

MS 401 Domestic Physical Security

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1.0 Authorities

Peace Corps Act, 22 U.S.C. 2503(b); Homeland Security Presidential Directive 12; Executive Order 12977; Executive Order 13286; Executive Order 12958; Federal Information System Modernization Act of 2002

2.0 Purpose

This Manual Section sets out the policies for the Peace Corps' domestic physical security program.

3.0 Applicability

This Manual Section applies to any individual who requires physical access to any Peace Corps domestic facility.

4.0 Definitions

1. *Staff* means an individual employed by, detailed or assigned to, the Peace Corps; an expert or consultant to the Peace Corps; a contractor, licensee, certificate holder or grantee of the Peace Corps, including subcontractors; a personal services contractor (PSC); intern or any other individual who acts for or on behalf of the Peace Corps as determined by the Director of the Peace Corps.
2. A *visitor* is any person entering a Peace Corps facility who is neither a staff member nor in the process to become a staff member. Peace Corps Volunteers and Trainees are considered visitors for the purposes of this Manual Section.
3. The term *distinguished visitor* includes current US Cabinet, US Representatives, US Senators, ambassadors to and from the United States; presidents or prime ministers of foreign countries; any individuals requiring an armed escort by the United States Secret Service or Diplomatic Security; or individuals so designated by the Director, Deputy Director, Associate Director for Safety and Security, or the Chief, Emergency Management and Physical Security (OSS/EMPS).
4. *Restricted space* is any space at the headquarters or regional office accessible by approved staff members and escorted visitors.
5. An *authorizing official* is the person identified by an A-Delegate who is responsible for establishing access permissions for spaces within the control of their office and for adjudicating requests for access to these spaces.

5.0 Policies

5.1 General

1. It is the policy of the Peace Corps to provide for the safety and security of personnel, information, and property at the headquarters and regional offices.
2. All aspects of this document apply unless overtaken by events requiring an immediate deviation. Immediate deviation may be necessary with or without warning in response to factors such as changes in threat levels, security surveys, Federal Protective Service (FPS) guidance, special security events, or at the discretion of OSS/EMPS. The Associate Director for Safety and Security must approve any immediate deviations to procedures beforehand.
3. All staff members shall follow the instructions of the uniformed physical security officers.
4. Surveys
OSS/EMPS performs all physical security surveys in coordination with the FPS, and selects and applies all appropriate physical countermeasures, including screening personnel and items upon entry; controlling access; monitoring and recording images; alarming secured space; and protecting national security information, sensitive data, and

funds. OSS/EMPS serves as the lead contact in all communication between Peace Corps and all federal, state, and local physical security personnel and law-enforcement organizations on issues covered in this manual section.

5. Interagency Security Committee

The Peace Corps will incorporate the policies established by the Interagency Security Committee (ISC) into agency physical security strategies, as appropriate.

6. Personnel Identity Verification (PIV) and PIV Interoperable (PIV-I) Cards

Peace Corps complies with Homeland Security Presidential Directive 12 (HSPD-12) and associated regulations which direct federal agencies to verify the identity and investigate the background of occupants prior to the issuance of a compliant access badge and granting access to federal government facilities and/or computer systems. OSS/EMPS is Peace Corps' PIV Card Issuance Manager responsible for the reliability of associated services.

7. Individuals barred from facility access

Peace Corps may bar any person from accessing domestic facilities. Other than in emergency situations, determinations to bar individuals will be made by the Associate Director for Safety and Security in consultation with the Chief of Staff.

8. Removal

The Office of Human Resources and/or Contracting Officers shall notify OSS/EMPS at least one day prior to the anticipated removal of a staff member, unless exigent circumstances require immediate action. OSS/EMPS, in coordination with FPS, may immediately remove any individual in an emergency based upon reliable information indicating disruptive behavior or threat to agency personnel or property.

9. Physical access control

The Physical Access Control System (PACS) enables control of access to domestic facilities. PACS information may be used for law enforcement/investigative purposes only.

10. Video monitoring

All domestic Peace Corps facilities are monitored by closed circuit television cameras and all images are recorded. Video monitoring information may be used for law enforcement/investigative purposes only.

11. Intrusion detection

Contact, motion, and duress alarms are present in various locations throughout domestic Peace Corps facilities to ensure compliance with access control policies and alert first responders to emergencies and security violations requiring immediate attention. Intrusion detection information may be used for law enforcement/investigative purposes only.

