

Management Instruction

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Postal Service Headquarters Access Control System

Policy

United States Postal Service Headquarters, 475 L'Enfant Plaza, SW, Washington, DC, is open for the purpose of conducting business with the United States Postal Service. Access to the Postal Service Headquarters building is authorized in accordance with the policy outlined in this management instruction. This policy is being implemented as part of the installation and deployment of an Access Control System (ACS) for Postal Service Headquarters. Access policies may be subject to modification at any time.

Description

The Access Control System consists of optical turnstiles, magnetometers, x-ray scanners, proximity readers, emergency call boxes, and voice call boxes. Postal Police will staff the various entrances where the Access Control System is in operation.

Normal Business Hours

Normal business hours are 6:30 am to 6:30 pm, Monday–Friday (holidays excluded).

Security Hours

Security hours (nonbusiness hours) are 6:30 pm to 6:30 am, Monday–Friday; and all hours on Saturday, Sunday, and holidays.

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Postal Service Headquarters Building Entrances and Hours of Operation

The entrances and hours of operation are indicated as follows:

- a. *North Lobby* — 6:30 am to 6 pm, Monday–Friday.
- b. *South Lobby* — 24-hour access, 7 days a week.
- c. *Promenade* — 6:30 am to 6:30 pm, Monday–Friday.
- d. *Parking Facility* — 24-hour access, 7 days a week.
- e. *Loading Dock* — 7 am to 4 pm, Monday–Friday.

Authorized Access

Compliance with procedures in this management instruction and the 39 Code of Federal Regulations (CFR) Section 232.1 is required for entry into Postal Service Headquarters. All individuals must pass through optical turnstiles to enter the facility. Visitors must additionally pass through magnetometers and have items in their possession x-rayed before entry is authorized.

Note: The Postal Inspection Service, Office of Inspections (x 4473), must be immediately notified of any personnel action restricting an employee’s access to Postal Service Headquarters. Immediately notify the Postal Police (x 4566) when such personnel actions occur after hours or on weekends.

Photo Identification/Access Badges

All Postal Service Headquarters employees, Postal Service Governors, contract employees, union officials, advisory committee members, and tenants conducting business at Postal Service Headquarters will be issued color-coded photo identification/access control system (ID/ACS) badges. The ID/ACS badge must be displayed at all times that an individual is in Postal Service Headquarters, including when the individual enters and exits. Visitors to Postal Service Headquarters will be issued temporary access control badges that must be displayed while in Postal Service Headquarters. The badges must be presented to Access Control System proximity readers, located at all building entrances, in order to enter and exit Postal Service Headquarters.

Note: ID/ACS badges are accountable items.

Color Coding

Postal Service Headquarters ID/ACS badges are color coded as follows:

- a. *Blue background* — Postal Service Headquarters employees within the District of Columbia, Maryland, and Virginia who work in functional areas that report directly to a Headquarters vice president and Postal Service employees detailed to Headquarters.
- b. *Red background* — Contract employees.
- c. *Green background* — Union officials, advisory committee members, and tenants.
- d. *Black background* — Visitors and temporary issues.
- e. *Aqua blue background* — Postal Service Governors.

Obtaining Identification/Access Badges

A Postal Service Headquarters Identification/Access Application must be completed to obtain an ID/ACS badge. Authorization from the appropriate unit Postal Career Executive Service (PCES) manager is required. Employees requesting access to other Headquarters units with interior access control require access approval from that unit's PCES manager. ID/ACS badges are issued in the ID Badge Room, 1P331, according to the posted schedule. Information regarding the scheduling of appointments can be obtained by calling x 3670.

Reporting Lost or Stolen ID/ACS Badges

Report lost or stolen ID/ACS badges to the Postal Inspection Service, Office of Inspections, Room 3800 (x 4473) immediately.

Obtaining a Replacement Badge

A replacement fee is charged for any lost or stolen ID/ACS badge. The fee is the market value of a replacement badge. Replacement ID/ACS badges are issued in the ID Badge Room, 1P331.

Returning ID/ACS Badges

The Postal Inspection Service, Office of Inspections in Room 3800 (x 4473), should be notified immediately when ID/ACS badge holders retire, transfer, resign, or are separated from the Postal Service. The appropriate manager should obtain the ID/ACS badge, handle it as accountable property, and return it to the Office of Inspections. Headquarters tenants must immediately notify the Office of Inspections when their employees retire, transfer, resign, or are separated. Their tenant ID/ACS badges must be returned to the Office of Inspections immediately.

Access Control for Restricted Interior Areas

Additional access authorization is required for entrance into certain interior areas and offices at Postal Service Headquarters. Employees and contract employees who work in or have specific authorization to enter these secure areas must have their ID/ACS badge encoded to allow access. Authorized individuals must present their Postal Service Headquarters ID/ACS badge to the proximity reader outside of the door leading to the restricted office area. Once the system grants authorization, the electronic door lock will disengage to allow entry. Those individuals who are not authorized to be in a restricted area must use the voice call box to notify the employee they wish to see. The voice call box allows the visitor to scroll through the names of the employees and contractors assigned to the unit to contact them.

