

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

**TRANSMITTAL SHEET**

Version No: 001

Date: **JUN 30 2016**

SUBJECT:   Administrative  
              Part 444: Physical Protection and Facility Security  
              Chapter 3: Access Control Policy

**EXPLANATION OF MATERIAL TRANSMITTED:**

This chapter establishes Bureau of Ocean Energy Management (BOEM) access control policy for all offices, buildings, and facilities occupied by BOEM employees, and for all visitors entering in or on such property. This chapter replaces BOEMRE 444.3, Physical Protection and Building Security, Access Control Policy, dated February 15, 2011.



Walter D. Cruickshank  
Deputy Director

**FILING INSTRUCTIONS:**

**REMOVE:**

| <u>Part</u> | <u>Chapter</u> | <u>Pages</u> | <u>Release</u> |
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**Department of the Interior  
Bureau of Ocean Energy Management Manual**

**Effective Date:** June 30, 2016

**Version:** 001

**Series:** Administrative

**Part 444:** Physical Protection and Facility Security

**Chapter 3:** Bureau of Ocean Energy Management (BOEM) Access Control Policy

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

**1. Purpose.** This chapter establishes Bureau of Ocean Energy Management (BOEM) access control policy for all offices, buildings, and facilities occupied by BOEM employees, and for all visitors entering in or on such property. BSEE is responsible for the administrative activities for the BOEM under a reimbursable agreement.

**2. Scope.** This policy is applicable to all offices, buildings, and facilities occupied by BOEM employees, and all visitors entering in or on such property. This policy does not apply to the Department of the Interior's 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. Federal Management Regulations Part 102-81 (Security) and 41 CFR 101-20, Management of Buildings and Grounds, establishing security standards for buildings and grounds under the responsibility of the General Services Administration (GSA).
- C. 444 DM 1 Physical Security Program Requirements, August 13, 2013.

**4. Responsibilities.**

A. BSEE Bureau Security Officer is responsible for:

- (1.) Updating, maintaining, and distributing changes to the access control policy.
- (2.) Identifying BSEE local security representatives at locations occupied by BOEM employees.
- (3.) Designating individual(s) to be access control system administrators for each location.

B. The BSEE Chief, Technology Services Division (TSD) is responsible for designating a data center/computer room manager for each site.

C. BSEE Local Security Representatives are responsible for ensuring compliance with this policy, and coordinating with the BSEE Bureau Security Officer.

D. Supervisors and/or Contracting Officer Representatives (COR) are responsible for validating that BOEM employees or contractors require access to a facility or a special access area. These accesses are outlined in Section 5 of this policy. When required, the supervisor or COR will review employee/contractor access and validate whether the access is still required (Section 10).

E. BOEM employees/contractors are responsible for compliance with this access control policy to help safeguard personnel, property, and data at facilities.

**5. Access.** For purposes of this policy, BOEM shall recognize four types of access.

A. General Access. General access is defined as common areas where all Federal employees/contractors have a need to access on a day-to-day basis. These general access areas include, but are not limited to, entrances to buildings, work areas, and public access areas. This access is automatically granted to all Federal employees/contractors who have been authorized to receive a Federal identification badge compliant with Homeland Security Presidential Directive (HSPD) -12 and Federal Information Processing Standards (FIPS) 201. This access is typically valid during normal operating hours.

B. Data Center /Special Access Areas. Access to Data Centers (i.e., computer rooms) is restricted to Federal employees/contractors whose job requires access to the equipment and facilities-related controls. This access is also granted to building management and local emergency personnel (fire department and law enforcement) as necessary. This access is defined as areas where general access (Section 5.A of this policy) is not commonly authorized. Examples of special access areas are: data centers, help desk areas, and telecommunications closets. This access requires the request and approval using the Data Center Access Request Form (BSEE Form 081).

C. After Hours Access. After Hours access is for Federal employees/contractors who have a requirement to work any hours not identified as normal working hours. This access should only be requested for a specific need, not a convenience. After Hours access requires the request and approval on the After Hours Access Request Form (BOEM Form 080) by the BSEE Bureau Security Officer or their designee at each site. Requests are valid for a maximum of six months and must be submitted for approval at least 24 hours in advance. Each employee or contractor is responsible for completing BOEM Form 080 and having it signed by their immediate supervisor or Contracting Officer's Representative. BSEE Bureau Security Officer or the BSEE local security representative has authority for final approval. In the absence of the BSEE local security representative, the form may be emailed or faxed to the BSEE Bureau Security Officer for signature.