12. Staff access

Staff members will be issued either PIV or PIV Interoperable (PIV-I) cards to gain unescorted access to the headquarters building and restricted space within Peace Corps facilities during business hours in accordance with the process detailed in Manual Section 403. Access either after business hours or to locations maintained by specific offices must be approved of by the corresponding supervisor or authorizing official. Staff members must not alter PIV/PIV-I Cards and must display them in plain view at or above the waist at all times while in agency space. Staff members must return their badge upon their final departure from Peace Corps. A temporary access badge may be issued to a staff member who forgets, misplaces, or reports their access badge lost or stolen.

13. Keys and locking hardware

OSS/EMPS is responsible for all locks, locking hardware, and keys at domestic facilities.

14. Weapons or explosives

No individual, except law enforcement officers, security details on official business, or other authorized individuals, shall carry or possess weapons or explosives of any kind within Peace Corps facilities. Armed law enforcement officers must present credentials authorizing them to carry a weapon. OSS must be notified in advance of any authorized individual carrying or possessing weapons or explosives within a Peace Corps facility.

5.2 Headquarters

1. Facility Security Committee

Each Office Director (including all A-Delegates, the Office of the Director, and Office of Inspector General) will appoint a primary and an alternate person to represent their office on the headquarters' Facility Security Committee (FSC) which will be chaired by the Chief, OSS/EMPS. The headquarters FSC will meet quarterly, at a minimum, to discuss physical security-related topics.

2. Screening of incoming items

All items delivered to the headquarters must be brought to the receiving area in the loading dock for receipt, screening, and delivery.

3. Lost and found

All found personal items should be brought to the OSS/EMPS for storage. Items are kept securely for 30 days before being discarded. Items not claimed after 30 days may be either donated or destroyed.

4. Information and communications security

OSS/EMPS manages Peace Corps' GSA-approved safes, high-security shredders, and secure communications equipment and connectivity.

5. Issuance of Building Access Control Devices

OSS/EMPS serves as the liaison with the building management office for all requests for building access and associated control devices.

6. Keys and locking hardware
OSS /EMPS maintains copies of all door keys. A staff member who has been issued an office key must report a lost or stolen key immediately; not share his or her key with another person; not reassign the key to another person; and return the key upon change of office location, job responsibilities, or departure from the agency. Suite master keys allow one key to open multiple offices within a work area. Suite master keys may be issued only to individuals responsible for the identified suite upon approval by the office Director. If a suite master key is misplaced, all doors within that suite will be re-keyed and new keys will be issued at the expense of the office to which the misplaced key was issued. A staff member who forgets the key to his or her office or a supervisor wishing to gain access to the office of a subordinate may request that the door be unlocked. A staff member requesting access to the office of another staff member or to the office of his or her supervisor must submit the request via email to OSS/EMPS and copy the other staff member or supervisor. Upon unlocking the requested door, the requestor is responsible for ensuring the security of the materials in the office space.
7. Visitor access
Visitors and their belongings are subject to review and inspection prior to entrance. Visitors of 18 years and older must present government-issued identification to enter Peace Corps restricted space. A staff member who authorizes admittance of a visitor is required to escort the visitor at all times within restricted space, ensure compliance with all security procedures, and ensure departure upon conclusion of the visit. Unescorted visitors are subject to immediate removal. The arrival of a distinguished visitor must be coordinated with OSS/EMPS at least twenty-four hours in advance. Procedures associated with the arrival of a distinguished visitor are found in form *PC-401C Processing of Distinguished Visitors* (Attachment A).

5.3 Regional Offices

1. Facility Security Committee
Regional offices will participate in FSCs at their respective office buildings.
2. Packages
All packages entering Peace Corps space are subject to screening in accordance with the procedures defined by the host facility.
3. Keys and locking hardware
Regional office perimeter door keys are issued only to the Regional Officer Manager, Administrative Officer, the building engineer and, where necessary, the first employee to arrive daily.
4. Visitor access
A staff member who authorizes admittance of a visitor is required to escort the visitor at all times within restricted space, ensure compliance with all security procedures, and

ensure departure upon conclusion of the visit. Unescorted visitors are subject to immediate removal.