Security Screening

Postal Service Headquarters Employees, Postal Service Governors, Contract Employees, Union Officials, Advisory Committee Members, and Tenants

Individuals with Postal Service ID/ACS badges are not normally subject to the x-raying of their belongings and to magnetometer screening prior to entry. The security screening procedures may change in the event of an upgraded security level, during periodic checks, or at the discretion of the Postal Police.

Visitors

Visitors are subject to the x-raying of their belongings and magnetometer screening before entrance is authorized.

Postal Service Headquarters Building Entry and Exit

Promenade, North, and South Lobbies

Individuals With Postal Service ID/ACS Badges: Postal Service Headquarters Employees, Postal Service Governors, Contract Employees, Union Officials, Advisory Committee Members, and Tenants

During Normal Business Hours

Entering

Individuals must present their ID/ACS badge to the access control proximity readers. This allows passage through the optical turnstiles.

Exiting

Individuals must present their ID/ACS badge to the access control proximity reader in order to exit through the optical turnstile.

During Security Hours

Entering

Individuals must enter through the south lobby. To enter, individuals must follow the same entering procedures as defined in During Normal Business Hours above.

Exiting

To exit, individuals must follow the same exiting procedures as defined in During Normal Business Hours above.

Individuals Without Postal Service ID/ACS Badges: Postal Service Headquarters Employees, Contract Employees, Union Officials, Advisory Committee Members, and Tenants

All individuals without Postal Service ID/ACS badges **will be considered visitors** and must follow the regulations defined in Visitors to Postal Service Headquarters below.

Visitors to Postal Service Headquarters

During Normal Business Hours

Entry and Exit Locations

Visitors must enter and exit through either the promenade or the south lobby.

During Security Hours

Entry and Exit Location

Visitors must enter and exit through the south lobby.

General Procedures for Entry and Exit

In cooperation with the Postal Police officer (PPO), visitors must follow these steps for entering and exiting.

Visitor *Step 1* — Upon arrival, must present an approved form of photo identification (e.g., state-issued driver's license) to the PPO.

PPO *Step 2* — Records the visitor's pertinent information in an access log and issues a temporary access badge.

Visitor *Step 3* — Must allow all belongings (e.g., briefcases, purses, etc.) to be x-rayed before entry is permitted.

Visitor *Step 4* — Must pass through a metal detector.

Visitor *Step 5* — Must pass through an optical turnstile using the temporary access badge.

Visitor *Step 6* — Must exit from the Headquarters building using temporary access badge.

Visitor *Step 7* — Must return the visitor's temporary access badge to PPO.

Visitors Require Sponsorship

All visitors to Postal Service Headquarters must be sponsored at all times while in the building. The sponsor can be a Postal Service Headquarters employee, Postal Service Governor, contract employee, union official, advisory committee member, or tenant. To facilitate the visitor's entry, the sponsor should notify the Postal Police, either in writing, at Room 1P301 or by e-mail at *hdqvisitor@uspis.gov*. Notification should be made at least 24 hours in advance whenever possible. The notification should include (at a minimum) the visitor's name, the Postal Service Headquarters contact, and the contact's telephone number.

Types of Visitors

Visitors Lacking Approved Identification

Visitors to Postal Service Headquarters who have no form of identification (e.g., children) must be sponsored by a Postal Service Headquarters employee, Postal Service Governor, contract employee, union official, advisory committee member, or tenant, and be escorted at all times while in the building. The sponsors of these visitors must report to the south lobby or promenade to escort their visitors. Sponsors must ensure that children are escorted at all times while in the building.

Visitors to the Postmaster General (Unscheduled and Un-sponsored)

Visitors to the postmaster general (PMG) who have no appointment and are not sponsored will not be allowed entry into Postal Service Headquarters. Postal Police are instructed to advise the visitor to call the PMG's office to schedule an appointment.

Library Visitors

Visitors to the Postal Service Library are allowed inside Postal Service Headquarters solely for visiting the library. These visitors must comply with all entering and exiting procedures described under General Procedures for Entry and Exit above. In addition, Postal Police will retain the visitor's photo identification and return it when the visitor exits the building. Visitors without proper identification will not be allowed access to the Library.

Commercial Delivery Services

Commercial delivery services (e.g., couriers, florists, and process servers) must contact the Postal Police at the south lobby entrance. The individual for whom the delivery is intended will be contacted and must meet the delivery person at the south lobby. The Postal Police must not accept delivery from a commercial delivery service.

Note: All persons parking in Postal Service Headquarters must comply with procedures in MI AS-510-2000-4, *Postal Service Headquarters Parking*.

Parking Facility Access

Postal Service Headquarters Employees, Postal Service Governors, Contract Employees, Union Officials, Advisory Committee Members, and Tenants

During Normal Business Hours

Entering

Access to the Postal Service Headquarters parking facility is restricted to authorized vehicles (e.g., automobiles, motorcycles, and bicycles) and the driver and all passengers are required to present Postal Service ID/ACS badges to the access control proximity reader before entry. Vehicles entering and exiting Postal Service Headquarters are subject to the provisions contained in 39 CFR Section 232.1. The driver must present his or her ID/ACS badge to a fixed position proximity reader. Passengers must present their ID/ACS badges to the portable proximity reader handheld by Postal Police. Once entry authorization is granted, the driver should immediately park the vehicle in the assigned parking space. To expedite the entrance process, employees are requested to have their ID/ACS badges out and ready.

