

**U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250**

<b>DEPARTMENTAL REGULATION</b>	<b>Number:</b> DR 1650-001
<b>SUBJECT:</b> Physical Security Program	<b>DATE:</b> March 3, 2016
	<b>OPI:</b> Office of Operations, Protective Operations Division

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**1. PURPOSE**

To establish policy, standards, responsibilities, and to develop and maintain a comprehensive physical and technical security program for USDA facilities in the National Capitol Region (NCR).

**2. SPECIAL INSTRUCTIONS/ CANCELLATION**

This Departmental Regulation (DR) supersedes DR 1650-1 Physical Security USDA Headquarters Complex Authorized Entrances/Exits Alarms, and Special Locks, dated August 13, 1985.

**3. APPLICABILITY**

This DR applies to all property under the charge and control of the Office of Operations (OO) and to all persons entering in or on such property. Each occupant agency shall be responsible for the observance of these rules and regulations.

#### 4. POLICY

- a. The OO, Protective Operations Division (POD) has delegated authority to develop, direct, manage, and enforce physical and technical security programs for the HQ Complex, GWCC, and leased facilities in the NCR.
- b. All employees and visitors of the USDA must comply with this DR.
- c. The OO, POD shall deny access to any employee and/or visitor, who are deemed a security risk.
- d. Electronic Data reporting will not be released to agencies for time and attendance verifications.

#### 5. AUTHORITIES

[Title 41, Code of Federal Regulations, Part 102-74, Subpart C](#)

[Interagency Security Committee Standard: Items Prohibited from Federal Facilities](#)

[Interagency Security Committee, E.O. 12977](#)

[Possession of firearms and dangerous weapons in Federal facilities, 18 U.S.C. 930](#)

[DR 4620-002, Common Identification Standard for U.S. Department of Agriculture, September 29, 2014](#)

#### 6. DEFINITIONS

- a. Agency Head – Agency Administrator or Staff Office Director.
- b. Barring Notice – Implemented to prevent entry and/or access to USDA facilities (HQ Complex, GWCC, and leased facilities in the NCR) for any employee who has exhibited behavior deemed harmful to the facility and/or its occupants.
- c. Departmental Regulation – A document outlining policy, standards, and responsibilities expected of all USDA employees and visitors.
- d. Electronic Security Checkpoint – A screening process involving a physical scan through a magnetometer and a search of a person's belongings via x-ray machine.
- e. Employee – Federal and contractor employees of the USDA.
- f. Employee "E" Pass – Issued to employees for entry/access into the appropriate USDA facility, after having been properly screened, who have failed to provide proper USDA identification (i.e. stolen, lost, expired, or forgotten ID).
- g. Headquarters Complex – USDA Jamie L. Whitten Building and South Building.

- h. Non-Security Hours- Period of time in which a building is open to the general public and the agency has assumed a normal business posture. For the USDA Headquarters Complex, GWCC, and leased facilities within the NCR, the non-security hours are as follows:
  - (1) Monday through Friday – From 6 AM to 6 PM
- i. Security Breach – An act that violates or contravenes security policies, practices, or procedures.
- j. Security Hours- Period of time in which a building is closed to the general public and the agency has assumed a non-business posture. For the USDA Headquarters Complex, GWCC, and leased facilities within the NCR, the security hours are as follows:
  - (1) Monday through Friday – From 6 PM to 6 AM
  - (2) Weekends and Holidays- All day (24 hours)
- k. Security Technology – Any security countermeasure (e.g. barriers, gates, electrical/electronic devices, intrusion/access control and CCTV systems, etc.) used to provide or enhance security of people, property and information.
- l. Security Violation Notice – A documented notice that is issued by the Office of Operations, Protective Operations Division informing an employee and/or visitor of non-compliance with established security policies and requirements. (See Appendix A for form)
- m. Visitor “V” Pass – Issued to all visitors of USDA facilities for entry/access into the appropriate USDA facility, after being properly screened.
- n. USDA Identification – A current and non-expired HSPD-12 identification card, Site Badge, or Retiree badge issued by the U.S. Department of Agriculture to its employees.

