Minerals Management Service
Minerals Management Service Manual

TRANSMITTAL SHEET

Release No. 323

SUBJECT: Administrative
Part 444: Physical Protection and Building Security
Chapter 1: General Program Requirements

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter sets forth the policies for that part of the Minerals Management Service's (MMS) security program designed to safeguard MMS personnel and facilities, including buildings, grounds, and property.

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REMOVE:

Part	Chapter	Pages	Release

INSERT:

Part	Chapter	Pages	Release
444	1	5	

OPR: Office of the Chief of Staff, Administration and Budget

Minerals Management Service
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Effective Date: March 19, 2009
Series: Administrative
Part 444: Physical Protection and Building Security
Chapter 1: General Program Requirements

Originating Office: Office of the Chief of Staff, Administration and Budget (A&B)

1. Purpose. This manual chapter sets forth the policies for that part of the Minerals Management Service's (MMS) security program designed to safeguard MMS personnel and facilities, including buildings, grounds, and property.

2. Authority.

A. 444 DM 1, Physical Protection and Building Security

B. 41 CFR 101-20, Management of Buildings and Grounds

3. Policy. The policies established herein are applicable to all MMS facilities, buildings, and grounds whether owned or leased and to all persons entering in or on such property to the extent applicable.

4. Definitions.

A. MMS Facility Managers are defined as the Chief of Staff A&B, Manager, Southern Administrative Service Center, and Manager, Western Administrative Service Center.

B. Security Officers are defined as follows:

(1) MMS Security Officer reports to the Chief of Staff A&B.

(2) Designated regional security officers report to the Managers of the Southern and Western Administrative Service Centers.

5. Responsibilities.

A. The Associate Director for A&B is responsible for designating in writing an MMS Security Officer who will perform the MMS security duties.

B. The MMS Facility Managers have jurisdiction over offices, buildings, or other facilities and are responsible for safeguarding personnel and real and personal property under the control of, or assigned to, the facilities. The MMS Facility Managers are also responsible for:

(1) Developing, implementing, and maintaining an Occupant Emergency Plan for buildings where MMS is the lead Government tenant.

(2) Implementing, maintaining, and monitoring facility security procedures necessary to protect the personnel, operation, and contents of facilities in accordance with the recommended minimum security standards.

(3) Ensuring that MMS-specific physical security review and compliance programs and policies are implemented.

(4) Developing local guidance, procedures, security briefings, and training pertaining to physical security and crime prevention. This local guidance cannot be such as to supersede MMS and DOI policy.

C. The MMS Security Officer is responsible for overall building and physical security related matters as well as for:

(1) Complying with the Department of the Interior's (DOI) physical security program policy.

(2) Developing physical security safeguards, policies, guidelines, and procedures for use by MMS Facility Managers at sites occupied by MMS employees.

(3) Serving as the principal point of contact and the principal advisor within the MMS for security related matters.

(4) Oversee the required periodic risk assessment of GSA owned or leased facilities and implement required actions.

(5) Develop bureau wide policies (i.e. after hours access, visitor, and shelter in place) as needed. These policies must be in addition to DOI and Federal polices; however, they cannot be written and implemented in such a way that would supersede DOI and/or Federal policy.

D. Each employee is responsible for compliance with the MMS physical security program and safeguarding property entrusted to his/her care.

6. Physical Security Surveys. Physical security surveys to evaluate the security safeguards, in effect or needed, will be conducted or arranged for by the Security Officer, or his or her designee, regional Facility Manager, or regional security officer at sites occupied by MMS employees. When a facility is in the planning stages, the Security Officer, or the designee, will review the physical security requirements with all responsible parties (i.e., GSA, MMS Facility Manager, lessor, architect, and builder) to assure that necessary safeguards are included in the initial construction. Prior to occupancy of a new building, the Security Officer, or his or her designee, will conduct and record an on-site physical security survey. The survey should identify safeguards which must be installed before occupancy. The Security Officer will retain all documentation and make that documentation available for review.

When a physical security survey is conducted of an MMS facility by any other agency, e.g., GSA, Federal Emergency Management Agency, etc., the Security Officer or designated alternate security official will retain all documentation. The Security Officer or designated alternate security official will maintain documentation of the survey and any action taken.

