DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT, REGULATION AND ENFORCEMENT MANUAL

TRANSMITTAL SHEET

Release No. 334

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

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter sets forth the policies for that part of the Bureau of Ocean Energy Management, Regulation and Enforcement's (BOEMRE) security program designed to safeguard BOEMRE personnel and facilities, to include buildings, grounds, and property.

Walter D. Cicill

Acting Director

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Bureau of Ocean Energy Management, Regulation and Enforcement
Bureau of Ocean Energy Management, Regulation and Enforcement Manual

Effective Date:
Series: Administrative
Chapter 2: Part 444: Physical Protection and Building Security, Bureau of Ocean Energy Management, Regulation and Enforcement (BOEMRE) Visitor Control Policy

Originating Office: Office of the Chief of Staff, Administration and Budget (A&B)

1. **Purpose**. This chapter sets forth the policies for that part of the BOEMRE security program designed to safeguard BOEMRE personnel and facilities, to include buildings, grounds, and property.

2. **Scope**. The policy established herein is applicable to all BOEMRE facilities (except the Department of Interior's Main and South Interior Buildings), whether owned or leased and to all visitors entering such property.

3. **Authority**:

A. Interagency Security Committee Physical Security Criteria for Federal Facilities (4/12/2010),
B. Departmental Manual 444, Chapter 1, (Annex 1), and
C. National Institute of Standards and Technology 800-53.

4. **Responsibilities**. For purposes of this policy, the BOEMRE officials having jurisdiction over an office, building, or other facility (herein referred to the BOEMRE official) will be the Chief of Staff, A&B, the Southern Administrative Service Center Manager, and the Western Administrative Service Center Manager. These officials may assign a designee for remote locations under their jurisdiction.

A. The BOEMRE official is responsible for safeguarding personnel and real and personal property under the control of, or assigned to, the facility. The BOEMRE official may designate a representative to perform day-to-day responsibilities for compliance with this policy. The official, or their designee, are also responsible for implementing, maintaining, and monitoring the visitor control policy at facilities where they have jurisdiction. The BOEMRE official, or their designee, shall also be responsible for maintaining the list of Information Technology (IT) Data Center Coordinators and providing the updates to the Chief of Staff, A&B as changes occur.

Should a BOEMRE official desire to designate an employee or employees to perform these functions, they shall submit the designees' names to the Chief of Staff, A&B. This designee list should include the employee's name, job title, the specific function of the policy they will

perform, and the facility it applies to. The BOEMRE official is responsible for maintaining and updating this designee list.

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

C. Each BOEMRE employee/contractor is responsible for compliance with this visitor control policy to help safeguard personnel, property, and data at facilities.

D. The Program IT Data Center Coordinators will be responsible for the oversight and day-to-day operations of the local data center. The Program Council of Information Management Officials shall appoint the program IT Data Center Coordinators. The coordinators shall be responsible for ensuring the Data Center Visitor Control Log section of this policy is adhered to and reviewing the log as outlined in Section 12 of this policy. A list of Program IT Data Center Coordinators shall be submitted to the local BOEMRE official having jurisdiction over the facility.

5. **Visitors**. For purposes of this policy, BOEMRE shall recognize three types of visitors.

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

B. Federal employees/contractors not assigned to any BOEMRE facility. Examples of this type of visitor would be an employee of the National Park Service, Fish and Wildlife Service, Department of Defense, Department of Energy, etc. Exceptions to this section would be the President, Vice President, 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 BOEMRE facility that have either lost or forgotten their Federal issued identification badge.

Any visitor or special group of visitors not identified above shall be required to call and make special arrangement prior to visiting a Bureau facility. Examples of this would be school groups, American Red Cross, health care representatives, local physical fitness gym sponsors, etc.

6. **Hours of Operation.** The BOEMRE normal operating hours are from 6:00 a.m. to 6:00 p.m. Monday through Friday. Hours from 6:00 p.m. through 6:00 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 during normal operating hours.

Exceptions can be made by notifying the BOEMRE official, or their designee, for the facility in advance to ensure security issues are addressed and photo identifications (IDs) are returned.

7. **Visitor Badges**. Each BOEMRE facility shall create two types of visitor badges. These badges must clearly indicate whether the visitor must be escorted or unescorted. The unescorted visitor badge shall be used for individuals as outlined in Section 5.C of this policy. The visitor badges will clearly show the facility it is issued for (i.e., BOEMRE Parkway Atrium Escorted or Unescorted, BOEMRE Denver Federal Center (DFC) Escorted or Unescorted, BOEMRE Elmwood Tower Building Escorted or Unescorted). 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 BOEMRE facility. At a minimum, the visitor control logs will collect the following information:

A. Date, visitor's name printed, the visitor's company or organization, reason for the visit.
B. BOEMRE point of contact name, signature, telephone number.
C. Room number or location where the visitor will be during the visit.
D. Time in/out of the facility, type of photo ID surrendered, and visitor badge number.

9. **Data Center Visitor Control Logs.** In locations where BOEMRE has 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. These types of logs shall be located inside the data center, just inside the access point. At a minimum, the control logs will collect the following information:

A. Date, visitor's name printed, the visitor's company or organization, reason for the visit.
B. BOEMRE point of contact name, signature, telephone number.
C. Time in/out of the data center.

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

10. **Surrendering Photo Identification**. Visitors to any BOEMRE facility as outlined in Section 5.A and Section 5.C of this policy will be required to surrender a photo ID (drivers license, company issued ID, library card, 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 has been 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 BOEMRE official, or their designee, for the specific facility to make arrangements to have the surrendered photo ID returned. Surrendered photo IDs shall be secured in a locked location. Surrendered photo IDs 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. These visitors must be escorted at all times within BOEMRE facilities. 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. 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 will they be required to surrender a photo ID. These types of visitors will have their current Government issued credentials honored; however, they are still required to complete the visitor control log and have a point of contact escort them to and from the designated receiving area. The exceptions to this are also 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 a BOEMRE employee 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 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 BOEMRE 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 as outlined in Section 9 shall be escorted at all times.

12. **Review of Visitor Control Logs.** Visitor control logs will be reviewed monthly by the BOEMRE official, or their designee, at each BOEMRE facility. The review of the visitor control logs must be completed by the 10th day of the month. The BOEMRE official, or their designee, at each facility shall ensure that:

A. All required data has been completed.
B. A memorandum for the record will be prepared and signed outlining any inconsistencies and/or noncompliance as well as any actions taken.

C. The memorandum for the record will be filed with the respective monthly visitor control log.

The program IT Data Center Coordinator shall be responsible for reviewing the Data Center visitor control logs and report the results to the BOEMRE official, or their designee, by the 10th of each month.

13. **Visitor Receiving Area**. Each BOEMRE 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 BOEMRE official for each facility, or their designee, and could result in disciplinary actions. Repeated noncompliance to this policy will be elevated to the applicable Associate Director.