

# MS 401 DOMESTIC PHYSICAL SECURITY

---

Effective Date: February 10, 2009  
Responsible Office: Office of Safety and Security  
Supersedes: 03/17/2008; 6/14/2007

---

## TABLE OF CONTENTS

- 1.0 Authorities
  - 2.0 Purpose
  - 3.0 Definitions
  - 4.0 Policies
  - 4.1 Homeland Security Presidential Directive 12 (HSPD-12)
  - 5.0 General Procedures
  - 5.1 Covered Individuals
    - 5.1.1 PIV/FA Cards
    - 5.1.2 Temporary Facility Access Cards
  - 5.2 Medically Evacuated Volunteers
  - 5.3 Dignitaries
  - 5.4 Visitor Access
    - 5.4.1 Access at Peace Corps Headquarters
    - 5.4.2 Access at Regional Offices
  - 5.5 Individuals Barred from Facility Access
  - 5.6 Door Locks
  - 5.7 Keys
  - 5.8 Unlocking of Doors
  - 5.9 Deliveries
  - 5.10 Garage
  - 5.11 Camera Surveillance
  - 5.12 Alarm Monitoring
  - 5.13 Incident Management
  - 5.14 Removal
  - 5.15 Lost and Found
  - 5.16 Situation Room
- 6.0 Effective Date
- 

## ATTACHMENTS

- Attachment A     PC-401A *Workplace Access Authorization*
  - Attachment B     PC-401B *Incident Report*
  - Attachment C     PC-401C *Processing of Dignitaries*
  - Attachment D     PC-401D *Medevac Access*
  - Attachment E     *HSPD-12 Roles and Responsibilities*
-

## **1.0 AUTHORITIES**

Peace Corps Act, 22 U.S.C. 2503(b); Homeland Security Presidential Directive (HSPD) 12, *Policy for a Common Identification Standard for Federal Employees and Contractors*.

## **2.0 PURPOSE**

This manual section sets out the physical security policies and procedures applicable to all Peace Corps domestic facilities.

## **3.0 DEFINITIONS**

**3.1** *Covered individuals*, for the purposes of this manual section, include direct hire employees, contractors, interns, work study students, or any other similar individual, but does not include Volunteers or Trainees.

**3.2** A *visitor* is an individual who is neither a covered individual nor dignitary and who has a valid purpose for his/her visit to any domestic Peace Corps facility. Volunteers/Trainees (V/T) not on medevac status are visitors for purposes of this manual section.

**3.3** *Medevac status* is given to a V/T by the Office of Medical Services when a V/T is at Peace Corps Headquarters for medical reasons. *See* MS 264.

**3.4** The term *dignitary* includes foreign ambassadors to the United States; foreign government ministers; presidents or prime ministers of foreign countries; any individuals requiring an armed escort; or individuals so designated by the Director, Deputy Director, or the Office of Safety and Security, Emergency Preparedness, Plans & Training Exercises (SS/DO/EPPTTE).

**3.5** A *Personal Identity Verification Card (PIV)* is an HSPD-12 compliant credential issued to a covered individual used to authenticate his/her identity.

**3.6** A *Facility Access Card (FAC)* is a card that controls access to agency space.

**3.7** *Peace Corps Headquarters (PCHQ)* includes the building at 1111 20<sup>th</sup> Street NW and the agency leased space at 2001 L Street NW in Washington, DC, unless otherwise stated.

## **4.0 POLICIES**

It is the policy of the Peace Corps to ensure the safety and security of all domestic physical facilities, property, and personnel.

It is the policy of the Peace Corps to comply with Homeland Security Presidential Directive 12 (HSPD-12).

### **4.1 Homeland Security Presidential Directive 12 (HSPD-12)**

Homeland Security Presidential Directive (HSPD) 12 and associated regulations direct federal departments and agencies to verify the identity and investigate the background of covered individuals prior to the issuance of a PIV Card and granting access to federal government facilities and/or computers. SS/DO/EPPTTE serves as the Peace Corps PIV Card Issuance Manager and, as such, is responsible for the reliability of associated PIV services. *See* Attachment E.

## 5.0 GENERAL PROCEDURES

The following general procedures of SS/DO/EPPTTE apply unless overtaken by events requiring an immediate deviation. Immediate deviation may be necessary with or without warning in response to factors such as changes in threat levels, security surveys, Federal Protective Service (FPS) guidance, special security events, or at the discretion of SS/DO/EPPTTE. The Associate Director for Safety and Security must approve any changes to procedures.

SS/DO/EPPTTE performs all physical security surveys in coordination with the FPS, and selects and applies all appropriate countermeasures, including screening personnel and items upon entry; controlling access; monitoring and recording images; alarming secured space; and protecting national security information, sensitive data, funds, and agency space. SS/DO/EPPTTE serves as the lead contact in all communication between Peace Corps and all federal, state, and local physical security personnel and law-enforcement organizations on domestic physical security.

While in PCHQ or in cases of emergency, all individuals must comply with the directions of the guard force.

