# Los Alamos
NATIONAL LABORATORY

# Memorandum
*Security & Safeguards* Division Office

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*Symbol:* S-DO:99-140
*Date:* September 10, 1999

**SUBJECT: IMPACT OF THE NEW BADGING SYSTEM ON VISITOR CONTROL**

Effective September 20, 1999, the Badge Office will implement a new badging system, with significant impacts on all activities for which that office is responsible. This memorandum is intended to explain some of the new procedures for organizations hosting visitors. It will be essential to adhere to these procedures to ensure that official visitors to the Laboratory do not have their visits delayed once on site.

As announced in a recent memorandum concerning completeness of Employee Information System (EIS) data, visitor badging (and the underlying visitor control process) will require that every visitor first have a complete EIS record in terms of those data fields that are now mandatory. It should be noted that many visitors who have previously come to the Laboratory will have EIS records, but unfortunately they are either incomplete or out-of-date, or both.

In order to process a visit, the first step will be to determine if an EIS record already exists for a visitor – this is equivalent to the visitor having already been assigned a Z number. If a record exists, but is incomplete, required information must be provided. If no record exists, then a record must be created.

The Badge Office will be responsible for the actual creation and upgrading of visitor EIS records, but it is the Laboratory hosting organization that must provide the mandatory personnel data. To create a new personnel record, the hosting organization must submit a *Z Number Assignment Request* (Laboratory Form 1782). By selecting either [**Visitor, Cleared**] or [**Visitor, Uncleared (U.S.)**], the form will automatically be electronically mailed to the Badge Office, which will create an EIS record with the information supplied. Alternately, the form may be printed and faxed, to avoid e-mailing sensitive unclassified data such as a Social Security Number. ***REMINDER:*** Visit requests for uncleared foreign nationals must continue to be processed by the Foreign Visits & Assignments Team of the Internal Security Office (ISEC), not the Badge Office.

Because of this new EIS requirement, it is vital that when arranging official visits there be sufficient lead-time to create or update the visitor's EIS record, and then to process the visit. Visit processing for an uncleared visit is relatively straightforward (once the EIS record is created or corrected), and requires only the use of a *U.S. Visitor Badge Request* (Laboratory Form 1735). Classified visits can be considerably more complex, and thus earlier submission of paperwork to the Badge Office is strongly advised (*see* suggested time frame below).

To successfully process a classified visit request, once a "complete" EIS record exists or has been created for the visitor, it will now be necessary for the Badge Office's Control of Classified Visits program to have on file complete and properly signed copies of **BOTH** the *Request for Visit or Access Approval* (DOE Form

5631.20, submitted by the visitor's organization, or alternatively, a DOD visit request form) and the *Visitor Badge Request* (Form 1735 for cleared U.S. visitors, Form 1745 for cleared foreign nationals, submitted by the Laboratory hosting organization). The new badging system requires that ***all*** the information and forms be on file in the Badge Office before the visit can be set up.

It cannot be stressed enough that the Badge Office will need the support and cooperation of hosting organizations by:

- Notifying the Badge Office a minimum of five working days for visit processing plus two days to ensure the creation or validity of the visitor's EIS record;
- Providing the personnel data needed to complete, correct, or update the visitor's EIS record;
- Ensuring that the appropriate Laboratory Form is properly completed and signed, then submitted to the Badge Office;
- Assisting the Badge Office, if called upon, to have the visitor's organization submit DOE Form 5631.20 or equivalent DOD visit request form;
- Using the revised Badge Office visitor control forms, which will be made available on the Badge Office Web site by the time the new badging system is functioning.

Many visits require DOE/HQ approval. Without sufficient advance notice, it may not be possible to process the visit before the visitor is actually at the Laboratory – a situation we wish to avoid.

A couple of noteworthy points about the new visitor badges:

- A picture badge will be mandatory for any visit of more than 10 days (down from 30 days under the current system);
- Under many circumstances, badging uncleared U.S. citizen visitors is optional and at the host's request – consider whether badging such a visitor is really desired, if the Laboratory does not require it (*see* **Who Does Not Require a Badge**, at http://www.lanl.gov/orgs/s/s6/overview15a.html on the Badge Office's Web site);
- Badges can be issued with or without a magnetic stripe; if with a magnetic stripe, the badge can be either encoded for security area access for cleared U.S. citizens (cleared foreign nationals cannot have unescorted access) or unencoded by the Badge Office, so that a Lab facility can encode the badge for its local access control system;
- The classified access granted (e.g., SRD Sigma 1) for the visit will appear on the reverse side of the badge – the striped color coding on the front side will be based on the access granted for the visit, ***not*** on the visitor's clearance;
- **MOST IMPORTANT OF ALL**: Every visitor badge with a person's name on it is ***accountable*** – when a badge expires or is no longer needed, it ***must*** be returned to the Badge Office; an unaccounted-for badge will mean the visitor will be unable to obtain ***any*** future badging services. Badges should not be turned in to the Protective Force, and should never be left, unattended, at a security post.

The Badge Office has placed a great deal of information about Classified Visit procedures, visitor badging, and the new badging system, on its Web site (badge.lanl.gov). Please consult the relevant Web pages for useful information.

Cy: S-DO File