## 7. ABBREVIATIONS

COTR	Contracting Officer’s Technical Representative
DR	Departmental Regulation
GSA	General Services Administration
GWCC	George Washington Carver Center
NCR	National Capitol Region
OO	Office of Operations
OPI	Office of Primary Interest
POC	Point of Contact
POD	Protective Operations Division
USDA	United States Department of Agriculture

## 8. RESPONSIBILITIES

- a. Director of the Office of Operations shall:
- (1) Maintain physical and technical security programs and policies in the HQ Complex, GWCC, and leased facilities in the NCR.
  - (2) Approve and ensure compliance with this DR.
- b. Director of the Protective Operations Division shall:
- (1) Establish, maintain, and manage physical and technical security programs and policies in the HQ Complex, GWCC, and leased facilities in the NCR.
  - (2) Conduct physical and technical security assessments and inspections of the HQ Complex, GWCC, and leased facilities in the NCR.
  - (3) Advise management on physical and technical security issues.
  - (4) Develop and implement a security awareness program for employees in the NCR.
  - (5) Liaise with law enforcement agencies in the NCR.
  - (6) Authorize approval or denial of any security technology enhancements and/or installations, access requests, barring notices, and all other security-related matters.
  - (7) Provide enforcement of prohibited items.
  - (8) Develop and maintain policies and procedures for enforcing parking restrictions.
  - (9) Deny employee access to USDA Headquarters Complex, GWCC, and leased facilities in the NCR due to noncompliance with the established DR.
  - (10) Conduct security investigations and surveillance operations.
- c. Employees shall:
- (1) Wear a valid USDA identification badge at all times while in USDA facilities within the NCR. USDA identification **must be worn above the waist** in such a manner that the identity of the individual is clearly visible at all times.
  - (2) Readily present their identification to a USDA Special Police Officer or other POD security personnel upon request.
  - (3) Report lost ID badges immediately to their supervisor and the POD for suspension in the access control system.
  - (4) Accompany their visitors throughout the facility at all times.
  - (5) Accompany their children throughout the facility at all times and adhere to the guidelines set by their agency.
  - (6) Report all security breaches and/or violations to the POD by calling the Security line 202-720-6270 or e-mailing [OOsecurityhelp@dm.usda.gov](mailto:OOsecurityhelp@dm.usda.gov)
  - (7) Adhere to and comply with applicable requirements of the DR.
    - (a) Employees that fail to comply with this DR will be subject to a security violation notice and may be denied access to or escorted out of the facility.
- Note:** Employees who do not have a valid USDA identification card upon entry will be processed as a visitor and given an Employee “E” pass only after physical verification from their POC.
- d. Retirees of the USDA from the HQ Complex, GWCC, and leased facilities in the NCR shall:

- (1) Provide a valid USDA Retiree badge.
- (2) Wear a valid USDA Retiree badge in the appropriate manner at all times while in the facility.
- (3) Will be processed as a visitor; no escort required.

e. Visitors shall:

- (1) Process through the electronic security checkpoint during non-security hours, and comply with instructions of the USDA Special Police Officer.
- (2) Provide valid photo identification and contact information prior to being signed in.
- (3) Wear a valid USDA Visitor "V" Pass in the appropriate manner at all times and are to wait for their Point of Contact (POC) in the designated waiting area.
- (4) Be accompanied by a POC for the duration of their visit in the facility. Any visitor found without their POC will be escorted out of the facility or to the nearest visitor entrance.
  - (a) Visitors of the USDA cafeteria are not required to be accompanied by an escort/POC, but are to remain within the confines of the cafeteria, the restrooms, and designated corridor in which to ingress/egress to/from the cafeteria.

**NOTE:** Both "E" Passes and "V" Passes shall be returned directly to the USDA Special Police or HSPD-12 Identification Office upon exit from the USDA facility, **no exceptions**. In order to regain entry/access into the USDA facility, the entire screening process will restart.

\*Non-USDA Federal Employees are considered visitors of the Department and **must** be processed through the electronic security checkpoint. An escort is not required for Federal Employees while accessing public space (e.g. the cafeteria, Dining Hall, and Promenade).

## 9. GENERAL SECURITY INFORMATION

- a. Authorized Doors. Employees and all those entering and exiting the USDA HQ Complex, GWCC, and leased facilities in the NCR shall use authorized points of entrance and egress which include doors that have Special Police Officers and/or Security Guards on duty, electronic card readers, or those designated for the exclusive use of persons with disabilities.
- b. Emergency and Fire Exits Doors shall not be used as common points of entry and exit by employees for the sake of convenience (except during times of an emergency).
- c. Doors for persons with disabilities are located throughout the complex and are properly marked. The use of these doors designated exclusively for persons with disabilities by anyone other than those with a disability must be cleared first by the OO, POD. Employees and/or visitors that violate any of these procedures will be issued a Security Violation Notice and may be denied access to or escorted out of the facility.
- d. Inspection. Packages, briefcases, and other containers in the immediate possession of employees, visitors, or other persons arriving at, working at, visiting, or departing from the USDA HQ Complex, GWCC, and leased facilities in the NCR, are subject to

inspection.

