

Security Spotlight



Assistant Manager for Security and Emergency Management

PROTECT DEPARTMENT OF ENERGY BADGES

All of us are IMPORTANT, as individuals, in helping to maintain a safe and secure environment at the Oak Ridge Office (ORO). In fulfilling our responsibility, we must pay particular attention to protecting our Department of Energy (DOE) Security Identification Badge. **The DOE security badge is our approval for access** to all of the multiple facilities within the Oak Ridge Reservation and to other DOE sites. If an adversary is trying to gain access into one of our facilities, the most beneficial thing for them to have is a badge that would give assurance that they belong and are approved for access. So, **protect your badge!**

Some employees have a habit of leaving their DOE security badge in their vehicles. This practice does not effectively protect and safeguard the badge. It makes stealing the badge easier. In fact, several DOE and contractor employees at ORO who have left badges in their vehicles for safe keeping have had their badges stolen.

The loss of any badge raises obvious questions and concerns for our security forces. Please take special care to protect your badge. Your cooperation is appreciated.

The DOE/ORO security badge responsibilities are attached.

A handwritten signature in blue ink that reads "Don F. Thress, Jr." with a stylized flourish at the end.

Don F. Thress, Jr.
Assistant Manager
for Security and Emergency Management

For future reference, this Security Spotlight is located on the Office of Safeguards and Security home page at <http://ssd1.oro.doe.gov>.

**DEPARTMENT OF ENERGY/OAK RIDGE OFFICE
SECURITY BADGE RESPONSIBILITIES**

1. Your security badge is the property of the U.S. Government. It is your official credential for access to security areas and to work on the Oak Ridge Office's (ORO's) property. It is against the law to counterfeit, alter, or misuse it.
2. Your security badge must be worn on the upper part of your body, photo side out, in plain view while in security areas.
3. Whenever entering a secure area, present your security badge for identification to the security police officers.
4. Do not display your badge in public places. You may be targeting yourself for espionage activity.
5. Never allow others to use your security badge.

6. A Lost or Stolen Badge Should Be Reported Immediately

During Office Hours

Employees	Telephone Number
Department of Energy (DOE) and Contractor Support	Office of Security and Emergency Management-DOE ORO Badge Office 576-0934
Wackenhut Services, Incorporated and Oak Ridge National Laboratory	Badging Office 574-7205

Weekends and After Hours

All Employees	Oak Ridge Operations Center 576-1005
---------------	---

7. Your security badge should not be used as personal identification for unofficial purposes (e.g., cashing checks, obtaining of discounts, etc.).
8. Your security badge should not be placed in any kind of plastic protector. Also, decorative pins or stickers should not be attached to it. (The security police officers must touch the actual badge to determine if it has been altered in any way.)
9. Request a new badge, if your name changes because of marriage/divorce, or if there has been significant change in your physical appearance.

10. Employment changes (changing employers) and contract changes (company name change) may require the issuance of a new photo badge.
11. Protect and maintain your DOE issued security badge in good condition. If directed by Security Personnel to obtain a new badge, please do so as soon as possible.
12. Protect your DOE issued security badge against loss and misuse. Badges must never be left visible in locked or unlocked vehicles.
13. Return your DOE issued temporary security badge to the building receptionist or security police officer whenever you leave the building during the work day.