



# ADMINISTRATIVE COMMUNICATIONS SYSTEM U.S. DEPARTMENT OF EDUCATION

## DEPARTMENTAL DIRECTIVE

OM: 4-114

Page 1 of 9 (04/30/2012)

*Distribution:*  
All Department of Education  
Employees

*Approved by:* \_\_\_\_\_ /s/\_\_\_\_\_  
Winona H. Varnon  
Principal Deputy Assistant Secretary  
for Management  
Delegated the Authority to Perform  
the Functions and Duties of the  
Assistant Secretary for Management

### Physical Security Program

#### *Table of Contents*

<u>I.</u>	<u>Purpose</u> .....	1
<u>II.</u>	<u>Policy</u> .....	2
<u>III.</u>	<u>Authorization</u> .....	2
<u>IV.</u>	<u>Applicability</u> .....	3
<u>V.</u>	<u>Definitions</u> .....	3
<u>VI.</u>	<u>Responsibilities</u> .....	4
<u>VII.</u>	<u>Procedures</u> .....	5
	<u>Attachment A: Headquarters Emergency Contacts</u> .....	7
	<u>Attachment B: Regional Emergency Contacts</u> .....	8

For technical information regarding this directive, contact the Physical Security Officer via [email](#) or on (202) 401-3611.

Supersedes OM: 4-114, Physical Security Program, dated 01/29/2008.

## I. Purpose

This directive establishes the U.S. Department of Education's (ED) physical security program for safeguarding personnel and government assets. The purpose is to assist Principal Offices (POs) and the Secretary's Designated Official in the regions in establishing appropriate physical security measures necessary to protect personnel, government property, and information.

## II. Policy

Physical security programs shall be implemented within Headquarters and all Regional Offices based on pertinent Federal and internal regulations, and policies and the guidance that is established for the specific facility and jurisdiction. These programs shall be continually and effectively monitored by the Office of Management (OM), Security Services to ensure their integrity. At a minimum, a physical security program shall include:

- A. Building perimeter and access control program. Based on site security survey recommendations, the following measures may be used to control building, office, or parking access: armed guard fixed posts and patrols, use and display of ED or building passes, electronic badge access systems, personnel and package screening, visitor control, exit package checks, closed circuit television (CCTV) monitoring of public space, and perimeter barriers and intrusion detection systems.
- B. Procedures to take immediate, positive, and orderly action to safeguard life and property during an emergency.
- C. A comprehensive and continuing security awareness and education effort to gain the interest and support of senior management, employees, contractors, consultants, and visitors.
- D. Periodic inspections and risk assessments that include current security design criteria of facilities to ascertain whether a security program continually meets pertinent Federal and ED standards or regulations.

## III. Authorization

Executive Order 12977, Interagency Security Committee (ISC); Title 40 United States Code Sections 1801, 3101, 581 -592; 41 CFR 101-20.3; 1950 Reorganization Plan No. 18, and the 1995 Department of Justice Vulnerability

Assessment of Federal Facilities Report; ISC Security Design Criteria, May 28, 2001.

#### IV. Applicability

This policy is applicable to all ED employees, contractors, and visitors in Headquarters and all Regional Offices.

#### V. Definitions

- A. **Facility Security Committee (FSC):** Established under the Interagency Security Committee (ISC), directive to evaluate and apply appropriate minimum-security standards developed for each type of facility. The FSC shall be composed of a Federal Protective Service representative and tenant agency representatives. The FSC ensures that appropriate security practices are followed, and employees are trained regarding the Occupant Emergency Plan (OEP), security awareness, and any special security practices.
- B. **Contracting Officer's Representative (COR):** Individual, usually the FPS Regional Director, responsible for the management, performance, and quality assurance of General Services Administration guard contractual services used in facilities.
- C. **Department of Homeland Security/Federal Protective Service (DHS/FPS):** Under the authority of Title 40, United States Code, Sections 1315, FPS Police Officers are responsible for the protection of public buildings and other areas under the charge and control of DHS. They are also responsible for the enforcement of laws enacted for the protection of persons and property, the prevention of breaches of peace or unlawful assemblies, and enforcement of any rules and regulations of the DHS.
- D. **Facility:** A building, or part thereof, under the control of, assigned to, or leased by, or on behalf of ED and/or its components where its employees or contractors are present for the purpose of performing their official duties.
- E. **Headquarters Buildings:** Facilities located in the metropolitan Washington, DC area fully or partially occupied by ED employees.
- F. **Local Authorities:** Municipal, county, State, and Federal law enforcement (having local responsibilities) or public safety personnel, such as police, firefighters, arson investigators, or bomb threat investigators of the civil jurisdictions where ED facilities are located.
- G. **Occupant Emergency Plan (OEP):** The procedures developed to protect life and property in a specific facility under stipulated emergency conditions.