- e. Admission to Property. Building(s) shall be closed to the public during Security Hours.
- f. 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 climbing onto any part of the building, is prohibited.
- g. Conformity with Signs and Directions. Persons in and on property shall at all times comply with official signs of a prohibitory, regulatory, or directory nature, and shall comply with the lawful direction of Special Police Officers and other authorized individuals.
- h. Disturbances. Loitering, disorderly conduct, or other conduct on property which creates loud or unusual noise or a nuisance; which unreasonably obstructs the usual use of entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking lots; which otherwise impedes or disrupts the performance of official duties by employees; or which prevents the general public from obtaining the administrative services provided on the property in a timely manner, is prohibited.
- i. Illegal activities. Except as otherwise permissible under regulations related to the Combined Federal Campaign, Participating in games for money or other personal property or the operating of gambling devices, the conduct of a lottery or pool, or the selling or purchasing of numbers tickets, or any other illegal activities/crimes in or on property is prohibited.
- j. Alcoholic Beverages and Narcotics. Being under the influence of or using or possessing any alcoholic beverages, narcotic drugs, hallucinogens, marijuana, barbiturates, amphetamines, or any synthetic versions of any of the foregoing is prohibited. The prohibition shall not apply in cases where the drug is being used as an authorized prescription. For alcoholic beverages this prohibition shall not apply when an exemption has been granted in accordance with DR 1630-002.
- k. Soliciting, Vending, and Debt Collection. Soliciting alms, commercial or political soliciting, and vending of all kinds, displaying or distributing commercial advertising, or collecting private debts on property or in the USDA HQ Complex, GWCC, and leased facilities in the NCR is prohibited. Any person or organization requesting an exception should contact the OO or POD.
- l. Posting and Distributing Materials. Distribution of materials, such as pamphlets, handbills, or flyers is prohibited, except in the public areas of the building or when conducted as part of an authorized Government activity. Any person or organization proposing to distribute materials in a public area under this section shall first obtain a permit from the OO.
- m. Photographs for News, Advertising, or Commercial Purposes. Photographs may be taken in spaces occupied by an agency only with the consent of the occupying agency. Except

where security regulations apply or a Federal court order or rule prohibits it, photographs for news purposes may be taken in entrances, lobbies, foyers, corridors, or auditoriums when used for public meetings. Subject to the foregoing prohibitions, photographs for advertising and commercial purposes may be taken only with written permission of an authorized official of the agency occupying the space where the photographs are to be taken.

- n. **Dogs and Other Animals.** Animals, except service animals that are trained to perform tasks for persons with disabilities, shall not be brought upon the property for any reason other than official purposes.
- o. **Vehicular and Pedestrian Traffic.** Drivers of all vehicles entering or while on the property shall drive in a careful and safe manner at all times, and shall comply with posted signs and the directions of Special Police Officers or other authorized individuals. 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, where warning signs are posted, shall be subject to removal at the owners' risk and expense.
- p. **Firearms, Explosives, and Other Prohibited Items.** No person entering or while on the property shall carry or possess firearms, explosives, or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed, except for official purposes. See Appendix A.
- q. **Nondiscrimination.** There shall be no discrimination against any person or persons because of race, color, national origin, disability, sex, gender identity, political beliefs, age, marital status, family/parental status, religion, sexual orientation, reprisal, or because all or a part of an individual's income is derived from any public assistance program, in furnishing or by refusing to furnish to such person or persons the use of any facility of a public nature, including all services, privileges, accommodations, and activities provided on the property.
- r. **Building Access.** Employees are required to utilize their USDA employee identification cards to access electronic turnstiles and/or card readers located at designated points of entry for USDA Headquarters facilities and GWCC.

## 10. TECHNICAL SECURITY DEVICES

No Agency and/or Employee in the USDA Headquarters Complex, GWCC, and Leased Facilities in the NCR shall install and/or operate any electronic security devices and/or systems without approval from the OO/POD. Electronic security devices and systems include, but are not limited to: access control systems (card readers, door strikes, etc.), intrusion detection systems (duress alarms, monitoring systems, etc.), closed circuit televisions, stand-alone surveillance systems, and all other associated components.

