

**Functional Series 500 - Management Services
Chapter 565 - Physical Security Programs (Domestic)**

*This chapter was converted into the new ADS format.

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**Functional Series 500 - Management Services
ADS Chapter 565 - Physical Security Programs (Domestic)**

565.1 OVERVIEW

This chapter provides the policy and procedures for the protection of USAID/Washington (USAID/W) employees and national security information in USAID headquarters buildings.

565.2 PRIMARY RESPONSIBILITIES

- a. The Director of Security (D/SEC) is responsible for physical security programs in USAID/W.
- b. The Chief, Office of Security, Personnel, Information, and Domestic Security Division (SEC/PIDS) is responsible for implementing physical security programs in USAID headquarters buildings.
- c. The Director of the Bureau for Management, Office of Administrative Services (M/AS) is responsible for ensuring that SEC is advised (in advance if possible) of any matters affecting the physical security systems in USAID headquarters buildings.
- d. USAID Senior Managers are responsible for ensuring staff compliance with the security policies and procedures contained in this chapter.
- e. The Unit Security Officer (USO) in each Bureau and Independent Office is responsible for the safe and door security in his or her Bureau or Office.
- f. Each USAID employee is responsible for complying with the security policies and procedures contained in this chapter.

565.3 POLICY AND PROCEDURES

***565.3.1 USAID Headquarters Building Security Standards**

The USAID headquarters building is designated a Level IV facility as defined in the Department of Justice Vulnerability Assessment of Federal Facilities Report. The physical security standards specified in report apply to the headquarters building. **(See Mandatory Reference, [Department of Justice Vulnerability Assessment of Federal Facilities Report](#))**

*Office space within USAID is designated as “restricted” or “unrestricted” space.

- * a. Restricted space is defined as an area where storage, processing, discussions, and handling of classified material may occur.

- *
 - Upon request, the Office of Security may grant unescorted access to “restricted space” to any authorized person who has a valid national security clearance at the “Secret” level or higher.
- *
 - Other personnel requesting access to restricted space must be escorted by an authorized person that has been granted “unescorted access” to the restricted area.
- *
 - b.** Unrestricted space is defined as an area where storage, processing, discussion, and handling of classified material are **not authorized**.
- *
 - Upon request, the Office of Security may grant access to “unrestricted areas” to any authorized person(s) that has received a favorable background investigation as determined by the Office of Security.

***565.3.1.1 Access to and within USAID Headquarters**

*Authorized personnel may have access to any suite entry door within USAID headquarters if they have been authorized by their cognizant AMS Officer, the AMS officer of the space in question, and the Office of Security.

- *
 - If you want to request access to a specific suite entry door(s), forward your written request to your cognizant AMS Officer.
- *
 - When the AMS officer receives your request, he or she will forward a written request (via e-mail) to the Office of Security Personnel, Information and Domestic Security Division, Information and Domestic Security Branch (SEC/PIDS/IDS) that identifies the suite entry door and the requested hours of access. SEC/PID/IDS will coordinate with the receiving AMS Office.
- *
 - SEC/PIDS/IDS will process your request within 48 hours of receipt and will notify the AMS Officer when complete.
- *
 - Hours of access to suite entry doors and turnstiles within USAID are defined as follows:
 - Always = 24 hours a day, seven days a week, holidays included.
 - Flex = 6:30 a.m. to 6:30 p.m., five days a week, no holidays or weekends.
 - Core = 8:30 a.m. to 5:30 p.m., five days a week, no holidays or weekends.
 - Vendor = 7:30 a.m. to 3:30 p.m., five days a week, no holidays or weekends.

*Access to freight elevators is granted on a case-by-case basis. To obtain access, follow the same procedures (above) for requesting access to a door or suite.

***565.3.2 How to Obtain a USAID Headquarters Building Pass**

*Individual USAID Direct Hires, Personnel Service Contractors, Private Industry Contractors, and other Government entities including Congress must be sponsored by a USAID Bureau or Office to obtain a building pass.

- *
 - Coordination by the sponsoring office with the Bureau for Legislative and Public Affairs (LPA) and the Office of the Executive Secretariat (ES) must be included for congressional personnel before final processing by the Office of Security.
- *
 - To obtain a building pass, AMS Officers must forward a completed AID Form 500-1 (Request for Issue (Re-issue) of Building Pass) to the Office of Security (SEC/PIDS/IDS). **(See Mandatory Reference, [AID Form 500-1](#))** It is the responsibility of the requesting Bureau or Office (AMS) to determine the access level required by the individual(s).
- *
 - All requests will be reviewed and are subject to approval by the Office of Security. The Office of Security uses the standards described in 565.3.3 to make a decision on each request. **(See [565.3.3](#))**

565.3.3 Authorization to Work in USAID Headquarters

Only those individuals who have been the subject of a background investigation and have received a favorable review by SEC are permitted to work in the USAID headquarters building and be issued a USAID headquarters Building Pass.

