

The logo for BITS (Bulletin of Information Technology Services) features the word "BITS" in a large, bold, red, sans-serif font. The letters "I" and "T" contain small, colorful icons resembling computer chips or data points.

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What's Happening

Badge Photos Now Available Through Data Warehouse

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The next time you're asked to supply a recent photo of yourself for an organizational chart, a journal article, or a report, you'll be able to access your badge photo through the Laboratory's Data Warehouse. This availability is just one of the fruits of tying the badging system into the Laboratory's corporate database, the Enterprise Information Applications (EIA). With the implementation of the new badging system in September 1999, all badging data, including portrait images, now reside in the Laboratory's EIA environment.

The Badge Portraits report, which is only available through the Web-based Data Warehouse interface, is listed under Badge Office Information in the Personnel component of the Web-based Data Warehouse. Another useful report, Badge History, tracks the record of all badges issued to you.

All those with an active Employee Information System (EIS) record, including Laboratory workers as well as visitors and uncleared foreign nationals, will be able to use this capability for official (work-related) purposes if the appropriate authority has been assigned. In this case, the authority DWALL is the appropriate authority. (See the sidebar on this page for specific information on DWALL authority.)

While the latest portrait on file usually will be the one on your most recent badge, for technical reasons, that is not always the case. However, the purpose of making the images available is to offer the capability for using them for a variety of official (work-related) purposes. In other words, this portrait report is not intended to guarantee a match of the image retrieved with your current active badge.

Accessing Your Portrait

The images available through the Data Warehouse are in standard jpeg format. By right clicking on the image, you can save it to a drive or disk and then paste it into documents, send as an e-mail attachment, etc.

To access your badge portrait image, you will need to:

- use your own Laboratory workstation, dial-in to your Lab account from a non-Lab computer, or use a Lab workstation that is not your own;

- use your administrative-level token card that authorizes you to access your data; and
- have DWALL authority.

To run the Data Warehouse report:

1. Go to the Laboratory home page and pull down the **Select a Shortcut window**.
2. Select **Data Warehouse**.
3. At the Data Warehouse home page, click on **Select a Report**.
4. If you are not currently logged into the Data Warehouse, you will be prompted to use your Token Card and authenticate yourself by entering your Z number and then your password.
5. When the next page comes up, make sure the tab labeled **Personnel** is highlighted. If it is not highlighted, click on the **Personnel** tab at the top.
6. Go to the category labeled **Badge Office Information**.
7. Select **Badge Portraits**.
8. Fill in either your name or Z number (preferably the latter, but do not fill in both). Make sure to leave the other fields such as **Division Code** and **Organization Code** blank.
 - All letters that you enter must be UPPERCASE.
 - If you do not know how your full name appears (in the format LAST, FIRST, MI) and you wish to search on your name, enter part of your name followed by an asterisk (e.g., SMITH J*). If you do not do this, your search by name will be unsuccessful.
9. Click on the **Create Report** button.
10. Click on your image to view it.
11. Right click on your image to save it and name it as a file.

If you do not have your own token card, you can ask your group office to obtain your badge history for you. Group and division management can run this report for the entire group or division, using the organization or division code.

Reviewing Legal Considerations

Group managers have the system authority to access the badge portrait of all the members of their rosters and are also permitted to assign that authority to non-managers. However, there are **important legal restrictions** governing the use of these images.

Guidance for such access is based on the Laboratory's Legal Counsel's review of the appropriate use of these images, which are considered sensitive unclassified information. A careful and exhaustive review by the Office of Laboratory Counsel has determined that use of

badge images by other than the owner must follow strict guidelines. This guidance appears directly on the query screen for this report. Information about the legal constraints and the text of the legal disclaimer, which managers are required to adhere to can also be found at: <http://badge.lanl.gov/faqs/legalnotice.shtml>.

While it is possible for managers to use the images of employees and other workers in their organizations for such purposes as organizational charts or Web posting, it may only be done by first contacting the Office of Laboratory Counsel and following its procedures for obtaining approval. (For further explanation, [see the Legal Notice to Laboratory Managers from the Office of Laboratory Counsel](#) in the sidebar on this page.)

In commenting on this new service, Badge Office Project Leader, Ken Collins notes, "Recent trends in data management are to give the customer direct access and control of his or her own information. Making a person's badge portrait available is consistent with this approach. We believe this is a feature that many people at the Lab will find genuinely useful and convenient."

DWALL Authority for the Badge Portrait and Badge History Reports

Two reports are now available through the Data Warehouse and data can be retrieved for a single individual, an organizational unit, or an entire division:

- a Badge Portraits report that permits access to the latest badge portrait on file; and
- a Badge History report that lists key badging data on all badges issued to the queried individual(s), whether a Laboratory worker or visitor.

An assigned authority called **DWALL** is required to view both reports. That is, an individual with an administrative-level token card can access his or her own record provided he or she has been given DWALL authority. UC employees have this authority automatically. **NonUC** Laboratory workers may request a UC line manager to submit a request to the IM-2 EIA Consultants Office (665-4444 / Option 2) to assign them DWALL authority. Alternatively, their group office should be able to access these reports on their behalf, since group managers (and above) or their designees have the necessary authority for anyone assigned to their

Office of Laboratory Counsel

Important Legal Notice to Laboratory Managers

These badge images are part of a DOE system of records that is subject to the provisions of the Privacy Act of 1974. These images are also subject to the provisions of the California Information Practices Act. Your access and use of these images, and of this system option, must be consistent with Laboratory Policy (e.g., AM 701, etc), the Privacy Act, and the California Information Practices Act. If you have access to badge images of other individuals (other than your own personal badge image), your use of such images is limited to controlling access to classified information and areas. You may not use these images for any other purpose without prior consultation with and approval of the Office of Laboratory Counsel (contact Litigation and Employment Law, 667-3766).

group. DOE/LAAO, JCNNM, and PTLA managers may directly request DWALL authority for their employees. All other individuals with EIS Employee Type **EXT** can only obtain this authority if requested and justified by a sponsoring UC line manager.



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