## 11. ELECTRONIC REPORTS

Requests for any and all electronic data reports (card reader activity, alarm reports, and/or closed circuit television footage) shall be submitted in writing in memorandum format to the OO/POD. The POD will approve or disapprove the request based on the intent for which the information is being used. As set forth in section 4.d., above, electronic data reports will not be released to agencies for time and attendance verifications.

## 12. BARRING NOTICES

- a. POD reserves the right to bar an employee or visitor who violates any portion of this policy and/or is deemed a security threat to the Department, co-workers, or themselves.
- b. Requests to bar an employee, contract employee, or other visitor from agencies must be submitted in writing in memorandum format, by an Agency Head or designee to the Director, POD.
  - (1) Requests made on behalf of the USDA Child Development Center, Agricultural Federal Credit Union, Employee Services Recreation Association, or any contractor working in any USDA facility must be made by the COTR or their designee.
  - (2) All questions regarding barring notices should be directed to the POD Security line (202) 720-6270 or [OOsecurityhelp@dm.usda.gov](mailto:OOsecurityhelp@dm.usda.gov).
- c. Barred employees and/or visitors may submit a formal letter to the Director, OO to appeal a decision.

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## APPENDIX A

### A-1. PROHIBITED ITEMS REFERENCE LIST

**The USDA follows the Department of Homeland Security's Interagency Security Committee standard list of items prohibited from a Federal facility which includes, but is not limited to:**

<b>A. Guns and Firearms</b> 1. BB guns 2. Compressed air guns 3. Firearms (unless meeting the exceptions listed in 18 U.S.C. § 930) 4. Flare pistols 5. Gun lighters 6. Parts of guns and firearms 7. Pellet guns 8. Realistic replicas of firearms 9. Spear guns 10. Starter pistols 11. Stun guns/cattle prods/shocking devices 12. Ammunition (unless meeting the exceptions listed in 18 U.S.C. § 930)	<b>D. Club-like Items and Striking Devices</b> 1. Baseball bats 2. Billy clubs 3. Blackjacks 4. Brass knuckles 5. Cricket bats 6. Crowbars 7. Golf clubs 8. Hockey sticks 9. Lacrosse sticks 10. Martial arts weapons (e.g., nunchaku, batons) 11. Night sticks 12. Pool cues 13. Ski poles 14. Tools (e.g., hammers, wrenches) (with exception for duty requirements)
<b>B. Sharp, Bladed, or Cutting Instruments</b> 1. Axes and hatchets (with exception for duty requirements) 2. Bows and arrows 3. Drills (e.g., cordless portable power drills) (with exception for duty requirements) 4. Ice axes and ice picks 5. Knives (e.g., sabers, swords, daggers, folding knives 2 ½ -inch or greater, etc.) 6. Razor-type blades (e.g., box cutters, utility knives, and razor blades not in a cartridge, with the exception of safety razors) (with exception for duty requirements) 7. Saws (e.g., hand saws, power saws) (with exception for duty requirements) 8. Scissors with pointed metal tips (with exception for duty requirements) 9. Screwdrivers (with exception for duty requirements) 10. Shuriken (martial arts throwing stars) 11. Ceremonial knives	<b>E. Incendiaries</b> 1. Fuels (e.g., cooking fuels, flammable liquid fuel) (with the exception for food preparation establishments) 2. Gasoline (with exception for vehicles on property, and gas powered machinery for duty requirements) 3. Gas torches (e.g., micro-torches, torch lighters) 4. Turpentine and paint thinner (with exception for duty requirements) 5. Realistic replicas of incendiaries
<b>C. Explosives</b> 1. Ammunition (with exception for duty requirements) 2. Blasting caps 3. Dynamite	<b>F. Disabling Chemicals/ Other Dangerous Items</b> 1. Chlorine and other liquid bleach (with exception for duty requirements) 2. Compressed gas cylinders, (e.g., fire extinguishers) (with the exception for food

4. Fireworks 5. Flares 6. Gunpowder 7. Hand grenades 8. Plastic explosives 9. Realistic replicas of explosives	preparation establishments, and facility safety requirements) 4. Mace (with exception for duty requirements) 5. Pepper spray (with exception for duty requirements) 6. Spray paint (with exception for duty requirements) 7. Tear gas 8. Illicit drugs 9. Chloroform 10. Bear spray 11. Alcohol (except when an exemption has been granted in accordance with DR 1630-002)
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\*For the full list of prohibited items please refer to [Interagency Security Committee Standard: Items Prohibited from Federal Facilities.](#)