Off-Hour Site Access

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Introduction

- DOE O 473.3 establishes requirements for the management and operation of PF and the Physical Security of property under the cognizance of DOE

- Access control at Argonne is accomplished by the use of a variety of physical security systems and the Protective Force

- The Protective Force plays a key role in controlling access to the Laboratory

Access Media

- Badges

There are several badges that are issued to DOE and Laboratory employees, contractors/temporary employees, facility users as well as foreign nationals (FN).

- Badges contain the individuals photograph, first name, middle initial, last name, issuing authority, mailing address if the badge is lost and the badge number
- Badges issued to foreign national will designate country of citizenship with an expiration date to coincide with 593

- Gate Passes

Contain date of expiration, last name, first and middle initial, issuing authority and citizenship.

- Gate Passes valid

- 6:30am-7:00pm, Monday- Friday
- Unless designated with an (N) for off-hours (N allows 24 hrs. access to Argonne)
- Acceptable photo ID (drivers license, state ID, passport, school ID)

If issued to an employee, the gate pass will contain individuals photograph and is valid during the off-hours.

Employee passes are valid as long as the expiration date is not expired. Foreign National (FN) gate passes have a red strip on bottom.

Access Media

- Temporary Badges
  - Multi-color background, the Argonne logo is located on left side, with an expiration date/red or white stripe. The photo is located on the right side, with the individuals name under the photo.

U.S. Citizen – Temporary Badge

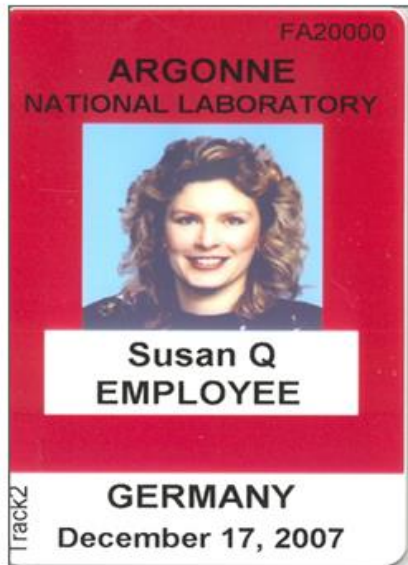Foreign National – Temporary Badge

U.S. Citizen - User Badge

Foreign National - User Badge

The white strip with date signifies that the individual is a U.S. citizen. The red strip signifies Foreign National.

Access Media

- Argonne National Laboratory Employee Badges – Site Specific

  - Foreign National - Red and White, Name, Country of Citizenship and expiration date

  - U.S. Citizen – White with Brown, Name and Laboratory name

Access Media

- Department of Energy Badges

HSPD-12 Badge

White with the DOE symbol, United States Government heading above photo which is located to the left side of the badge. Expiration date, affiliation and agency/dept. located on the right side, and site location and clearance level (if applicable) located on the lower bottom right. Along with one (1) gold square in the middle lower bottom of the badge.

Grey Department of Energy Badge

White with Grey and the U. S. Department of Energy heading with issuing authority. Photo is located within the grey with individual name under and Laboratory name at bottom.

HSPD-12 Foreign National have a blue strip and must have a valid 593 Form found in the FAVOR system.

DOE logo also on badge

HSPD-12 Badge (Department of Energy)

DOE Grey Badge

Access Media

- Gate Passes
  - Limited Hours (6:30am-7:00pm, Monday- Friday)
  - Unless designated off-hours with an "N" or employee photo
  - Must present photo ID with gate pass to obtain access, unless employee photo is displayed

U.S. Citizen Gate pass with no picture but with and "N" authorizes visitor access to the Lab 24 hours and must not have an expired date.

Visitor Arrives - Off-Hours

- Steps to take
  - Obtain visitors name
  - Request a picture ID (driver's license, state ID, passport, school ID)
  - Check for a preprinted gate pass
- If pass located
  - U.S. Citizen - Issue
  - Foreign National - scan documents requested in FAVOR and issue
- If pass not located
  - Verify visitors first and last name (ensure that first name or last name is not reversed)
  - Search Gatepass System
  - If visitor is in Gatepass and regardless of Status "Requested, Needs Approval, Issued, Printed", contact host and if approved issue a 1 day pass for U.S. citizen (FN must have an approved 593)

Visitor Arrives – Off-Hours

- If pass not requested in Gatepass system
  - Gather visitor information
    - Name, purpose of visit and host
    - Verify host contact information through the Gatepass system
  - If visitor is a U.S. Citizen
    - Contact host and if visitor is approved for access, issue a one day pass

  - If visitor is a Foreign National
    - Follow the "Foreign National Off-Hours Arrival Procedures"
    Access issues must be resolved within 15 minutes or elevated to Protection Programs & Systems (PPS) management

PPS management: Terry Bohle, Kim Mandekich, Dave Metta and Sylvia Rada.

