



GPO Directive 825.38B

March 13, 2017

SUBJECT CLASSIFICATION

ISSUE DATE

Rules and Regulations Governing GPO Buildings and Grounds

TITLE/SUBJECT

1. **Purpose.** To update the security requirements to protect GPO personnel, property, and highly sensitive assets.
2. **Cancellation.** This Directive supersedes GPO Instruction 825.38A, Subject: Rules and Regulations Governing Buildings and Grounds, dated August 3, 2010, as subsequently amended.
3. **Reference.** GPO Directive 825.2C, Personnel Security Program, dated June 18, 2013.
4. **Scope.** This Directive applies to all GPO employees, contractors, tenants, and visitors.
5. **Definitions.**
 - a. Authorized Personnel Only. A controlled area designated for official personnel and authorized GPO contractors which includes, but is not limited to, selected areas reserved for information technology, maintenance, electrical, power, safety, and security.
 - b. No Lone Zone. A controlled area designated in concurrence with the responsible Managing Directors and the Chief Security Officer, Security Services, in which continued presence by a single individual is prohibited. This is an area, room, or space that, when staffed, must be occupied by two or more appropriately cleared individuals who remain within sight of each other. An uncleared employee may enter a no-lone zone to perform a specific task only if escorted by a member of a Two-Person team. Escorts should be capable of detecting incorrect acts or unauthorized procedures. Escort procedures will be accomplished in accordance with the applicable directive(s) governing the system or critical component defining the no-lone zone.
 - c. Sensitive Work Area. A controlled area designated in concurrence with Managing Directors and the Chief Security Officer, Security Services, in which extremely sensitive (not classified) work is conducted, produced, and/or stored.
 - d. Two-Person Team. A controlled area which requires a minimum of two authorized persons, each having technical knowledge and being in a position to detect incorrect or unauthorized operations with respect to the task to be performed and familiar with pertinent safety and security requirements, be present during all operations that afford access to an asset. The two-person concept applies to any designated area that contains principal components from which a lone individual is denied access. This area must be designated in concurrence with the responsible Managing Directors and the Chief Security Officer, Security Services.

ORIGINATING OFFICE	EFFECTIVE DATE
Security Services	March 13, 2017

6. Entry to and Conduct on GPO Property.

a. Entry Procedures for GPO Buildings.

- (1) Employees and tenants must display their GPO-issued identification at all times.
- (2) Employees and tenants must go through the metal detectors.
- (3) Visitors must sign in at the Visitors Center.
- (4) Visitors must display a visitor's badge and remain under escort at all times.
- (5) All employee, tenant, contractor, visitor packages and hand-carried items will be x-rayed before entering the building. **Note:** Items not x-rayed must be searched.
- (6) With the exception of law enforcement personnel, no person entering or while on GPO property will carry or possess firearms, on their person, in any container in their possession, or in a vehicle under their control. No person will possess any other dangerous or deadly weapons, explosives, or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed, except for official purposes.

b. Inspection. The following are subject to inspection at any time while on, entering, or exiting GPO property:

- (1) Packages;
- (2) Parcels;
- (3) Bags;
- (4) Purses;
- (5) Briefcases;
- (6) Containers of any kind;
- (7) Motor vehicles, including motorcycles;
- (8) Food items (e.g., drinks, bags, to-go trays).

Note: Random inspections of persons and packages may be authorized by the Commander, Uniform Police Branch (UPB), under the direction of the Chief Security Officer, based on the random inspections program or increased threat.

c. Exceptions to Inspections. The following personnel are exempt from GPO's entry and inspection procedures:

- (1) Law enforcement officers and special agents with GPO's Office of Inspector General.
- (2) Employees with certain health devices (e.g., pacemakers). These employees will be

scanned with a hand wand (packages are not exempt).

