



AND READ!
(YOU NEED TO KNOW THIS)

**ARE YOU:
A DOE OAK RIDGE FEDERAL OR CONTRACTOR EMPLOYEE??
IF SO, PLEASE READ BELOW:**

*The ORO Office of Security will soon begin the process of issuing new identification badges to all federal and contractor employees. This is in response to new requirements set forth by Homeland Security Presidential Directive-12 (HSPD-12), which requires all federal agencies to issue a more secure and reliable form of identification. More information will be sent to you in coming days that will address a number of responsibilities **YOU** will have in order to make this effort go as smoothly as possible.*

What you need to know now and later . . . ?

- 1** *Read all upcoming DOECasts regarding HSPD-12 and comply with the date and time you will have to report for enrollment;*
- 2** *Bring two forms of identification to the DOE Badging Office (Building 2714-G). **There are no exceptions to this requirement.** A list of acceptable identification documents is provided on the card next to this poster.*
- 3** *Come prepared to be fingerprinted; and*
- 4** *Return on the scheduled date to pick up your new badge (approximately two weeks after initial enrollment).*

You will receive further information on this subject via DOE Messages and the DOE Daily Employee News Update.

***This process will start
early May.***

BE READY!