### 5.1 Covered Individuals

#### 5.1.1 PIV/FA Cards

All covered individuals will be issued a PIV/FA card by the SS/DO/EPPTTE once they have completed the PC-401A *Workplace Access Authorization* form (*WAAF*). See Attachment A. Only after issuance of the PIV/FA card will a covered individual be allowed unescorted access. All covered individuals must adhere to the requirements for PIV/FA cards set forth by SS/DO/EPPTTE.

Covered individuals are required to present their PIV/FA cards to the guard force upon entrance to PCHQ. Covered individuals at regional offices and 2001 L Street NW are required to use their PIV/FA cards for routine access. Card usage information may be used for law enforcement/investigative purposes only. Covered individuals must maintain PIV/FA cards free from alteration and display them in plain view at or above the waist at all times while in agency space. Covered individuals are required to return PIV/FA cards upon their final departure from Peace Corps.

#### 5.1.2 Temporary Facility Access Cards

A Temporary Facility Access card (TFAC) may be issued to a covered individual who:

- (a) is permanently stationed overseas and is temporarily at PCHQ;
- (b) forgets or misplaces his or her PIV/FA card or reports the PIV/FA card as lost or stolen; or
- (c) visits Peace Corps three or fewer times in a given month.

Initial PIV/FA Card and TFAC issuance confers basic facility access to the front doors, turnstiles, and stairwells of the PCHQ Monday through Friday from 7:00 am to 8:00 pm (limited additional access is granted to other domestic Peace Corps facilities on an as-need basis). To obtain access outside of these limits with respect to days, timeframes, and/or locations (i.e. 24/7, sensitive computer or telecom spaces, storage spaces, Regional Offices, etc.), a covered individual must submit a completed PC-401A *WAAF* to SS/DO/EPPTTE. See Attachment A. Requests for access to space outside an individual's normal work area and/or to restricted space (i.e. mailroom, data center, situation room, etc.) may be subject to the review and approval of the agency official responsible for the operation of the identified space.

## 5.2 Medically Evacuated Volunteers

V/Ts on medevac who require access to Peace Corps Headquarters may be issued specialized TFACs. Medevac TFACs may be requested by the Medevac Coordinator in the Office of Medical Services using a PC-401D *Medevac Access* form. See Attachment D. V/Ts on medevac should present the completed form to SS/DO/EPSTE. The Medevac TFAC will be issued for a period of up to 45 days. At the completion of a medevac, the Medevac TFAC must be returned to SS/DO/EPSTE. V/Ts on medevac must maintain PIV/FA cards free from alteration and display them in plain view at or above the waist at all times while in agency space.

## 5.3 Dignitaries

The arrival of a dignitary must be coordinated with SS/DO/EPSTE at least twenty-four hours in advance. The procedures for a dignitary to enter the facility are set out in form *PC-401C Processing of Dignitaries*. See Attachment C.

## 5.4 Visitor Access

- (a) All visitors to domestic Peace Corps facilities must adhere to all security procedures. All visitors and their possessions are subject to review and inspection in accordance with FPS procedures. Visitors must be sponsored by a covered individual or a Volunteer or Trainee (V/T) on medevac to access restricted areas within Peace Corps facilities.
- (b) Sponsors must escort visitors at all times within Peace Corps facilities and are responsible for their oversight and compliance with stated agency policies. Unescorted visitors are subject to immediate removal from the facility. All visitors exiting the facility will be subject to screening upon reentry.
- (c) No individual (except law enforcement officers, security details on official business, or similar individuals) shall carry or possess explosives or weapons of any kind in domestic Peace Corps facilities.
- (d) Armed law enforcement officers must present credentials authorizing them to carry a weapon. Upon completion of the official purpose of a visit, the individual is required to leave the facility.
- (e) Events with 10 or more visitors must be coordinated with the SS/DO/EPSTE at least 48 hours in advance.
- (f) Visitors who are granted access to restricted areas of Peace Corps domestic facilities may be granted Temporary Facility Access cards (TFAC).

### 5.4.1 Access at Peace Corps Headquarters

Unescorted visitor access within PCHQ is limited to the front lobby, Shriver Hall, kitchen, and bathrooms; access to all other areas is restricted. Visitors may access restricted areas within PCHQ only when escorted by a covered individual or a V/T on medevac. Unescorted access at 2001 L Street is restricted to the reception area.

Visitors to PCHQ must enter the building at 1111 20th Street and present valid government-issued photo identification (drivers license, passport, federal ID, etc.) to receive a Visitor Badge. The Associate Director of Safety and Security or his or her designee has the authority to waive the requirement that a visitor must present a government-issued photo identification to obtain a Visitor's Badge. Children 17 years of age or younger accompanied by a parent or guardian who is a covered individual do not need to obtain visitor badges. Visitors must display their Visitor Badge in plain view at or above the waist at all times.

## **5.4.2 Access at Regional Offices**

Unescorted access at each Regional Office (RO) is restricted to the reception area and areas set aside for use by RPCVs.

## **5.5 Individuals Barred from Facility Access**

Peace Corps may bar any person from accessing domestic facilities. Other than in emergency situations, the Associate Director for Safety and Security, in consultation with the Chief of Staff, must make the decision to bar an individual from Peace Corps facilities and SS/DO/EPPTE will coordinate any efforts.