- d. Controlled Area Access. Controlled areas have assets, processes, or pose risks which require controlled access. Security Services, working with Business Units, will designate these specific areas to meet safety, security, privacy, or integrity requirements.
 - (1) Personnel entering or leaving controlled areas will be required to secure the entrance and exit point. Authorized personnel who permit another individual to enter the area are responsible for confirmation of need-to-know and access.
 - (2) When Pin Access Readers (PARs) are operational, proper entry and access procedures shall be followed. It is the responsibility of Managing Directors to inform employees of the established protocols and procedures.
 - (3) Managing Directors will authorize access to controlled areas in writing and will review access lists no less frequently than annually.
- e. Service of Legal Papers. With exception of a Federal Marshall serving papers on behalf of the Federal Government, no person shall be permitted to serve legal papers on an employee on GPO property, except as specifically authorized by the Office of the General Counsel.
- f. Prohibited Activity – Gambling. While on GPO property, personnel will not:
 - (1) Engage in any form of gambling or games of chance.
 - (2) Operate any gambling device.
 - (3) Conduct or participate in a lottery pool.
 - (4) Sell or purchase sports lottery or numbers tickets.
- g. Prohibited Activities. Without the specific prior approval of the Director, the following are prohibited activities:
 - (1) Soliciting for contributions.
 - (2) Commercial soliciting.
 - (3) Personal/group soliciting.
 - (4) Vending of all kinds (without valid GPO contracts).
 - (5) Display or distribution of commercial advertising.
 - (6) Collection of private debts.
 - (7) Panhandling of any type (soliciting of alms).

- h. Authorized Soliciting. Fund drives approved by the Director (i.e., Combined Federal Campaign) are permitted.
- i. Prohibited Activity – Distribution of Handbills. Posting, affixing, or distribution of pamphlets, handbills, or flyers on GPO property is prohibited.
- j. Preservation of Property. The following are prohibited on GPO property:
 - (1) The improper disposal of rubbish.
 - (2) Creating any hazard to persons or things.
 - (3) Throwing of articles of any kind from a building.
 - (4) Climbing up on the roof (except where specifically authorized) or any other part of the buildings, including windows, ledges, parapets, and flagpoles.
 - (5) The willful destruction, defacement, or damage of property or any part thereof.
 - (6) The use of Government property for other than official purposes.
 - (7) The removal of Government property without written authorization.
- k. Prohibited Substances – Alcoholic Beverages and Dangerous Drugs. Other than as authorized (see paragraph l. below), alcoholic beverages and illegal drugs of all kinds are prohibited on GPO property. Employees may not, while on GPO property:
 - (1) Possess any alcoholic beverage or any controlled substance (i.e., narcotics, hallucinogens, cannabis products, barbiturates, and amphetamines, etc.) not prescribed by a licensed physician. Cannabis in any form is not permitted on GPO property.
 - (2) Operate any motor/power vehicle or machinery while under the influence of alcohol or a drug that could impair the employee's ability to safely operate the vehicle or machine.
- l. Authorized Use of Alcoholic Beverages. There shall be no alcoholic beverages on property owned or leased by the GPO except when the GPO is hosting or sponsoring a luncheon, dinner, or reception which has been approved by the Director. (See GPO Instruction 665.16, Subject: GPO Alcohol-Free Workplace Program, CH-2, dated May 27, 2003).
- m. Prohibited Activity – Photography. Images taken by still, video, television, movie camera, or camera phone will not be taken in any controlled, sensitive or designated areas of GPO, such as classified, passport, or inauguration operations, without prior approval of Managing Director, Security Services or the Office of Public Relations.
- n. Notification of Media Visits. The Office of Public Relations will:

- (1) Advise all media visiting GPO that they must secure permission from any GPO employee prior to photographing or interviewing that employee.
 - o. Parking and Driving on GPO Property. While on GPO-controlled property (including leased parking lots), drivers of vehicles will:
 - (1) Drive in a careful and safe manner at all times.
 - (2) Comply with posted speed, signals, and traffic signs.
 - (3) Be in possession of a valid driver's license.
 - (4) Be in compliance with all laws relative to insurance, safety inspection, and registration.
 - (5) Not block any entrance, driveway, walkway, loading platform, or fire hydrant.
 - (6) Not park without a GPO-issued parking permit.
 - (7) Parking without authority, in unauthorized locations, or in reserved locations will result in appropriate penalties as described in GPO Directive 850.1H, Subject: GPO Parking Program and Administration, dated February 27, 2015.
 - p. Conformity with Signs and Emergency Directions. Persons in and on GPO property will comply with official signs of directory or prohibitory nature and with the direction of Uniformed Police Branch (UPB) officers and other authorized officials.
 - q. Penalties. Whoever shall be found violating these rules and regulations while on GPO property may be subject to removal from the premises and prosecution under applicable statutes and appropriate discipline for employees.
 - r. Dogs and Other Animals. All animals, except service animals with certification or animals used for other official purposes, are prohibited on GPO property.
 - s. Bicycles in the Facility. Bicycles are permitted in the facility, but are the sole responsibility of the owner. GPO assumes no responsibility for the loss or theft of bicycles. Bicycles must be approved as follows before entry:
 - (1) Approved in writing by the section Supervisor/Manager.
 - (2) Supervisor/Manager must have a place to store the bicycle, out of the way of employees, in compliance with safety requirements.
 - (3) After Supervisor /Manager's approval, Supervisor/Manager will forward the request to Security Services for final approval.
7. **Identification Program (Badges).** GPO's Identification Program is designed to facilitate authorized entry into GPO-owned or controlled buildings.
- a. Employees will:

- (1) Wear their identification (ID) card on outer clothing in full view, on the upper torso with the photograph data facing outward. **Note:** Clips and beaded chains will be issued for this purpose (unless there are safety conditions that prohibit the employee from wearing such items within his/her work area).
 - (2) Return their GPO-issued ID card to Access Control upon termination of employment (including retirement).
- b. Issuing IDs. Access Control will issue an ID card to all GPO employees upon appointment. Renewal IDs due to expire will only be replaced when expiration date is within thirty (30) days.
- c. Types of IDs That Grant Entry to GPO Facilities. The following GPO identification cards grant entry to GPO facilities:
- (1) GPO Smart Card/PIV ID card – Employees and Affiliates
 - (2) Special Project Contractor ID – Yellow (escort required)
 - (3) State Department Tour Badges – Green (escort required)
- d. Additional IDs Used at GPO. The following identification cards are used at GPO:
- (1) Temporary Employee ID (issued not to exceed 1 day)
 - (2) Tour badge (issued by the Office of Public Relations during 1-day tours)
 - (3) Senate badge (Staff Only)
 - (4) House of Representatives badge (Staff Only)
 - (5) Architect of the Capitol (AOC)
 - (6) Office of the Federal Register or National Archives and Records
 - (7) U. S. Capitol Police Administration
- e. Lost IDs. In the event an employee loses his/her ID:
- (1) The employee must contact the UPB and complete GPO Form 88.
 - (2) The employee will be issued a temporary badge.
 - (3) If unable to find the lost badge within three (3) days:
 - (a) The employee must submit a Loss/Theft Report with the UPB (see Attachment 1).
 - (b) The employee's supervisor must submit a Request for Reissue of Identification (see Attachment 2).

(4) The employee must pay a \$10.00 charge for each lost ID card (the fee will not be charged for IDs that need to be replaced for normal wear, or when inadvertently lost while performing duties at work and substantiated in writing by a supervisor).

(a) Payment will be made through the Disbursing Office, B-622, (202) 512-0809.

(b) The receipt of payment and a copy of the Loss/Theft Report from the UPB or a letter from a supervisor substantiating the loss must be presented to Access Control before the new ID can be issued.

f. Affiliate Badges. If an affiliate's duties require him/her to need prolonged (in excess of thirty (30) days) access to GPO facilities, he/she will be issued an affiliate badge. Managers requesting affiliate badges must submit a memorandum to Security Services, Personnel Security Office (see Attachment 3).

8. **Visitor Control.**

a. Visitors' Entry to GPO Buildings for Official Business. A visitor is defined as any person who does not possess a valid GPO ID. All visitors entering GPO to conduct business must enter through 732 North Capitol Street. Visitors must:

(1) Report to the GPO security personnel at the Visitor Center.

(2) Have all packages, bags, and briefcases inspected and/or screened by GPO unless approved otherwise by Chief Security Officer.

(3) Have an official form of photo identification (e.g., Federal, State, or local government; government contractor, etc.), or present GPO Federal Credit Union identification.

(4) Sign in and exchange valid photo ID for a visitor badge.

(5) Display GPO visitor badge all times.

(6) Return visitor badge to security personnel at end of visit.

All visitors, with the exception of visitors to the GPO Federal Credit Union, will be signed in (sponsored) by GPO employees only. Special arrangements for Tenant Contractors to sign in visitors will be reviewed by Security Services and approved based on mission requirements.

b. Group Visits. Special arrangements must be made to accommodate groups of visitors invited to GPO to attend training sessions, meetings, retirement parties, or other special events.

(1) The sponsor of the event must submit an Entry Authority List to Security Services (see Attachment 4) in writing at least twenty-four (24) hours in advance.

(2) The sponsor must provide the approved list to the Security Services for approval.

