

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

TRANSMITTAL SHEET

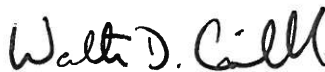
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SUBJECT: Administrative
 Part 444: Physical Protection and Facility Security
 Chapter 1: General Program Requirements

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter establishes policy for safeguarding Bureau of Ocean Energy Management (BOEM), and the offices, buildings, and other facilities occupied by BOEM employees. This chapter replaces MMS Manual 444.1, Physical Protection and Building Security, General Program Requirements, dated March 19, 2009.



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FILING INSTRUCTIONS:

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Department of the Interior
Bureau of Ocean Energy Management Manual

Effective Date: March 22, 2016

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Series: Administrative

Part 444: Physical Protection and Facility Security

Chapter 1: General Program Requirements

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

1. Purpose. This manual chapter establishes policy for safeguarding Bureau of Ocean Energy Management (BOEM) employees, and the offices, buildings, and other facilities occupied by BOEM employees.

2. Authority.

A. 444 DM 1, Physical Security Program Requirements, August 13, 2013.

B. 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).

3. Scope. This policy is applicable to all the offices, buildings, and other facilities occupied by BOEM employees, to all BOEM personnel, and to all persons entering in or on such property to the extent applicable.

4. Responsibilities.

A. The BSEE Associate Director for Administration (ADA) is responsible for designating, in writing, a Bureau Security Officer who will perform the security duties for the BOEM.

B. The BSEE Bureau Security Officer has jurisdiction over offices, buildings, or other facilities and is responsible for safeguarding personnel and real and personal property under the control of, or assigned to, the facilities in conjunction with the local security officers at each site. The BSEE Bureau Security Officer reports to the BSEE Chief, MSD. The BSEE Bureau Security Officer is also responsible for:

- (1) Complying with Department of the Interior (DOI) physical security program policy.
- (2) Developing physical security safeguards, policies, guidelines, and procedures for use by BSEE local security officers at sites occupied by BOEM employees.
- (3) Serving as the principal point of contact for BOEM security related matters.
- (4) Overseeing the required periodic risk assessment of GSA owned or leased facilities and

implementing required actions.

(5) Developing BOEM policies (i.e. after hour's access, visitor, and shelter in place) as needed. These policies must be in addition to DOI and Federal policies. Bureau policies cannot be written and implemented in such a way that would supersede DOI and/or other Federal policy.

C. The BSEE Local Security Representatives will coordinate with the BSEE Bureau Security Officer and are responsible for:

(1) Implementing, maintaining, and monitoring facility security procedures necessary to protect the personnel, operation, and contents of facilities in accordance with the recommended minimum security standards.

(2) Ensuring that BOEM-specific physical security review and compliance programs and policies are implemented.

(3) Developing local guidance, procedures, security briefings, and training pertaining to physical security and crime prevention. This local guidance cannot supersede bureau and DOI policy.

D. Bureau Employees are responsible for compliance with the BOEM physical security policies and for safeguarding property entrusted to his/her care.

5. Physical Security Surveys. Physical security surveys to evaluate the security safeguards, in effect or needed, will be conducted or arranged for by the BSEE Bureau Security Officer or their designee, or the regional security officer, at sites occupied by BOEM employees.

When a facility is in the planning stages, the BSEE Bureau Security Officer or designee will review the physical security requirements with all responsible parties (i.e. GSA, Facility Manager, lessor, architect, and builder) to ensure that necessary safeguards are included in the initial construction. Prior to occupancy of a new building, the BSEE Bureau Security Officer or designee will conduct and record an on-site physical security survey. The survey shall identify safeguards which must be installed before occupancy. The BSEE Bureau Security Officer will retain all documentation and make that documentation available for review.

When a physical security survey is conducted by any other agency (e.g., GSA, Federal Emergency Management Agency, etc.), the BSEE Bureau Security Officer or designated alternate will retain all documentation. The BSEE Bureau Security Officer or designated alternate will maintain documentation of the survey and any action taken.

6. Initial Security Assessment. In determining the type and depth of physical security safeguards required, the following items should be considered:

A. The safety and welfare of employees.

B. The effect of a loss of the facility or part of the facility on the mission of the DOI and the potential effect of that loss on the national welfare.