7. Initial Security Assessment. In determining the type and depth of physical security safeguards required, the following items should be considered:

A. The safety and welfare of employees.

B. The effect of a loss of the facility or part of the facility on the mission of the DOI and the potential effect of that loss on the national welfare.

C. The vulnerability of the facility to unauthorized access which could lead to the sabotage, theft, or vandalism of Federal real and personal property and/or records.

D. The replacement cost of Federal real and personal property versus the cost of physical security safeguards under consideration.

8. Conduct on Federal Property. Conduct on Federal property will be in accordance with applicable Federal, State, and local laws and regulations.

A. **Inspection.** Packages, briefcases, and other containers in the immediate possession of visitors, employees, or other persons arriving on, working at, visiting, or departing from Federal buildings and grounds, are subject to reasonable inspection by security guards or designee appointed by the local MMS Facility Manager. Inspections may include, but are not limited to, vehicles entering, departing, or parked on Government owned/leased facilities.

B. **Admission to Property**. Property shall be closed to the public during other than normal business hours. The closing of property will not apply to that space where after normal business hours use/access has been approved by a designated official. Admission to property after normal business hours will be restricted to authorized persons who shall register upon entry to the property and/or shall, when requested, display Government or other identifying credentials to security personnel when entering, leaving, or while on the property.

C. **Preservation of Property**. The improper disposal of rubbish on property; the willful destruction of or damage to property; the theft of property; the creation of any hazard on property to persons or things; the throwing of articles of any kind from or at a building; or the climbing upon statues, fountains, or any part of the building, is prohibited. Applicable Federal, State, and local laws and regulations also apply.

D. **Conformity with Official Signs and Directions**. Persons in or on the property shall comply with official signs of a prohibitory, regulatory, or directory nature, and with the lawful direction of security personnel.

E. **Disturbances**. Any loitering, disorderly conduct, or other conduct on property which creates loud or unusual noise or a nuisance; which unreasonably obstructs the usual use of entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking lots; which otherwise impedes or disrupts the performance of official duties by Federal Government employees; or which prevents the general public from obtaining the services provided on the property in a timely manner, is prohibited.

F. **Alcoholic Beverages and Narcotics**. Operation of a motor vehicle while on the property by a person under the influence of alcoholic beverages or drugs is prohibited. Entering upon or occupying the property while under the influence of, using, or possessing any illegal/controlled drugs is prohibited. The prohibition shall not apply in cases where the drug is being used/ possessed in accordance with a prescription issued by a licensed physician. Entering upon or occupying the property, under the influence of alcoholic beverages is prohibited. The use of alcoholic beverages on Government property is prohibited, except as provided in the provisions of 41 CFR §101-20.307.

G. **Dogs and Other Animals**. Dogs and other animals, except seeing eye dogs, hearing dogs, service dogs, and animals used to guide or assist disabled persons, shall not be brought upon the property for other than official purposes.

H. **Vehicular and Pedestrian Traffic**.

(1) Drivers of vehicles entering or while on the property shall drive in a careful and safe manner and shall comply with the signals, posted traffic signs, and directions of law enforcement and security personnel.

(2) The blocking of entrances, driveways, walks, loading platforms, and fire hydrants on the property is prohibited.

(3) Except in emergencies, parking on the property is not allowed without a permit where applicable. Parking without authority, parking in unauthorized locations or in locations reserved for other persons, or parking contrary to the direction of posted signs is prohibited. Vehicles parked in violation may be subject to removal at the owners' risk and expense.

I. **Explosives**. No person entering or while on the property shall carry or possess explosives or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed, except for official purposes.

J. **Firearms.** Unauthorized possession or transportation of firearms or other dangerous weapons in an MMS facility is prohibited and a violation of Federal law. The carrying of firearms by anyone other than authorized individuals is prohibited.

K. **Removal of Government-Owned Property.** No Government-owned personal property asset item can be removed from an MMS facility without a properly completed and approved Property Pass, DI-1934 (See MMS Manual 400.1, Property Management – Accountability and Responsibility).

This Form must be maintained with the personal property asset item at all times and will be required to enter with or remove Government-owned equipment asset items.

H. **Violence in the Workplace**. Violence and threatening behavior in the Federal workplace is prohibited. This includes any behavior that is harassing, intimidating, provoking, or unsafe which could be interpreted as an intent or a threat to cause physical harm to another individual or damage to property.