United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Farmington District Office
6251 College Blvd., Suite A
Farmington, New Mexico 87402
www.blm.gov/nm

In Reply Refer To:
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1112,1223,1535

November 1, 2013

EMS Transmission – 11/01/2013
Instruction Memorandum No. NMF000-2014-007
Expires: 09/30/2014

To: All Employees, FDO

From: District Manager

Subject: Farmington District Office (FDO) Visitor Access and Building Security Policy

Program Area: Safety 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 DOIAccess Card. The visitor badge or DOIAccess 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 DOIAccess 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 DOIAccess 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 DOIAccess Card or without a DOIAccess 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. 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 IT Manager, Facility Manager, and BLM Law Enforcement employees.

Contact: If you have any questions please contact the Facility Manager at 505-564-7632.

Authenticated by:
Gloria Peshlakai
Management Analyst

David D. Evans
District Manager

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

Distribution
NM9510, A.Hall-Carson-1
NM9510, D.Yeager-1

Form NM-1100-1
(Sept. 2009)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

VISITOR LOG

Date:

Visitor's Printed Name	Name of Your Organization	Name of Person You Are Visiting	Badge No.	Badge Returned?	Time In	Time Out
Visitor's Signature	Form of Photo I.D.	Purpose of Your Visit				

Visitor's Printed Name	Name of Your Organization	Name of Person You Are Visiting	Badge No.	Badge Returned?	Time In	Time Out
Visitor's Signature	Form of Photo I.D.	Purpose of Your Visit				

Visitor's Printed Name	Name of Your Organization	Name of Person You Are Visiting	Badge No.	Badge Returned?	Time In	Time Out
Visitor's Signature	Form of Photo I.D.	Purpose of Your Visit				

Visitor's Printed Name	Name of Your Organization	Name of Person You Are Visiting	Badge No.	Badge Returned?	Time In	Time Out
Visitor's Signature	Form of Photo I.D.	Purpose of Your Visit				