



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

National Operations Center
Denver Federal Center, Building 50
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December 20, 2010

In Reply Refer To:
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EMS TRANSMISSION: 12/20/2010
Instruction Memorandum No. OC-2011-015
Expires 9/30/2012

To: All National Operations Center Employees and Contractors

From: Lynda B. Stelzer
Director, National Operations Center

Subject: Building 50 Ambassador Desk

Program: Personnel and Personnel Security Management

Purpose: This Instruction Memorandum (IM) provides policy and procedural guidance to all Bureau of Land Management (BLM) National Operations Center (NOC) employees and contractors regarding controlling access to Buildings 40 and 50 on a 24 hour basis.

Policy/Action: The NOC employees and contractors will be required to utilize their building access cards in order to enter Buildings 40 and 50, Monday through Friday, 6:00 a.m. to 6:00 p.m. The Ambassador Desk, located at the S-1 entrance of Building 50, will be staffed from 7:00 a.m. to 5:00 p.m. for the purpose of greeting and signing in all visitors to building 40 and 50. The Ambassador's phone number will be 303-236-0411. The NOC hosts should provide the Ambassador with a list of who will be visiting, including date and time, at least one business day in advance. During duty hours the NOC host will meet the visitor(s) at the Ambassador Desk. The Ambassador will issue a red "Escort Required" badge and sign the visitor(s) in or out as appropriate. If the visitor(s) does not have an appointment, the Ambassador will call the appropriate Point of Contact to have them meet the visitor(s). The Ambassador will then sign the visitor(s) in and issue a red badge.

Timeframe: Effective January 1, 2011.

Budget Impact: None.

Background: The Department of Homeland Security regulations (HSPD12) require the use of appropriate badges for entry into all secured federal facilities.

Manual/Handbook Sections Affected: None.

Coordination: This was coordinated with the Administration Officer, Lance E. Elliott and Property Management Specialist, Vickie Smejkal.

Contact: If you have any questions regarding this IM, please contact the Property Management Specialist, Vickie Smejkal, at 303-591-3987 or email Vickie_smejkal@blm.gov.

Signed By:
Lynda B. Stelzer
Director, National Operations Center

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