

USAREC Memorandum 380-4

Security

Access Procedures and Identification Badges

**Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, Kentucky 40121-2725
7 July 2010**

UNCLASSIFIED

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Effective 15 July 2010

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History. This publication combines and supersedes USAREC Memo 190-2 and USAREC Memo 640-1.

Summary. This memorandum establishes policy and procedures that comply with the requirements of AR 600-8-14 and prescribes security measures for Headquarters, U.S. Army Recruiting Command.

Applicability. This memorandum applies to all military and civilians at all levels of the U.S. Army Recruiting Command. Any violations of its requirements may subject Soldiers to disciplinary action under Article 92, Uniform Code of Military Justice, and civilian personnel may be subject to adverse action under civilian personnel regulations.

Proponent and exception authority. The proponent of this memorandum is the Assistant Chief of Staff, G3. The proponent has the authority to approve exceptions to this memorandum that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of GS-13.

Army management control process. This memorandum contains management control provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRO-COC, 1307 Third Avenue, Fort Knox, KY 40121-2725; or by e-mail to eocofficer@usarec.army.mil.

Distribution. This memorandum is available in electronic media only and is intended for command distribution level E.

*This memorandum supersedes USAREC Memorandum 190-2, dated 20 June 1995, and USAREC Memorandum 640-1, dated 2 July 2001.

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Glossary

Chapter 1 General

1-1. Purpose

This memorandum establishes access controls and security measures for the Headquarters, U.S. Army Recruiting Command (HQ USAREC) building located at 1307 3rd Avenue, Fort Knox. It also establishes policies and procedures and assigns responsibilities for personnel identification (ID) badges within building 1307. These procedures comply with the requirements of AR 600-8-14.

1-2. References

For required and related publications and related and referenced forms see appendix A.

1-3. Explanation of abbreviations

Abbreviations used in this memorandum are explained in the glossary.

Chapter 2 Access Procedures for Building 1307

2-1. Watch officer

Building access and control is managed around the clock by the Assistant Chief of Staff (ACS), G3, Command Operations Center (COC), watch officer (WO). The WO's primary place of duty is the desk at the main entrance.

2-2. Key control

- a. No person requires a key to enter the building.
- b. The WO will control the master keys.
- c. Staff directorates will maintain control and accountability of all keys and locks for use within their functional work areas.
- d. The Headquarters Commandant retains control and accountability of all facility keys, less keys to desks, cabinets, and similar containers.
- e. If a person has forgotten their work area or room key, the WO can open the area door for the person if the WO recognizes the employee. If the WO does not recognize the person, the WO will call the person's supervisor to authenticate the person for access to their work area.

2-3. Security

Video cameras monitor every point of entry to building 1307 around the clock. The WO monitors, programs, and controls the security system under the direction of the ACS, G3.

Chapter 3 Access Devices and Badges

3-1. Personnel access devices

- a. U.S. Army Recruiting Command (USAREC) personnel whose primary place of duty is HQ USAREC will receive a personnel access device (PAD). The person will scan their device and enter their personal identification number (PIN) to gain entry.
- b. USAREC, U.S. Army Accessions Command, and contractor personnel who perform support duties within building 1307 can be issued an access device if they require access at least three times a week or twelve times per month. The COC chief will develop a system to monitor and determine whether the criterion has been met for an access device. This determination is made after the identified person is monitored for at least 30 days. Personnel requesting a PAD will be nominated by a commissioned officer or Department of the Army civilian in a supervisory position assigned to building 1307.

c. Contractor personnel are required to wear their access device on their person where it is easily recognizable at all times.

d. Newly-assigned personnel receive a security briefing during their inprocessing at the G3, Security Office. Once the briefing is complete and SF 85 (Questionnaire for Nonsensitive Positions) or SF 86 (Questionnaire for National Security Positions) is complete, the WO will issue the PAD and enter pertinent data in the C-Cure 800 System. The G3, Security Office or the COC will apply a photo to the PAD.

e. Personnel must safeguard their PAD or badge at all times. Loss or theft of a PAD or badge must be reported to the COC immediately. The COC will issue a replacement PAD after the person's supervisor confirms the loss and that the holder has exhausted all means to locate the missing device.

f. Personnel who regularly visit or conduct business in building 1307 may ask for a PAD. Such personnel include labor union representatives and the HQ USAREC representative at the civilian personnel center. The person must send a request in writing to the Chief, COC. The requests must include the person's full name, duty position and organization, business telephone number, and a brief justification.

3-2. Temporary badges

a. A temporary (T) badge is provided to persons who have misplaced or forgotten their access device. Persons who are issued a T badge must surrender a picture ID card and must wear the badge on their person at all times. The person using a T badge may enter and exit at the main entrance only. The badge is valid for 1 day only.

b. Personnel who do not require escort (cleaning crews and prime contractors, for example) may receive a T badge. These personnel may enter and exit the building only at the main entrance.

c. T badges do not require the bearer to enter a PIN to enter the building.

3-3. Event access device

a. Personnel who have a requirement to work in building 1307 for a designated period of time, 3 days or longer (temporary duty, boards, etcetera,), will receive an event access device to allow the person access to the building.

b. The sponsoring organization must provide a by-name list of event participants. The WO should receive the request 48 hours in advance. When the event occurs regularly, the WO will issue the sponsor a set number of devices.

c. Event access devices are controlled by the WO and are requested by memorandum to the ACS, G3, COC.