Note: Employees without their ID/ACS badges are not allowed to enter through the parking facility and must obtain a temporary access badge at either the south lobby or promenade entrances.

Exiting

Prior to exiting, the driver and all passengers must present their ID/ACS badges to one of the proximity readers in the parking facility.

During Security Hours

Entering

During security hours, the parking facility door is normally closed. The driver and passengers should approach the parking facility entrance with Postal Service ID/ACS badges ready and present them to the fixed position proximity reader. Once authorization is granted, the vehicle should immediately be parked in the assigned parking space.

Exiting

To exit, driver and passengers must follow the procedures in During Normal Business Hours above.

Visitors

Not Authorized Access Via Parking Facility at Any Time

Visitors, including non-Postal Service personnel who are members of carpools or vanpools, will not be allowed access into the Postal Service Headquarters parking facility. All passengers without ID/ACS badges must exit the vehicle before entering the parking facility.

Carpool or Vanpool Exceptions for Limited Access

Non-Postal Service personnel belonging to authorized carpools or vanpools are allowed to enter and park the carpool or vanpool vehicle in the authorized parking space only when **all** of the following criteria are met:

- a. The Postal Service Headquarters employee having authorization to utilize a carpool or vanpool parking space is not reporting to work at Headquarters due to an emergency.
- b. No other Postal Service Headquarters employees who are members of the carpool or vanpool are available to drive the vehicle into the parking facility.
- c. The vehicle to be parked displays a valid Postal Service Headquarters parking tag.
- d. The Postal Service Headquarters employee with parking authorization has notified the Parking Coordinator, Headquarters Facility Services, in advance and has obtained authorization for the visitor to enter the parking facility. In addition, he or she must notify the Postal Police.

Procedures for Non-Postal Service Personnel Access for Entering and Exiting

The following steps must be followed when non-Postal Service personnel are granted access for entry and exit as described above:

Non-Postal Service Personnel	<i>Step 1</i> — Temporarily parks his or her vehicle on lobby level outside the north and south lobbies and reports to the south lobby to obtain a temporary ID/ACS badge.
PPO	<i>Step 2</i> — Provides non-Postal Service personnel a temporary access badge (ID/ACS) to enter Postal Service Headquarters.
Non-Postal Service Personnel	<i>Step 3</i> — Returns to vehicle, drives to the Headquarters parking facility entrance, and presents the ID/ACS badge to the appropriate proximity reader.
Non-Postal Service Personnel	<i>Step 4</i> — Must immediately park in the assigned parking space and exit through the promenade or south lobby.
Non-Postal Service Personnel	<i>Step 5</i> — Upon return to Postal Service Headquarters, must enter through the promenade or south lobby and present the temporary access badge to the proximity reader.
Non-Postal Service Personnel	<i>Step 6</i> — Must immediately get in his or her vehicle and drive to the PPO at the parking facility entrance.

Non-Postal Service Personnel	<i>Step 7</i> — Presents the temporary access badge to the proximity reader and surrenders it to the PPO.
PPO	<i>Step 8</i> — Accepts the returned temporary access badge from the visitor.

Loading Dock Access

Postal Service Headquarters Employees, Postal Service Governors, Contract Employees, Union Officials, Advisory Committee Members, and Tenants

Individuals authorized to utilize the loading dock must present their ID/ACS badges to the proximity reader located in the loading dock area to enter or exit Postal Service Headquarters at that location.

Commercial and Freight Personnel

Note: There are no deliveries to Postal Service Headquarters at the dock without prior authorization and approval from the addressee or from Headquarters Facility Services.

Dock Drop-Off

Upon arrival, employees of commercial and freight companies having deliveries for Postal Service Headquarters must contact the Postal Police officer assigned to the dock.

Preapproved Vendors

Vendors who provide services at regular intervals to numerous Postal Service Headquarters units can apply for a temporary access badge that will be issued according to normal visitor procedures. These preapproved vendors are to be allowed entry without sponsorship. Names of preapproved vendors are kept on a list maintained by the Postal Police.

Other Considerations

Assistance to Persons With Disabilities

The Access Control System at Postal Service Headquarters complies with the Americans With Disabilities Act (ADA) and Handbook RE-4, *Standards for Facility Accessibility by the Physically Handicapped*.

Fire and Evacuation Emergencies

The Access Control System is designed to immediately disengage and allow unobstructed egress during fire or other emergencies requiring building evacuation.

Emergency Call Boxes

Purpose

Emergency call boxes are installed to report emergencies requiring immediate attention (medical, fire, security, etc.). Postal Police must respond and make necessary calls for outside assistance when required.

Locations

Emergency call boxes are positioned in the center of each parking facility level and are easily identified by the blue strobe light attached to the unit.