



# Order

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**Subject: Display of PBGC Identification Badges**

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**Directive Number: GA-10-9**

**Effective Date: 01/08/2007**

**Originator: FASD**

Chief Management Officer

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1. **PURPOSE:** To ensure the protection of PBGC personnel and assets, establish and implement a physical security program. This Order provides guidance that will enhance the physical security for all PBGC facilities in the Metropolitan Washington, DC area and all Federal and contract employees and visitors located within.
2. **SCOPE:** This order applies to all PBGC Federal and Contract Employees.
3. **AUTHORITIES:** This Order is based upon the following Federal guidance documents:
  - a. Presidential Policy Memorandum, "Upgrading Security at Federal Facilities."
  - b. Department of Justice study, "Vulnerability Assessment of Federal Facilities," June 28, 1995.
4. **POLICY:** All PBGC Federal and contract employees are required to have in their possession and display their PBGC-issued photo identification badge at all times when in PBGC's Washington, DC and Kingstowne, VA facilities. The PBGC photo identification badge must be visible and be displayed at or above the waist. Badges may be displayed from either lanyard or clip style holders.

In addition, at the PBGC Headquarters facility at the 1200 K Street building, the photo identification badge must be available for building security officer inspection in order to authenticate and validate. Building security officers will utilize the "touch" system to allow an inspection close enough to verify identity. Failure to comply with this Order can result in refusal of admittance to PBGC's headquarters facility.

Staff/contractors that do not have their PBGC-issued photo ID in their possession will be required to sign-in to the employee/contractor log and will be issued a temporary ID badge. Visitors/vendors to PBGC's Headquarters facility at the 1200 K Street building

will be required to display a Visitors' Badge provided by building security upon sign-in. Temporary and/or Visitor Badges must be visible at all times and be displayed at or above the waist.

5. **RESPONSIBILITIES:**

- a. The ***Director of the Facilities and Services Department (FASD)*** will control the issuance of PBGC identification badges (ID) and will insure that all new employees and contractors located at the Washington, DC and Kingstowne facilities are provided with an ID badge. The Director of FASD, through the Facility Services Division, will:
  - (1) Ensure all building security officers at PBGC Headquarters at the 1200 K Street building, contracted through the property management company, are properly trained in the inspection of PBGC-issued identification badges.
- b. The PBGC Headquarters' ***Building Security Officers*** will:
  - (1) Employ a "touch" system of inspection of every PBGC-issued ID badge. The "touch" system involves the security officer physically handling the ID badge to inspect and compare the image displayed on the badge with its Holder.
  - (2) On a random basis, inspect the ID badges using a "black light" to ensure authenticity. A validated ID badge will have a hologram format PBGC logo visible on the front of all PBGC-issued ID badges.
- c. ***PBGC Federal and Contract Employees*** will:
  - (1) Visibly display their PBGC-issued ID badge at or above the waist at all times when they are in PBGC Washington, DC and Kingstowne, VA facilities.
  - (2) Provide their PBGC-issued ID badge to the 1200 K Street building security officer to "touch" their badge for close inspection and verification of identity, and as requested, allow the security officer to further inspect their ID badge with the black light for authentication.
  - (3) Be responsible for the care and protection of their PBGC-issued ID badge.
  - (4) Promptly report all instances of loss or theft of their PBGC-issued ID badge to FASD immediately.
  - (5) Initiate action to immediately replace a lost or stolen PBGC-issued ID badge by completing Form PBGC-245, "Staff Identification and Credential Request" and submitting to FASD.
  - (6) Relinquish PBGC-issued ID badge upon separation or upon any circumstances which make the continued possession or use of PBGC-issued ID badge inappropriate.
  - (7) Reports to the Security Desk located in the 1200 K Street lobby whenever they arrive at work without their PBGC-issued photo ID. They will be required to sign-in to the appropriate Log Book, present a valid government-issued form of photo identification to the security officer; contact a co-worker to vouch for him/her by signature in the log book; and

receive and display a temporary badge which shall be visible at all times and displayed at or above the waist.

d. ***PBGC Headquarters' Visitors/Vendors*** will:

- (1) Report to the Security Desk located in the 1200 K Street Lobby or the Dock Master #LL60 at the Loading Dock.
- (2) Sign in to the appropriate Visitor or Vendor Log Book.
- (3) Present a valid government-issued form of photo identification to the security officer upon signing into the appropriate log book.
- (4) Receive and display the visitor badge which shall be visible at all times and displayed above the waist.
- (5) Be greeted at the security desk or Dock Master by the PBGC Federal or Contract employee with whom they are meeting or have business.
- (6) Be escorted by a PBGC Federal or Contract employee while they are in the PBGC Headquarters.