## **5.6 Door Locks**

Perimeter doors (doors on domestic facilities that allow access to Peace Corps space from the outside) must remain locked unless an armed guard is present. Any changes to locks and locking hardware at any domestic facility must be initiated by SS/DO/EPPTE. Where possible, Peace Corps will install exterior door locks that are controlled by either Peace Corps Headquarters or the local engineer.

## **5.7 Keys**

SS/DO/EPPTE maintains copies of PCHQ door keys. Individual office keys will be issued to staff with valid PIV/FA cards upon completion of the PC-401A WAAF. *See* Attachment A. A staff member who has signed a WAAF and has been issued an office key must report a lost or stolen key immediately; not share his or her key with another person; not reassign the key to another person; and return the key upon changing office locations, changing certain job responsibilities, or departure from the agency.

Suite master keys allow one key to open multiple offices within a work area. Suite master keys may be issued only to individuals responsible for the identified suite, upon approval by the Associate Director/office head. If a suite master key is lost or stolen, all doors within that suite, at the expense of the office to which the key was issued, will be re-keyed and new keys will be issued.

A set of master keys per floor is issued to SS/DO/EPPTE, Office of Management/Administrative Services/Facilities Management Division, and the building engineers. SS/DO/EPPTE will perform a monthly accounting of each set of floor master keys. If a floor master key is lost or stolen, all doors on that floor will be re-keyed and new keys issued at the expense of the office to which the original key was issued.

Regional Office perimeter door keys are issued only to the Regional Officer Manager, Administrative Officer, and the building engineer and, where necessary, the first employee to arrive daily.

## **5.8 Unlocking of Doors**

A covered individual who forgets the key to his or her office or a supervisor wishing to gain access to the office of a subordinate covered individual may request that the door be unlocked. A covered individual requesting access to the office of another covered individual or to the office of his or her supervisor must submit the request via email to SS/DO/EPPTE and the covered individual or supervisor. Upon unlocking the requested door, the requestor is responsible for ensuring the security of the materials in the office space.

## **5.9 Deliveries**

All mail entering domestic Peace Corps facilities must be screened as directed by SS/DO/EPPTE. All items delivered to PCHQ must be brought to the mailroom entrance at the rear of the 1111 20<sup>th</sup> Street, NW building for screening and delivery by mailroom personnel.

## **5.10 Garage**

Requests for parking at PCHQ must be submitted to and approved by the Office of Management. Vehicles belonging to garage users must be screened by the guard force upon each entrance. At a minimum, a vehicle screening includes a convex mirror examination of the vehicle's under carriage, a physical search of the trunk, and observation of the vehicle's interior. In addition, the driver and all passengers (with the exception of dependent children 17 years of age or younger accompanied by a covered individual parent or guardian) must present valid Peace Corps PIV/FA Cards. Any non-exempt passenger without a PIV/FA Card must exit the vehicle before it enters the garage and proceed to the front lobby to enter the building and go through the security process.

## **5.11 Camera Surveillance**

All domestic Peace Corps facilities are monitored by closed circuit television (CCTV) cameras and all images are recorded. Surveillance devices monitor entrances, ensure adherence to access control policies and procedures, and record security violations. Camera surveillance information may be used for law enforcement/investigative purposes only.

## **5.12 Alarm Monitoring**

Contact, motion, and duress alarms are present in various locations throughout domestic Peace Corps facilities. Alarm monitoring devices alert first responders to emergencies and security violations requiring immediate attention. Alarm information may be used for law enforcement/investigative purposes only.

## **5.13 Incident Management**

In the event of a life-threatening incident or emergency, staff must immediately contact 911. All other incidents or emergencies affecting the safety or security of personnel or property within Peace Corps domestic facilities must immediately be brought to the attention of SS/DO/EPPTTE to ensure a proper response. Such incidents include but are not limited to threats to persons or property, theft, and assault. All incidents must be documented and submitted to SS/DO/EPPTTE using the PC-401B *Incident Report* form. *See Attachment B.*

## **5.14 Removal**

The anticipated removal of a covered individual must be coordinated with SS/DO/EPPTTE. Offices are required to notify SS/DO/EPPTTE a minimum of 24 hours prior to the expected removal action. SS/DO/EPPTTE, in coordination with FPS, may immediately remove any individual in an emergency based upon reliable information indicating disruptive behavior or threat to agency personnel or property.

## **5.15 Lost and Found**

All found personal items should be brought to the SS/DO/EPPTTE for storage. Items are kept securely for two months before being discarded. Items not claimed within two months may be donated, destroyed, or returned to the finder at the discretion of SS/DO/EPPTTE.

## **5.16 Situation Room**

The situation room is available for crisis management, emergency preparedness, and safety and security-related events or meetings only. To reserve the situation room for crisis management or emergency preparedness meetings or trainings, contact the Administrative Officer in the Office of Safety and Security.

## **6.0 Effective Date**

The effective date is the date of issuance.