The OEP applies to the entire facility even though the facility may have multiple Federal occupant agencies.

- H. **Security Hours:** Established non-working hours (normally nights, weekends, and holidays) during which levels of access/exit controls are heightened.
- I. **Visitor:** Any person who does not possess an ED building identification/pass or an authorized identification card.

## VI. Responsibilities

- A. **ED Employees and Contractors** are responsible for adhering to the security requirements prescribed in pertinent Federal and internal ED, building rules, regulations, and security policies governing the safeguarding of personnel, facilities, property, and information. Employees and contractors shall report any incident or condition contrary to these requirements to the responsible security or law enforcement agency.
- B. **OM Security Services**, under the direction of the Assistant Secretary for Management, has primary responsibility for developing, planning, directing, and implementing ED's physical security program at Headquarters and Regional Offices. This includes coordination with law enforcement and investigative agencies.
- C. **Agency Technical Representatives (ATRs)** are responsible for assisting the COR in monitoring the guard contract performance, and OM Security Services in implementing physical security programs at Headquarters.
- D. **Principal Officers/Program Directors** are responsible for ensuring that security programs are carried out within their respective areas of responsibility and designating in writing a Security Coordinator to serve as the focal point for physical security matters within that specific office or program. The Security Coordinator shall maintain continuous liaison with the Physical Security Director on all physical security-related matters, including establishing access procedures for ED space.
- E. **Security Coordinators** are voluntary representatives identified by the Director, Security Services and the primary focal point between the POC's and the Physical Security Director. Security Coordinators are responsible for representing their Principal or Regional Office on physical security related matters. They are responsible for coordination with the appropriate security officials and/or area Federal Protective Service and Building Security support staff. Security Coordinators may serve on Facility Security Committee meetings when appropriate.

- F. **IT Security Policies:** The Office of the Chief Information Officer shall coordinate with the Physical Security Director for the implementation and funding of all IT Security countermeasures in accordance with *Handbook OCIO-01, Handbook for Information Assurance Security Policy*. OM Security Services shall enforce and oversee the implementation of the countermeasures set forth in the *Handbook for Information Assurance Security Policy* and as stated in the following National Institute of Standards documents: NIST FIPS Pub #31 and NIST Pub (SP) 800-12.

## VII. Procedures

- A. **Access Control:** Written procedures in compliance with HSPD-12 shall be established in *OM: 3-103 Identification Media (Credentialing) Directive* and approved by the Physical Security Director to control employee/visitor entry, deliveries, and management of an effective property removal program in all facilities.
- B. **Emergencies:** Reports of emergencies and requests for assistance shall be directed to the specific agency listed in Appendix A or, if uncertain, by calling 911. The building Occupant Emergency Plan provides standard operating procedures for the protection of all employees located in a specific GSA or leased building.
- C. **Threats, from nuisance calls, persons or correspondence:** Threats may be received in person, in writing, or by telephone. Information may be received about individuals or organizations that may pose a threat to the safety and security of personnel. Prompt notifications shall be given to the FPS, OM Security Services, security coordinator, and building guards of all threats, both internal and external. Contacts that do not contain a direct threat to do harm, but indicate intent to embarrass or harass, should not be ignored. Those also should be reported to OM Security Services. Chronic letter writers and multiple telephone calls from an individual generally create more of a nuisance than a threat. However, each occurrence should be monitored closely to determine any attitude change of the individual.
- D. **Reporting Procedures:** In addition to notifying the FPS, PO, and Regional Security Coordinators shall report all incidents involving the loss or damage to Government-owned or personal property, threats, assaults, or other criminal activity occurring in space to the Physical Security Director. The reports shall be in writing, and forwarded to the Physical Security Director within 24 hours.
- E. **Review for Security Services:** Requests for security services shall be coordinated with the Physical Security Director prior to procuring security services. Items covered include, but are not limited to, contract guard service, maintenance support for access control systems, security alarms,

CCTV systems, and/or other related protective services, systems, or equipment.

- F. **Security Systems Alterations:** All POs shall coordinate with the Physical Security Director prior to any planned building/office change that would affect physical security systems or requirements.