Access Denial

- Host denies access
- Foreign National does not have an approved 593
- Pass not requested in Gatepass System and host can not be contacted
- Two Argonne Security Managers must deny access
  - Terry Bohle
  - Kim Mandekich
  - Dave Metta
  - Sylvia Rada

- Access denial will follow with a report to Argonne PPS management

Gatepass System

Search the Gatepass System for pass request. Click on View Passes tab. Enter visitors name in the Search for a Pass field and click Search. With mouse point to correct visitor name (1) to retrieve information. NEXT SLIDE

Gatepass System

Verify with visitor, company Representing, Citizenship, Start & End Dates and who they are visiting. You also want to look over the Yes/No Questions to verify that he/she is being authorized for off-hours. If this is marked No evening hours, contact host for off-hour approval. If host approves off-hours, issue one day pass or until the next business day that the Argonne Information Center (AIC) will be open. Since visitor is a FN on this slide, you must click on Favor Request # to view FAVOR record. NEXT SLIDE

Favor: Visitor Detail


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                        * * No status documents available for visitor. * *
Security Plan Site Access: Visitor/assignee will be staying on site at the Argonne Guest House and will have
access to both the work area and to the common areas of the site.
First Name:                     Middle Initial:          Last Name:              Received Date:
JiangFeng                       nmi                      Hu                      01/14/2013
ANL Request #:                  ANL Visitor #:           FACTS Request #         FACTS Visitor #:
137060-0                        104995                   VAN2013101022           302022
Desired Start Date:             Desired End Date:        Status:                 Approval Date:
01/14/2013                      01/18/2013               Approved                01/14/2013
                                                         Indicies Check          Indicies Check
Birth Date:                     Actual Start Date:       Completed Date:         Expiration Date:
01/26/1975
Citizenship Country:            Dual Citizenship:        Birth Country:
SN Singapore                                             CH China ( Sens )
(LPR) Legal Permanent Resident: LPR Number:              LPR Expiration Date:
No
Passport Number:                Country of Issue:        Expiration Date:
E3301292D                       SN Singapore             12/06/2017
Visa Number:                    Type of Visa:            Expiration Date:
VWB
Alternate Type of Credentials:
Associated Number:              Institution/Employer:    Expiration Date:
Computer Access?:               Computer Access Type:    Networks:
Yes                             On Site                  ANL Intranet, Divisional Intranet
                                                                                 Currently on a
Host Name:                      Host Phone:              Division:               visit/request?:
Heald, Steve M.                 work: (630) 252-9795     PSC                     No
                                home: (630) 512-0989
                                cell: (630) 456-1742
Administrative Contact:         Contact Phone:
Fisher, Sharon L.               2-7858
Is this visit/assignment for employment?                This request is for:
No                                                       Visit
Employer/Institution:
Data Storage Institute
DSI Building, 5 Engineering Drive 1
Singapore n/a 65-68741203
SN
Remarks:                                                 Comments:
Routed 1/14/2013 R.S. Beamline contact: Chengjun Sun     AIC/ProForce: Request and copy passport,
**Intermittent visit - Do not issue long term badge**   visa and I-94***
Family Member(s):
Name/                           City of Birth/           Country of Birth/
Date of Birth                   Relationship             Citizenship
This visit IS sensitive and requires a security plan for the following reasons:
Security Plan Site Access: Visitor/assignee will be staying on site at the Argonne Guest House and will have
access to both the work area and to the common areas of the site.
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15

If pass requested is within Desired Start & End Date, view Comments field, scan/copy requested documents and issue pass. If pass requested not within the FAVOR record dates, follow the FV&A "Foreign National Off-Hours Arrival Procedures".

Gatepass System

To find off-hour contact information for a host if no gate pass was requested: click on Administration tab, then click on <u>View ANL Person</u> which will bring you to this page. If you know the badge #, enter it in the "Badge No:" box and hit the Enter key. If badge # is unknown, click on magnifying glass and enter employees name in the designated fields, hit search and highlight the employee you are looking for and hit OK.

Gatepass System

Just an example of a gate pass request with FAVOR record not being approved or having no record. (STOP SIGN on top left).