- (3) Groups must enter through the 732 North Capitol Street entrance.
- (4) When the group arrives:
 - (a) Each visitor must report to the GPO security personnel and present picture identification.
 - (b) Each visitor must sign the register.
 - (c) Visitors must be escorted by the sponsor at all times.
- c. Minors. Anyone under the age of 18 visiting GPO must:
 - (1) Enter through the 732 North Capitol Street entrance.
 - (2) Be escorted and supervised by the sponsoring employee at all times.
 - (3) Minors are only permitted on GPO property if:
 - (a) The sponsoring employee's first-line supervisor has approved the request (see Attachment 5) and forwarded the request to the Chief Security Officer, Security Services, or designee, for authentication.
 - (b) The visit will not exceed two (2) hours unless specifically approved by the Director or designee.
 - (c) The sponsoring employee is solely responsible for the actions, safety, and well being of the minor. This responsibility will not be delegated or assigned to any other GPO employee.
 - (d) The supervisor may deny the request if workload, office duties, or safety concerns dictate it would be inappropriate for a minor to visit GPO.
 - (e) Supervisors may determine that minors must leave GPO if there is a safety concern for the minor, GPO employees, and/or GPO property.

9. Lost or Theft of Personal and/or GPO Property.

- a. If there is loss or theft of government or personal items on GPO Property, the following actions should be taken:
 - (1) Immediately contact the UPB and file a Loss/Theft Report (see attachment 1).
 - (2) Notify the UPB if property is returned and/or found.

10. Removal of Personnel from GPO Property.

- a. Grounds for Being Removed From GPO Property. An individual may be removed from GPO property when any of the following circumstances apply:
 - (1) The individual's presence or actions are in violation of Federal, state, or local laws or GPO Directives.

- (2) The individual is creating a disturbance and/or is otherwise disrupting GPO operations.
- (3) The individual's condition or behavior is such that he/she cannot reasonably be expected to perform his/her duties safely or may endanger others' health or safety.

b. Requesting Removal of Individuals (Main GPO). When supervisors or managers deem it necessary to remove and/or bar individual(s), they will make an immediate request for assistance to the UPB. In connection with this request, the supervisor or manager must complete GPO Form 1937, Removal Authorization Notice (see Attachment 6). This required paperwork may be completed after contacting the UPB, but should be provided to the responding UPB officer upon their arrival at the scene, or as soon thereafter as is reasonably possible. The request must identify the location, situation, and circumstances of the disturbance. Under no circumstances should the requesting supervisor or manager take matters into their own hands and attempt to remove the employee or individual.

c. Requesting Removal of Individual (Regional Offices and Secure Production Facility). When supervisors or senior personnel in any of the outlying facilities deem it necessary to remove and/or bar individual(s), they will make an immediate request to the local police for assistance.

- (1) GPO Form 1937 will be filled out and provided to local police, if requested, along with any paperwork which may be required by local law.
- (2) A copy of GPO Form 1937 will be forwarded to the UPB to prepare a report. The UPB will provide a copy of the report to GPO's Office of the General Counsel.
- (3) If the supervisors wish to bar an individual from GPO property, they should contact the General Counsel for assistance to ensure that local, state, and Federal laws are followed.

11. **Violation of Policy.** Violations of this policy will be dealt with in accordance with GPO Directive 655.4B, Subject: Corrective Actions, or as amended.

12. **Inquiries.** Inquiries regarding this Directive should be directed to the Chief, Physical Security, at (202) 512 – 0872.

13. **Effective Date.** This Directive is effective upon issuance.



Director
Government Publishing Office

Attachment 1

GPO Form 1926 REPORT OF LOSS OR THEFT

(R 8-87) P. 58284-1

INSTRUCTIONS

Sections I, II and 111-1 of this form should be completed by the person most familiar with the facts of the loss or theft. *(Please type or print.)*

NUMBER COPIES AND DISTRIBUTION. (Check one)

LOSS—Complete one copy—To be submitted to the Commander, Protective Services Group File No. _____

THEFT—Government Property or Personal ITEMS—Complete in triplicate and submit as follows:

- Original and duplicate—Director, Security and Support Services (Stop IS)

• Triplicate copy—Commander, Protective Services Group File No. _____

I. PERSON REPORTING LOSS OR THEFT

NAME PA	YROLL NO.	OFFICE TELEPHONE NO.
------------	-----------	----------------------

DEPARTMENT/SER VICE	DIVISION/BRANCH/SECTION <i>(Including room no., building and shift)</i>
------------------------	---