- Only people with a current security clearance verified by SEC are authorized to work within USAID Restricted Areas.
- **Visitor** passes are not to be requested or used for people to **work** in USAID space unless approved by SEC. Bureau/Office AMS Officers must coordinate with SEC/PIDS/IDS at least two work days in advance of a visitor's proposed work start time so that SEC has time to determine whether or not authorization for a visitor pass is appropriate. Emergency cases will be handled on a case-by-case basis. **(See [565.3.5 for Visitor and Guest policy and procedures](#))**
- People without a security clearance, including USAID Foreign Service National (FSN) and Third Country National (TCN) staff on temporary duty (TDY) to USAID/Washington, may be authorized to work in USAID Restricted Areas of the building providing advance approval has been provided by SEC. The Bureau/Office AMS Officer must submit a request for such authorization

to SEC/PIDS/IDS at least one full week in advance of the proposed work date. The coordination must include a security plan on how access by the uncleared person to national security information will be precluded. SEC will base approval on its assessment of the adequacy of the proposed measures.

***565.3.4 USAID Headquarters Building Passes**

All people within the USAID headquarters building must possess and wear a valid USAID building or visitor pass at all times.

- You must wear the pass on your outer garment on the upper torso front with front of the pass (colored border side) clearly visible.
- You must not alter the USAID building pass (e.g., affix stickers, pins, or other items).
- * • SEC will make exceptions to the mandatory pass rule for small children and those visitors attending functions whose range of movement is severely limited.

USAID Guards and SEC personnel will verify that an individual in USAID space without a pass is authorized to be present. Upon verification they will facilitate the issuance of a pass.

- Employees may be required to sign a register when entering or leaving the headquarters outside of their established working hours. ([See 565.3.1.1 for information on authorized hours](#))
- When uncleared people, such as building construction contractors, are required to enter or remain in the building after working hours, the direct-hire employee authorizing the work must arrange for an escort and obtain SEC concurrence. Such individuals must sign in and out on the appropriate register.

565.3.5 Visitors and Guests to USAID Headquarters

All visitors and guests requiring access to the USAID headquarters building present a valid identification with photograph (drivers license, U.S. Government-issued ID card, U.S. passport, State Department building pass, or USAID-issued building pass) to the uniformed guards assigned to USAID before they may enter USAID headquarters. Additionally, visitors and guests, excluding Department of State employees, will be subject to metal detection and package screening before entering USAID headquarters.

- USAID employees who escort or approve the admittance of an individual are responsible for the individual's compliance with the pass requirements and his

or her prompt departure from the building immediately following completion of their business.

- Only people with a current security clearance verified by SEC will be given unescorted access to USAID Restricted Areas. All others must be escorted by cleared USAID employees.

565.3.6 Deliveries to USAID Headquarters

Uniformed guards assigned to USAID will inspect all deliveries, including courier mail and packages, parcels, bags, flowers, and equipment before they enter the USAID headquarters building. In unusual or emergency circumstances, SEC may impose temporary restrictions to ensure that materials are not introduced into or removed from USAID space.

565.3.7 Unauthorized Alteration of Security Systems

Unauthorized modifications (i.e., propping open doors) or other actions adversely affecting the operation of the USAID headquarters physical security system will result in recommendations for security, administrative, and/or disciplinary action.

***565.3.8 Authorized Alterations to Security Systems**

*Written authorization from SEC must be obtained before any part of the USAID building, the building's security system, or any security locking device used for the protection of National Security Information is disengaged, modified, or affected.

565.3.9 Safe and Door Combination Control

a. Safe Combinations

SEC will maintain a master listing of all USAID safe combinations.

The Unit Security Officer (USO) in each Bureau and Independent Office will maintain a list of the security container (safe) combinations in a safe for his or her Bureau/Office. The USO must ensure that no unauthorized person gains access to these combinations.

b. Door Combinations

SEC will maintain a complete list of USAID suite entry and private office door combinations.

The Unit Security Officer (USO) in each Bureau and Independent Office has the responsibility for maintaining a list of the door combinations for his or her Bureau/Office.

The combinations must be secured in a locked container consistent with the sensitivity of the materials contained in the room.

565.3.10 Changing Door and Safe Combinations

Only SEC personnel may change door and safe combinations. When an individual having knowledge of a safe combination changes employment with the respective Bureau or Office, the USO must notify SEC and arrange to have the combination(s) changed.

The USO must notify SEC immediately if a Bureau/Office safe combination is **believed to have been** compromised and arrange to have the combination changed.

565.4 MANDATORY REFERENCES

565.4.1 External Mandatory References

- a. [Department of Justice Vulnerability Assessment of Federal Facilities Report](#), issued June 28, 1995
- b. [Presidential Directive, Subject: Upgrading Security at Federal Facilities](#), issued June 28, 1995
- *c. [41 CFR 101-20.103, Physical Protection and Building Security](#)
- *d. [12 FAM 500, Information Security](#)

565.4.2 Internal Mandatory References

- *a. [AID Form 500-1, Request for Issue \(Re-Issue\) of Building Pass](#)

565.5 ADDITIONAL HELP

565.6 DEFINITIONS