

DATE April 26, 1986

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**BADGING UPON ENTRY AND EXIT OF BUREAU BUILDINGS**

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1. **PURPOSE.** The purpose of this Circular is to inform employees and others who have been issued Bureau PASS Identification Badges, that badging through a PASS Card Reader will be required upon each occasion of entry and exit of Bureau buildings.
2. **SCOPE.** This policy is applicable to all Bureau employees and others who have been issued Bureau PASS Identification Badges.
3. **POLICY.** It is the security policy of the Bureau of Engraving and Printing that all persons entering and departing Bureau buildings, present their Bureau issued PASS Identification Badge to the police officer at the perimeter security post, for validation. These procedures are necessary to maintain strict accountability over personnel movement on Bureau premises to assist in the protection of personnel, products and property of this Bureau.
4. **REFERENCES.**
  - a. Bureau of Engraving and Printing Rules and Regulations - Employee Handbook, dated September, 1978.
  - b. BEP Security Manual Issuance Number 2, "Security Access Control System", dated January 16, 1978 (Revised).
  - c. BEP Circular Number 71-00.6, "Employee Movement - Entry/Exit of Buildings", dated October 16, 1978 (Revised).
5. **RESCISSIONS.**
  - a. BEP Security Manual Issuance Number 2, dated January 16, 1978.
    - (1) So much of paragraph 2.1 as reads "Departure from the Bureau at the end of normal shift changes will not require the use of the badge" is rescinded.
    - (2) So much of paragraph 2.3 as reads "..at anytime other than the end of their scheduled work shift,.." is rescinded.
  - b. BEP Circular Number 71-00.6, dated October 16, 1978.
    - (1) So much of paragraph 4b as reads "other than the end of their scheduled work shift" is rescinded.

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**6. PROCEDURES.**

a. All employees entering and departing the Main and Annex buildings must present their Bureau Pass Identification Badge to a police officer at the Entry/Exit point for inspection and comparison of the identification photograph to the bearers likeness. The police officer will check badge validity by passing it through the card reader in the computerize security access control system, except when the employee exits through the low boy turnstiles.

b. Employees carrying articles governed by the Package Inspection procedures are subject to inspection through a package inspection line. In all cases, employees will exit after surrendering their badge to a police officer who will pass it through a card reader after the employee's package(s) have been examined.

c. Employees departing the buildings during peak release time (i.e., at shift changes), who are carrying articles that are not subject to inspection and who can use the express exits, will, (1) show their badges to police officers present, (2) insert the badge into one of the card readers mounted on the self activating turnstiles, and (3) depart the premises without further delays.

d. Employees utilizing Temporary Badges may not use express exits and will continue to surrender the badges to a police officer upon departure.

e. There will be no express procedures at the 15th Street and B-M-5 exit points. Employees exiting these areas will give their badge to a police officer who will pass it through the card reader. Employees with packages who exit at these points will have them inspected at the time of departure.

**7. EFFECTIVE DATE.** This Circular becomes effective on the first work Monday following the date given below the circular number.

**8. OFFICE OF PRIMARY RESPONSIBILITY.** Office of Security.

**<SIGNED>**

Robert J. Leuver  
Director

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