federal holidays) to MIB/SIB. Access will be granted for the requested time period, not to exceed one year or until the expiration date of the work permit, whichever is shorter.

## **DOI Employees, Contractors, and Affiliates NOT Duty Stationed at MIB/SIB**

### 1. DOI Employees not duty stationed at MIB/SIB

The DOI Sponsor of DOI employees not duty stationed in the MIB/SIB must submit a *Request for PIV II Card Access to the Main/South Interior Buildings* form (in person or FAX) to the MIB Access Station. DOI employees who are not duty stationed at MIB/SIB, but require routine and regular access to MIB/SIB and have a PIV II card may be enrolled in the MIB/SIB PACS by taking the card (with PIN) to the MIB Access Station. Unless other arrangements are noted, they will be granted business hour access (M – F, 6 am – 6 pm, excluding Federal holidays) to MIB/SIB.

2. DOI Contractors and affiliates (e.g., volunteers) not duty stationed at MIB/SIB

The DOI Sponsor/COR of DOI contractors and affiliates not duty stationed in the MIB/SIB must submit a *Request for PIV II Card Access to the Main/South Interior Buildings* form (in person or FAX) to the MIB Access Station. DOI contractors and affiliates who are not duty stationed at MIB/SIB, but require routine and regular access to MIB/SIB and have a PIV II card may be enrolled in the MIB/SIB PACS by taking the card (with PIN) to the MIB Access Station. Unless other arrangements are noted, they will be granted business hour access (M – F, 6 am – 6 pm, excluding Federal holidays) to MIB/SIB. Access will be granted for the requested time period, not to exceed one year.

3. Foreign Nationals not duty stationed at MIB/SIB

The DOI Sponsor/COR of DOI contractors and affiliates who are not U.S. Citizens and are not duty stationed in the MIB/SIB must submit a *Request for PIV II Card Access to the Main/South Interior Buildings* form (in person or FAX) to the MIB Access Station. DOI contractors and affiliates who are not U.S. Citizens and who are not duty stationed at MIB/SIB, but require routine and regular access to MIB/SIB and have a PIV II card may be enrolled in the MIB/SIB PACS by taking the card (with PIN) to the MIB Access Station. In addition, these individuals must present a copy of their work permit card or permanent resident card. Unless other arrangements are noted, they will be granted business hour access (M – F, 6 am – 6 pm, excluding Federal holidays) to MIB/SIB. Access will be granted for the requested time period, not to exceed one year or until the expiration date of the work permit, whichever is shorter.

**Non- DOI Federal Employees, Contractors, and Affiliates**

Non-DOI Federal Employees, contractors and affiliates who require routine and regular access to MIB/SIB and have a PIV II card issued or by a non-DOI agency, may use their PIV II card for access to the MIB/SIB.

The non-DOI Federal employee, contractor, or affiliate must have a DOI Sponsor who will submit a *Request for PIV II Card Access to the Main/South Interior Buildings* form (in person or FAX) to the MIB Access Station. The individual must then take their PIV II card (with PIN) to the MIB Access Station for enrollment. Unless other arrangements are noted, they will be granted business hour access (M – F, 6 am – 6 pm, excluding Federal holidays) to MIB/SIB. Access will be granted for the requested time period, not to exceed one year.

## **PIV II Cardholders Not Enrolled in the MIB/SIB PACS**

DOI Employees, non-DOI Federal Employees, contractors, and affiliates who require sporadic (non-sponsored) access to MIB/SIB and have a PIV II card may use their PIV II card for identification while visiting the MIB/SIB. These individuals will present their card to the Security Guard, sign-in, and comply with the visitor screening process.

### **Please Note:**

At all times it is the Sponsor's/COR responsibility to immediately notify the MIB Access Office when any sponsored individual becomes separated from DOI (or other Federal agency) or has his/her access privileges to any Federal facility revoked, suspended or when access is no longer required.

In addition, the Sponsor/COR or cardholder must notify the MIB Access Office immediately if the card is lost or stolen.

**Request for PIV II Card Access to the Main/South Interior Buildings  
for individuals not duty stationed at MIB/SIB  
and for all contractors, affiliates, and foreign nationals**

Pursuant to Section 3(e)(3) of the Privacy Act of 1974 (Public law 93-573), the individual furnishing information on this form is hereby advised as follows:  
1. The authority for solicitation of the information is 5 U.S.C. 301, Presidential Memorandum on Upgrading Security at Federal Facilities, June 28, 1995, and Homeland Security Presidential Directive - 12, August 27, 2004. 2. The principle purposes for which the information is intended to be used are: (a) To ensure the safety and security of DOI facilities and their occupants in which the system is installed; (b) To verify that all persons entering DOI facilities or other Government facilities with smart card systems are authorized to enter them; and (c) To track and control ID security cards issued to persons entering and exiting the facilities. 3. The routine disclosures of the information are: (a) To an expert, consultant, or contractor (including employees of the contractor) of DOI that performs, on DOI's behalf, services requiring access to these records; (b) To the Federal Protective Service and appropriate Federal, State, local or foreign agencies responsible for investigating emergency response situations or investigating or prosecuting the violation of or for enforcing or implementing a statute, rule, regulation, order or license, when DOI becomes aware of a violation or potential violation of a statute, rule, regulation, order or license; (c) To another agency with a similar smart card system when a person with a smart card desires access to that agency's facilities; and (d) To those identified in the Department of the Interior system of records notice: Interior, Computerized ID Security System, OS-1. A copy is available on the Department of the Interior Privacy Program website at [www.doi.gov/ocio/privacy](http://www.doi.gov/ocio/privacy). 4. The effect on the individual of not providing all or any part of the requested information may result in disapproval of the issuance of the PIV ID credential.

**DOI Federal Employee(s)**

1. Legal Name (L, F M): \_\_\_\_\_ Phone No: \_\_\_\_\_
2. Birth date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_
3. Bureau/Office: \_\_\_\_\_
4. Duty Station: \_\_\_\_\_

**Contractors, Affiliates, Foreign Nationals and Non-DOI Federal Employees:**

1. Legal Name (L, F M): \_\_\_\_\_ Phone No: \_\_\_\_\_
2. Birth date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_
3. Affiliation:  Temporary Employee  Federal Employee  Contractor  Volunteer
4. U.S. Citizen?  Yes  No: 4a. Country of Citizenship \_\_\_\_\_  
4b. Work Permit Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
5. If Federal Employee, Agency: \_\_\_\_\_, Duty Station: \_\_\_\_\_
6. Expiration of Access (NTE 1 yr): \_\_\_\_/\_\_\_\_/\_\_\_\_ (cannot exceed the expiration date on card)

**DOI Employee Sponsor/COR Information**

I agree to sponsor the above listed applicant(s) for access to MIB/SIB and certify the information is accurate to the best of my knowledge. In addition, I agree to be responsible for notifying MIB Security (202/208-5111 or in person at room 1429) immediately if the PIV II card is lost or stolen or when the above listed applicant(s) becomes separated or has his/her access privileges to Department of the Interior (or other Federal agency) facilities suspended or revoked.

1. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
2. Organization: \_\_\_\_\_ Title: \_\_\_\_\_
3. I request the Applicant be authorized entry in excess of normal M-F business hours, specifically:  
Day(s): \_\_\_\_\_, Hours: \_\_\_\_ am - \_\_\_\_ pm.
4. Sponsor/COR Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Please submit this completed form in person to MIB Access Station in room #1429 (202/208-5111) or FAX to 202/208-7610