DATE OF LOSS OR THEFT	TIME	PLACE
-----------------------------	------	-------

II. DESCRIPTION OF PROPERTY LOST OR STOLEN

DESCRIPTION OF PROPERTY *(Include serial numbers, identifying marks, make, model, color, size, condition, etc.)*

OWNERSHIP GOVT PERSONAL ESTIMATED VALUE \$

DETAILS OF LOSS OR THEFT *(Include information as to how loss or theft discovered, information as to suspects and witnesses, methods used to gain entry, recovery of property, etc. Continue on back of form if necessary.)*

DATE AND TIME SIGNED

SIGNATURE OF PERSON REPORTING LOSS/THEFT _____

III. ACTION TAKEN BY

COMPLAINANT	IF PERSONAL PROPERTY, WAS THE LOCAL POLICE DEPARTMENT NOTIFIED? YES NO <i>(If "Yes," identify the person notified.)</i>
-------------	--

TO BE COMPLETED BY UNIFORMED POLICE BRANCH

2. UPB	DATE AND TIME REPORT RECEIVED	REPORT RECEIVED BY
--------	-------------------------------	--------------------

3. ACTION TAKEN *(Arrests, preliminary investigations, recoveries, etc.)* 4. REPORT REVIEWED BY SHIFT SUPERVISOR: _____

5. Security Services	DATE AND TIME GPO FORM 1926 RECEIVED	WAS I NOTIFIED? YES NO	IF "YES," NAME OF PERSON NOTIFIED
----------------------	--------------------------------------	---------------------------	-----------------------------------

WAS LOCAL POLICE DEPARTMENT NOTIFIED? YES NO	IF "YES," NAME OF PERSON NOTIFIED
---	-----------------------------------

OTHER NOTIFICATIONS *(Identify)*

825.38B
03/13/17

Attachment 2

DATE:

TO: Security Services

FROM:

SUBJECT: Request for Reissue of Identification

1. The following GPO employee requires a replacement ID:

<u>Company</u>	<u>Name</u>	<u>DOB</u>	<u>SSN</u>
Microsoft	SATURN, Monty B.	7/11/61	XXX-XX-0007

2. The Lost Theft Report is attached as required.
3. Any questions or concerns may be addressed to [REQUESTER] at 2-XXXX.

//original signature
SUPERVISOR NAME

825.38B
03/13/17

Attachment 3

DATE:

TO: Security Services

FROM:

SUBJECT: Affiliate Badge Request

1. The following individual(s) require(s) a badge for/to _____:

<u>Company/Agency</u>	<u>Name</u>	<u>DOB</u>	<u>SSN</u>
Microsoft	SATURN, Monty B.	7/11/61	XXX-XX-0007

2. The expiration date (not to exceed 12 months) is _____.

3. Any questions or concerns may be addressed to [REQUESTER] at 2-XXXX.

//original signature
ACQUISITION NAME

825.38B
03/13/17

Attachment 4

DATE:

TO: Security Services

FROM:

SUBJECT: Entry Authority List

1. The following personnel are authorized access to building #____:

Name

BOSTON, Sampson A.
MICHAELS, Jonathan C.
NICHOLSON, Ivy M.
O'HARA, Steven P.
REYNOLDS, Jackson R.

2. Purpose/Event:

3. Expiration Date:

4. The escort for personnel is _____ at _____.

5. Any questions or concerns may be addressed to [REQUESTER] at 2-XXXX.

//original signature//
SPONSOR NAME

825.38B
03/13/17

Attachment 5

DATE:

TO: Security Services

FROM:

SUBJECT: Minor(s) Visiting GPO

1. The following minor (s) will be visiting GPO at 0900 – 1100 on 1 Jan 07:

SATURN, Michael J. Jr.

2. This minor will be escorted by Michael J. Saturn, Sr.

3. Any questions or concerns may be addressed to [REQUESTER] at 2-XXXX.

//original signature//
SUPERVISORS NAME

GPO FORM 1937

AUTHORIZATION FOR BARRING/REMOVAL*
OF PERSONS FROM GPO PROPERTY

NAME _____

DATE/TIME _____

LOCATION _____

REASON FOR BARRING/REMOVAL*

AUTHORIZED BY

NAME

TITLE

SECTION

OFFICER (s) _____

*Note: Circle action desired: BARRING/REMOVAL