



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. NM-2009-004  
Expires: 9/30/2010

To: All Employees, New Mexico State Office (NMSO)

From: Branch Chief, Support Services

Subject: Security Measures for the NMSO and Visitor Log

**Program Area:** Visitor Access and Security.

**Purpose:** This Instruction Memorandum identifies security measures for use in the NMSO Bureau of Land Management (BLM)/U.S. Forest Service (FS)) Government facility located at 1474 Rodeo Road, Santa Fe, New Mexico. All employees and all visitors accessing this facility must display a U.S. Government badge on their person while in the building. Visitors with the red visitors badge must be escorted throughout the building.

**Timeframe:** Effective immediately.

**Budget Impact:** None.

**Background:** The current Form NM-1100-1, Visitor Log, which includes both the BLM and the FS, is to remain in use. Visitors need to complete all the information requested on the Visitor Log.

It is imperative that visitors show the Receptionist a form of picture identification (I.D.). The form of photo I.D. must be entered on the visitor log so the Receptionist can verify visitor access. The Receptionist must not place any personally identifiable information in the "Form of Photo I.D." block, such as driver's license number, etc. Additionally, the Visitor Log will be kept at the Receptionist's desk. When visitors depart the building, they must exit through the front doors. The visitors will return the badge to the Receptionist, and the Receptionist will place a check mark in the column "Badge Returned."

When a BLM employee forgets his/her employee badge, the Receptionist or back-up alternate will provide employee access to controlled space the first day. The second consecutive day a badge is forgotten, the Receptionist will provide the employee access to the building. The Receptionist will notify Ferne Lovelace, Facility Manager, or Rosemary Herrell, Branch Chief, Support Services, and either of them will discuss the issue of access and the use of the badge with the employees' supervisor.

When planning a large event within the NMSO, employees must allow extra check-in and check-out time for all participants. At least one day prior to the event, employees should provide the Receptionist with a list of visitors (if known) who will be attending the event.

**Manual/Handbook Sections Affected:** This information is not currently found in any handbook.

**Coordination:** This Instruction Memorandum was developed in coordination with State Privacy Act Officer, Eileen Vigil.

**Contact:** If you have any questions, please contact Ferne Lovelace at 505-438-7669, or Rosemary Herrell at 505-438-7628.

Authenticated by:  
Elaine Lavadie  
Staff Assistant

Signed by:  
Rosemary Herrell

1 Attachment:

1 - Form NM-1100-1, Visitor Log (1 p)

Distribution

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