



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

New Mexico State Office  
301 Dinosaur Trail  
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Santa Fe, New Mexico 87502-0115  
[www.blm.gov/nm](http://www.blm.gov/nm)



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April 19, 2010

EMS Transmission – 4/22/2010  
Instruction Memorandum No. NM-2010-013  
Expires: 09/30/2011

To: All NMSO Employees  
From: State Director  
Subject: New Mexico State Office (NMSO) Visitor Access and Building Security Policy

**Program Area:** Space Management.

**Purpose:** Implement a Visitor Access and Building Security Policy for the NMSO facility at 301 Dinosaur Trail, Santa Fe, New Mexico.

**Policy/Action:** Visitors accessing the secured areas of this facility will be issued a red or blue visitor badge, unless they have an activated DOI Access Card. The visitor badge or DOI Access Card must be visibly displayed on their person while in the building. Visitors gaining access to secured areas must complete the Visitor Log by providing their name and showing their identification to the receptionist. When visitors leave the building, they must exit through the front doors. The visitor will return the visitor's badge to the receptionist and sign out on the Visitor Log.

**Visitor A:** Visitor A is not required to wear a badge or sign the Visitor Log. Visitor A only has access to nonsecured areas (the Public Research Area, the Public Lands Information Center, main conference rooms, and public restrooms).

**Visitor B:** Visitors who do not have DOI Access Cards and are meeting with employees in a secured area will be issued a **red badge**. Visitors with red badges must be escorted by an employee **at all times** while in a secured area.

**Visitor C:** Contractors and/or service employees with continued need to access the building will be issued a **blue badge** and a building access code. Visitors with a blue badge must be “visually escorted” by employees throughout the building to ensure Visitor C stays within designated areas required to complete their business.

Security is everyone's responsibility and this is for our safety. Since there is no background investigation for Visitor C, all NMSO employees will "visually escort" Visitor C. Employees quickly learn to recognize the visitors who are here to conduct repeat business at the office.

**Visitor D:** Department of the Interior employees who have a DOI Access Card are required to log in and out of the Visitor Log, but will not be issued a visitor badge. Their DOI Access Card will be activated by the Facility Manager or the Information Technology (IT) Security Officer for the NMSO building.

**Visitor E:** Department of the Interior employees with an inactivated DOI Access Card or without a DOI Access Card will be issued a **blue badge**. A temporary building access code will be issued by the Facility Manager or the IT Security Officer for the duration of their visit. Department of the Interior employees are not required to be escorted.

Supervisors are responsible for informing their employees of this Policy, and it will be included in the new employee orientation package.

**Timeframe:** Immediately.

**Budget Impact:** None.

**Background:** This Instruction Memorandum is local policy created from Instruction Memorandum No. 2009-189 and Instruction Memorandum No. NM-2009-004. Form NM-1100-1, Visitor Log, will be used.

**Manual/Handbook Sections Affected:** None.

**Coordination:** This Instruction Memorandum was developed in coordination with the IT Security Manager, Facility Manager, receptionist's supervisor, the State Privacy Act Officer, and BLM Law Enforcement employees.

**Contact:** If you have questions, please contact Ferne Lovelace, at (505) 954-2116, or Rosemary Herrell, at (505) 954-2074.



Jesse J. Juen  
Acting

1 Attachment:

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

Distribution

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