D. Temporary Access. There are two types of temporary access the BOEM recognizes for purposes of this policy.

(1.) Lost or forgotten Federally issued identification badge. Bureau employees/contractors who have a Federally issued identification badge but have either lost or forgotten it are required to follow the BOEMM 444.2 Visitor Control Policy prior to receiving temporary access.

(2.) Visiting Federal employees/contractors. If a Federal employee/contractor, issued a Federal identification badge from another location, requires access to a facility occupied by BOEM employees for temporary duty purposes, access shall be granted by the Access Control System Administrator who configures the visiting Federal employee's/contractor's Federal identification badge at the temporary duty location; therefore, no additional badge is required.

## **6. Access Forms.**

A. General Access. There is no form required for gaining general access to a facility for BOEM employees/contractors. When a BOEM employee/contractor has completed the requirements for obtaining an identification credential, they are granted general access to a facility.

B. After Hours Access Request Form (BOEM Form 080). This form is used when a Federal employee/contractor requires access to any facility occupied by BOEM employees outside normal operating hours. This form is valid for a maximum of six months.

**7. Exceptions.** BSEE managed facilities have personnel that require access to facilities and special access areas due to the unique nature of their responsibilities (i.e., facilities specialists, building security staff, building owners, building engineers, certain law enforcement officials, and emergency personnel). Excepted personnel are granted access based on their needs. Local Security Representatives shall identify BOEM exceptions and maintain, monitor, and update a list.

**8. Escorting of Data Center Visitors.** For purposes of this section, visitors are defined as anyone who has not been granted unlimited access to the data center. All visitors to any data center shall be escorted by a BOEM employee/contractor who has unlimited access to these areas. It is prohibited for visitors to be unescorted, at any time, during their visit.

## **9. Periodic Review of Access.**

A. General access. No periodic review is required for this type of access. The current Exit Clearance process will satisfy review for purposes of this policy.

B. After Hours Access. The approval form ((BOEM Form 080) requires expiration dates be specified and the Access Control System Administrator shall be required to set access according to the expiration dates identified on the Form.

**10. Compliance of Policy.** Failure to comply with this policy will be immediately reported to the local security representative or the BSEE Bureau Security Officer and could result in disciplinary action. Repeated noncompliance to this policy will be elevated to the BOEM Deputy Director.

U.S. DEPARTMENT OF THE INTERIOR  
BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT (BSEE)  
**Request for After Hours Access**

Request for After Hours Access is valid for a maximum six months.

**Employee Information**

Last name \_\_\_\_\_ First name \_\_\_\_\_ MI \_\_\_\_\_

Duty Station: \_\_\_\_\_

Division or Office Designation: \_\_\_\_\_

Dates Requested \_\_\_\_\_ to \_\_\_\_\_ Hours Requested From \_\_\_\_\_: \_\_\_\_\_ ☐ AM ☐ PM To \_\_\_\_\_: \_\_\_\_\_ ☐ AM ☐ PM

Work Telephone Number: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Will you be bringing a visitor: ☐ Yes ☐ No If yes, name of authorized visitor: \_\_\_\_\_

By signing this form, the employee agrees to comply with all physical security policies, guidelines, and procedures set forth by BSEE and DOI. This includes, but is not limited to, signing in and out after normal operating hours; signing in and out any authorized visitors; escorting any authorized visitors at all times; not allowing unauthorized or unknown persons to follow when accessing the building; and reporting any suspicious activity to the BSEE Security Officer. Failure to comply could result in disciplinary action and/or disallowance of access to the BSEE facilities after normal operation hours.

User Signature and date: \_\_\_\_\_ / /

Division Chief or Equivalent Signature and date: \_\_\_\_\_ / /

Print Division Chief or Equivalent Name (legibly): \_\_\_\_\_

Bureau Security Officer (BSO) or Local  
Designated Representative: \_\_\_\_\_ / /

Print BSO or Local Designated  
Representative (legibly): \_\_\_\_\_

**SUBMIT THIS COMPLETED FORM TO THE CHIEF, MANAGEMENT SUPPORT DIVISION OR AUTHORIZED  
BUILDING MANAGER.**