THE SECURITY SPOT

JANUARY 1983

PREPARED AND ISSUED BY BATTELLE-NORTHWEST SECURITY

ESCORTING VISITORS

Staff members escorting visitors are reminded that they are responsible for:

- Maintaining visual contact with the visitor at all times,
- Accompanying the visitor through all badge check points,
- Assuring that the visitor is not permitted access to any area or building not specifically authorized in writing, and
- Assuring that the visitor is not permitted access to Special Nuclear Material or Classified or Business Sensitive information or material unless specifically authorized in writing.

All staff members are reminded of their responsibility to "Challenge" any unescorted person wearing an "ESCORTED" badge or any unbadged person.

FRANKFURT ROOM CONTROLS

A new procedure for the Frankfurt Room will be initiated on January 31, 1983. This procedure, intended to assure positive security control of the room, will not change the scheduling contact (Gynetta Patterson, 375-3604) but will include the following requirements:

- The Frankfurt Room shall be under positive control of a "Q" cleared staff member. Uncleared or "L" cleared individuals shall not be permitted access to the Frankfurt Room unless a "Q" cleared staff member is present.
- The Frankfurt Room shall remain locked when unattended.
- "Q" cleared staff members who have scheduled the Frankfurt Room with Gynetta may check out the key from the Battelle Security Control Room (located next to the Frankfurt Room). It shall be the responsibility of the individual signing for the key to assure that the escort requirements are met.
- Classified meetings shall take precedence in the Frankfurt Room; unclassified meetings bumped out of the Frankfurt Room will be moved to available conference rooms.

A list of the basic rules shall be posted inside the Frankfurt Room for users. Failure to comply with the rules could result in a security infraction.

COMBINATIONS

Records of combinations for combination locked cabinets with "N" or "HEW" numbers should be kept on file with the Security Office. If you are not sure if we have a record of your combination, call 375-2041 and we will check.