



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Farmington District Office
1235 La Plata Highway - Suite A
Farmington, New Mexico 87401
www.blm.gov/nm



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March 13, 2012

EMS Transmission – March 13, 2012
Instruction Memorandum No. NMF0000-2012-009
Expires: September 30, 2013

To: All FDO Employees
From: District Manager
Subject: Farmington District Office (FDO) Visitor Access and Building Security Policy

Program Area: Space Management

Purpose: Implement a Visitor Access and Building Security Policy for the FDO facility at 6251 College Boulevard, Farmington, 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 non-secured areas (lobby, public room, main conference room, 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 FDO 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 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 System Administrator for the FDO building.

Visitor E: Department of 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 System Administrator for the duration of their visit. Department of 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: Effective Immediately.

Budget Impact: None.

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

Manual/Handbook Sections Affected: None.

Coordination: This IM was developed in coordination with the IT Manager, Facility Manager, and BLM Law Enforcement employees.

Contact: If you have questions please contact Ashley Dye at (505) 564-7619.

Authenticated by:
Helen Pierson
Management Analyst

/s/David D. Evans
Signed by:
David D. Evans
District Manager

Attachment: Form NM-1100-1, Visitor Log

Distribution
WO8540 (M. Masher)
NM9161 (A. Hall-Carson)
NM9550 (D. Yeager)

cc: ADye:hp:Visitor Access and Building Security Policy 2-27-2012

