

# LOS ALAMOS NATIONAL LABORATORY

## AUTOMATED ACCESS CONTROL SYSTEM (AACS PORTAL) USER RESPONSIBILITIES AND ACKNOWLEDGMENT FORM

1. You can use your badge and/or hand to allow another person to enter and/or exit through the AACS Portal, provided that the person you permit to enter has the proper documentation. ( ie: security badge for the level of clearance required for the specific facility entering or under escort).
2. You can escort anyone through an AACS Portal. If you are escorting anyone, whether cleared or uncleared, you must ensure that the person is badged and under escort while in the security area.
3. When entering or exiting through an AACS it is your responsibility to assure that the Door, Gate, Turnstile or Booth secures properly behind you, to prevent unauthorized personnel from entering.

### FAILURE TO COMPLY WITH OPERATIONAL PROCEDURES

Any employee who knowingly or willfully allows unauthorized person(s) into a security area, or bypasses a security system in any way, may be subject to a security infraction, guilty of committing a statutory violation, or subject to other provisions of DOE Order M 471.2-1.

### SPECIAL NOTE

Recorders are used to monitor the use of entry and exit systems, and are audited to detect problems with or misuse of the systems.

Report any problems, misuse or unusual occurrences to your supervisor or the S-3 Data Management Office/Trouble Call Desk (DMO/TCD) at 667-1677 or 667-4848.

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I have read and understand my responsibilities for using Automated Access Control Systems (AACS) at Los Alamos National Laboratory.

NAME: \_\_\_\_\_ Z No.: \_\_\_\_\_  
*(if applicable)*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

GROUP/EMPLOYER: \_\_\_\_\_ ENROLLING OFFICIAL: \_\_\_\_\_