3-4. Visitor access device

a. Visitor access devices (visitor badges) are issued to visitors upon surrendering a picture ID at the WO desk. All visitors will call the person they are visiting upon arrival at the WO desk. The sponsor will come to the main WO desk and escort their visitor. Visiting personnel must be escorted at all times. The visitor must wear the badge on their person at all times. The picture ID will be returned to the visitor when they depart.

b. Large groups of visitors (such as people attending promotion and retirement ceremonies) may enter only areas set aside for the event. The sponsoring person or organization will provide the WO with a list of names of visitors prior to the event. The WO will provide route instructions to these visitors. The sponsoring person or organization will advise their visitors that they are limited to the area of the event.

3-5. Very important person access device

The chief protocol officer retains a specific number of very important person access devices and controls their distribution and collection. Personnel provided a very important person access device must wear the device at all times and must enter and exit at the main entrance.

3-6. Deliveries

a. Parcel deliveries (United Parcel Service, Federal Express, etcetera,) shall be routed and received only at the Mail and Distribution Center. Deliveries at the main WO desk (fast food and flowers, for example) are routed to the person receiving the delivery. The WO will call the recipient, who must then pick up the delivery at the main desk.

b. The telephone at the WO desk is for visitors, vendors, and guests to contact the sponsor. The sponsor will meet the visitor, vendor, or guest at the main desk. Delivery personnel must be escorted at all times while in building 1307 and will be treated as requiring a visitor badge.

3-7. Access door control

a. The WOs control the activation and deactivation of the door alarm system.

(1) The WO will deactivate the alarm to the doors on the east, west, and northeast at 0545 weekdays and activate the alarms at 1800 weekdays. The main entrance doors (north and south) are secured at midnight and opened at 0530 daily.

(2) On weekends and holidays, the east, west, and northeast doors remain secured and the alarms are armed.

(3) The delivery doors (ground level and loading dock) are always secure and require controlled access by the WO. When delivery or authorized personnel require access through these doors, the WO will unlock the doors as required. When the delivery doors require extended opening times, the WO will sign the door key to an authorized person with a permanent access device to allow the services of delivery personnel.

b. Loading dock doors are under video camera surveillance at all times. Personnel requesting access from the dock will identify themselves via intercom and state their business to the WO.

c. The WO will control both entry and exit during nonduty hours. Authorized persons entering the building during nonduty hours will be required to use access devices per this memorandum. When contractors or personnel who are not authorized access to the building are required to work during nonduty hours, the directorate will provide a monitor to ensure the personnel are controlled and perform duties as required.

d. All doors will permit emergency exit at all times. Alarms will sound if the door is breached.

e. The WO will conduct routine security checks of all areas of the building as required and conduct random access measures when directed by the USAREC G3, COC chief and antiterrorism officer.

f. Unauthorized entry.

(1) If WOs determine that personnel are bypassing the building 1307 access control system and could pose a threat, the WOs will take the following immediate action:

(a) Call 911 to report the security breach.

(b) Activate the Integrated Commercial Intrusion Detection System.

(c) Broadcast over the public announcement system that an unauthorized person has entered the building and that all personnel must move to secure locations immediately.

(d) Send an e-mail message to all USAREC personnel to remain in locked areas until told that the area is clear by military police or USAREC leaders.

(2) Authorized personnel will not allow other persons to enter the building behind them without scanning their individual badge and entering their PIN. If an unauthorized person is observed entering the building and not following the correct procedures, inform the WO. Any persons who enter the building by bypassing the access control system can be disciplined if the breach is intentional. A first offense will result in a warning and notification to the person's supervisor. Other breaches will result in the person's access device being suspended, thereby requiring the person to surrender an ID card at the main desk for a minimum of 7 days.

Appendix A References

Section I Required Publication

AR 600-8-14

Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel. (Cited in para 1-1.)

Section II Related Publications

AR 190-13

The Army Physical Security Program.

AR 190-51

Security of Unclassified Army Property (Sensitive and Nonsensitive).

AR 525-13

Antiterrorism.

USAREC Reg 380-4

Security Program.

Section III Related Forms

HQ USAREC Form 1902

Photo Identification Badge.

HQ USAREC Form 1902-A

Photo Identification Badge (Limited Access).

HQ USAREC Form 1902-B

Contractor Photo Identification Badge.

HQ USAREC Form 1902-C

Contractor Photo Identification/Access Badge.

HQ USAREC Form 1903

Temporary Identification Badge.

HQ USAREC Form 1904

Visitor Identification Badge.

HQ USAREC Form 1904-A

Visitor Event Badge.

HQ USAREC Form 1904-B

Visitor Dignitary Badge.

Section IV
Referenced Forms

SF 85

Questionnaire for Nonsensitive Positions.

SF 86

Questionnaire for National Security Positions.

Glossary

Section I Abbreviations

ACS

Assistant Chief of Staff

COC

Command Operations Center

HQUSAREC

Headquarters, U.S. Army Recruiting Command

ID

identification

PAD

personnel access device

PIN

personal identification number

T

temporary

USAREC

U.S. Army Recruiting Command

WO

watch officer

Section II Terms

There are no entries for this section.

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