C. The vulnerability of the facility to unauthorized access which could lead to the sabotage,

theft, or vandalism of Federal real and personal property and/or records.

D. The replacement cost of Federal real and personal property versus the cost of physical security safeguards under consideration.

7. Conduct on Federal Property. Conduct on Federal property will be in accordance with applicable Federal, State, and local laws and regulations.

A. **Inspection.** Packages, briefcases, and other containers in the immediate possession of visitors, employees, or other persons arriving on, working at, visiting, or departing from Federal buildings and grounds, are subject to reasonable inspection by security guards or designees. Inspections may include, but are not limited to, vehicles entering, departing, or parked on Government owned/leased facilities.

B. **Admission to Property.** Property shall be closed to the public during other than normal business hours. The closing of property will not apply to that space where, after normal business hours, use/access has been approved by a designated official. Admission to property after normal business hours will be restricted to authorized persons who shall register upon entry to the property and/or shall, when requested, display Government or other identifying credentials to security personnel when entering, leaving, or while on the property.

C. **Displaying of Federal Identification (ID) Badges.** All employees, contractors, and visitors must clearly display their Government issued identification badges at all times while in Federal facilities, unless otherwise instructed. The preferred display location is between the neck and waist to enable security personnel to easily see the ID.

D. **Preservation of Property.** The improper disposal of rubbish on property; the willful destruction of or damage to property; the theft of property; the creation of any hazard on property to persons or things; the throwing of articles of any kind from or at a building; or the climbing upon statues, fountains, or any part of the building, is prohibited. Applicable Federal, State, and local laws and regulations also apply.

E. **Conformity with Official Signs and Directions.** Persons in or on the property shall comply with official signs of a prohibitory, regulatory, or directory nature, and with the lawful direction of security personnel.

F. **Disturbances.** Any loitering, disorderly conduct, or other conduct on property which creates loud or unusual noise or a nuisance; which unreasonably obstructs the use of entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking lots; which otherwise impedes or disrupts the performance of official duties by Federal Government employees; or which prevents the general public from obtaining the services provided on the property in a timely manner, is prohibited.

G. **Alcoholic Beverages and Narcotics.** Operation of a motor vehicle while on the property by a person under the influence of alcoholic beverages or drugs is prohibited. Entering upon or occupying the property while under the influence of, using, or possessing any illegal/controlled drugs are prohibited. The prohibition shall not apply in cases where the drug is being used/

possessed in accordance with a prescription issued by a licensed physician. Entering upon or occupying the property under the influence of alcoholic beverages is prohibited. The use of alcoholic beverages on Government property is prohibited, except as provided in the provisions of 41 CFR §101-20.307.

H. Dogs and Other Animals. Dogs and other animals, except seeing eye dogs, hearing dogs, service dogs, and animals used to guide or assist disabled persons, shall not be brought upon the property for other than official purposes.

I. Vehicular and Pedestrian Traffic.

(1) Drivers of vehicles entering or while on the property shall drive in a careful and safe manner and shall comply with the signals, posted traffic signs, and directions of law enforcement and security personnel.

(2) The blocking of entrances, driveways, walks, loading platforms, and fire hydrants on the property is prohibited.

(3) Except in emergencies, parking on the property is not allowed without a permit where applicable. Parking without authority, parking in unauthorized locations or in locations reserved for other persons, or parking contrary to the direction of posted signs is prohibited. Vehicles parked in violation may be subject to removal at the owners' risk and expense.

J. Explosives. No person entering or while on the property shall carry or possess explosives or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed, except for official purposes.

K. Firearms. Unauthorized possession or transportation of firearms or other dangerous weapons in a Federal facility is prohibited and a violation of Federal law. The carrying of firearms by anyone other than authorized individuals is prohibited.

L. Removal of Government-Owned Property. No Government-owned personal property asset item can be removed from any building and other facility occupied by BOEM employees without a properly completed and approved Property Pass, DI-1934 (See BOEM Manual 400.1, Property Management – Accountability and Responsibility). This Form must be maintained with the personal property asset item at all times and will be required to enter with or remove Government-owned equipment asset items.

M. Violence in the Workplace. Violence or any threatening behavior in the Federal workplace is prohibited. This includes any behavior that is harassing, intimidating, provoking, or unsafe which could be interpreted as intent or a threat to cause physical harm to another individual or damage to property.