## Attachment A: Headquarters Emergency Contacts

### Emergency Federal Protective Service (FPS) and Security Contacts

STEP 1: Call the FPS number for your building, see below, and report the incident.

STEP 2: Call Education's HQ Security at (202) 401-9038 and email Special Agents [jerry.shepherd@ed.gov](mailto:jerry.shepherd@ed.gov), [christopher.strambler@ed.gov](mailto:christopher.strambler@ed.gov) and [kevin.williamson@ed.gov](mailto:kevin.williamson@ed.gov)

OM Security Services in Headquarters, and report the incident.

*Note:* FPS Regional MEGA CENTERS will dispatch local FPS response.

LOCATION	BUILDING	FPS NUMBER
District of Columbia	LBJ 400 Maryland Avenue, SW	202-708-1111 301-763-0040 877-437-7411
District of Columbia	Potomac Center Plaza 550 12 <sup>th</sup> Street, SW	202-708-1111 301-763-0040 877-437-7411
District of Columbia	Union Center Plaza 830 First Street, NE	202-708-1111 301-763-0040 877-437-7411
District of Columbia	K Street 1990 K Street, NW	202-708-1111 301-763-0040 877-437-7411
District of Columbia	Mary Switzer FB 330 C Street, SW	202-708-1111 301-763-0040 877-437-7411
District of Columbia	Capitol Place 555 New Jersey Avenue, NW	202-708-1111 301-763-0040 877-437-7411
District of Columbia	470-90 L'Enfant Plaza	202-708-1111 301-763-0040 877-437-7411
District of Columbia	Warehouse V Street, NW	202-708-1111 301-763-0040 877-437-7411

## Attachment B: Regional Emergency Contacts

STEP 1: Call the FPS number for your building, see below, and report the incident.

STEP 2: Call Education's HQ Security at (202) 401-9038 and email Special Agents [jerry.shepherd@ed.gov](mailto:jerry.shepherd@ed.gov), [christopher.strambler@ed.gov](mailto:christopher.strambler@ed.gov) and [kevin.williamson@ed.gov](mailto:kevin.williamson@ed.gov)

OM Security Services in Headquarters, and report the incident.

*Note:* Calls are directed to FPS Regional MEGA CENTERS operators who will dispatch local response.

LOCATION	BUILDING	FPS NUMBER
Boston	5 Post Office Square Boston, MA 02109	877-437-7411 215-521-2001 877-512-1916
New York	Financial Center 32 Old Slip New York, NY 10005	877-437-7411 215-521-2001 877-512-1916
Puerto Rico	235 Federico Costas Street San Juan, PR 00918	877-437-7411 215-521-2001 877-512-1916
Philadelphia	Wanamaker Building 100 Penn Square East Philadelphia, PA 19107	877-437-7411 215-521-2001 877-512-1916
Georgia	Atlanta Federal Building 61 Forsyth Street SW Atlanta, GA 30303	877-437-7411 269-565-0000 877-825-9334
Florida	9050 Pines Boulevard Suite 270 Pembroke Pines, FL 33024	877-437-7411 269-565-0000 877-825-9334
Illinois	Citigroup Center 500 W Madison Street Chicago, IL 60661	877-437-7411 269-565-0000 877-825-9334
Ohio	Bank One Center 600 Superior Avenue, East Cleveland, OH 44114	877-437-7411 215-521-2001 877-512-1916
Texas	Harwood Center 1999 Bryan Street Dallas, TX 75201	877-437-7411 303-236-2911 800-487-4158
Missouri	8930 Ward Parkway Kansas City, MO 64114	877-437-7411 303-236-2911 800-487-4158
Colorado	Colonnade Center Federal Building 1244 Speer Blvd. Denver, CO 80204	877-437-7411 303-236-2911 800-487-4158
California	50 Beale Street San Francisco, CA 94105	877-437-7411 303-236-2911 800-487-4158
California	One World Trade Center	877-437-7411



LOCATION	BUILDING	FPS NUMBER
	Suite 2300 Long Beach, CA 90831	303-236-2911 800-487-4158
California	Federal Courthouse 501 "I" Street Suite 9-200 Sacramento, CA 95814	877-437-7411 303-236-2911 800-487-4158
Washington	Jackson Federal Building 915 Second Avenue Seattle, WA 98174	877-437-7411 303-236-2911 800-487-4158
Arizona	2700 North Central Ave. Phoenix, AZ 85004	877-437-7411 303-236-2911 800-487-4158