



FEMA

Standard Operating Procedure

Organization: Office of the Chief Security Officer (OCSO)

**Title: National Emergency Training Center
Access Procedures**

Date:

I. Purpose

To establish Physical Access Procedures at the National Emergency Training Center (NETC).

II. Scope

This Standard Operating Procedure (SOP) establishes criteria for physical access to the NETC and outlines the background suitability procedures for NETC physical access.

III. Supersession

This SOP supersedes the November 10, 2011, NETC Management, Operations, and Support Services Memorandum, National Emergency Training Center Background Suitability Process.

IV. Authority

- A. 18 U.S.C. § 930
- B. 41 C.F.R. § 102-74.375
- C. 41 C.F.R. § 102-74.440
- D. 44 C.F.R. § 15.15

V. References

- A. FEMA Directive 121-3, "Facility Access"
- B. FEMA Manual 121-3-1, "Credentialing and Access Reference Manual"

VI. Responsible Offices

- A. NETC Management, Operations, and Support Services (MOSS)
- B. FEMA Office of the Chief Security Officer, Physical Security Branch

VII. Standard Operating Procedures

Any access to NETC requires a valid Homeland Security Presidential Directive (HSPD-12) Personal Identification Verification (PIV) badge or the issuance of a temporary visitor badge. It is the responsibility of the MOSS Security Manager to oversee the implementation of this SOP. Further, the MOSS Security Manger, under the NETC MOSS Director, shall oversee and monitor access controls to ensure compliance and Security Guards responsible for controlling access are provided copies of the applicable portions of the SOP, and that the SOP provisions are appropriately referenced in the Security Guard Post Orders and properly followed depending upon the purpose of the visit.

A. New NETC Federal Employees

A person cannot enter on duty (EOD) or start any work on NETC as a Federal employee before a FBI fingerprint check is adjudicated "favorable," e-QIP approval is obtained, and the EOD date is assigned by Human Capital.

B. Federal employees arriving at NETC on regular work days during daylight hours (arrivals at other times must be coordinated in advance with NETC MOSS)

Access will require single-factor visual authentications by the security officers at the main gate, (i.e., visual recognition using the photo on the badge and displaying a badge with an unexpired date). Federal employees' information is not entered in the NETC Security Access Request Application (SARA) system if they have a current HSPD-12 compliant PIV badge.

1. NETC Federal employees

NETC Federal employees will present their valid HSPD-12 PIV credential for access.

2. Federal employees not employed at NETC

Federal employees not employed at NETC and arriving at NETC for meetings, focus groups, and formal instruction, etc., may be granted unescorted access to the facility by showing their valid HSPD-12 PIV credential, or having previously completed a favorable background suitability determination from another DHS Component and properly passed such information to the NETC Security Manager. Federal employees who do not have a current HSPD-12 compliant PIV badge, but are confirmed to have completed a favorable background suitability determination, must be entered into the NETC SARA system before being granted unescorted access.

C. Contract Employees

1. Contract employees with HSPD-12 badge

Contract employees with a valid HSPD-12 badge will follow the same procedure for access as Federal employees in Section VII-B above.

2. Contract Employees (Recurring): Requiring campus access on a regular basis or those requiring access to FEMA IT systems (Logical Access)

Contract employees working on any FEMA contract that requires unescorted access to a FEMA owned or controlled facility, or access to FEMA IT systems and systems data, access to sensitive information, or access to disaster victim information must meet all HSPD-12 requirements. A FBI fingerprint check adjudicated "favorable" and e-QIP approval must be completed before the contract employee can enter the Government facility unescorted and/or begin work on a contract at NETC¹.

3. Contract Employees (Non-Recurring): One-time or short-term visit (Construction)

¹ FEMA OCSO Physical Security Branch will conduct NCIC checks for NETC MOSS on an as-needed basis during core business hours until a NETC terminal is in place.

- 3.1 A FBI fingerprint check adjudicated “favorable” must be completed and approved by the FEMA Personnel Security Branch before non-recurring contract employees can enter the NETC facility unescorted. The Contract Officer Representative (COR) must provide the Director, NETC MOSS, written assurance that the contractor requirements are non-recurring, short-term in nature, or a one-time visit.
- 3.2 In absence of the above, a National Crime Information Center (NCIC) check may be used in lieu of FBI fingerprint and credit check procedures provided that construction contract workers are escorted at all times while on NETC grounds. The NCIC check is only good for 180 days with no access to government IT systems or critical infrastructure as identified in the current risk assessment².

D. State, Local, Tribal, or Territorial (S/L/T/T) Government Employees and Representatives of Volunteer Emergency Services Organizations Performing Work at the NETC.

One of the following conditions must occur for Security Guards to allow unescorted access of an individual performing work at the NETC:

1. HSPD-12 PIV compliant photo badge. Unescorted access may be granted and will require single factor authentication by the security officers at the main gate using the photo on the badge, displaying a badge with an unexpired date, and inputting the required information into the SARA system; **or**
2. PIV Interoperable (PIV-I) compliant photo badge issued by an approved GSA provider to a S/L/T/T and having previously passed background check information to the Security Manager that, at minimum, a favorable FBI fingerprint check was performed by the sponsoring S/L/T/T. Unescorted access may be granted and will require single factor authentication by the security officers at the main gate, i.e., visual recognition using the photo on the badge, displaying a badge with an unexpired date, and inputting the required information into the SARA system; **or**
3. Unescorted access to NETC for meetings, focus groups, or instruction etc., will be granted if a Visitor Authorization Request (VAR) has been submitted and approved (by the NETC MOSS Director) which clearly indicates a security clearance or a favorable background suitability determination has been granted from another Federal government Agency; **or**
4. A letter from the S/L/T/T Government organization or representative of a volunteer Emergency Services Organization verifying the successful completion of a FBI criminal history record check. The letter, when verified by contact with the issuing organization, will suffice in place of the favorable background suitability determination; **or**
5. A favorable adjudicated FBI fingerprint check and e-QIP approval by FEMA Personnel Security before personnel can enter NETC facilities unescorted for recurring visits.

FEMA OCSO Physical Security Branch will conduct NCIC checks for NETC MOSS on an as-needed basis during core business hours until a NETC terminal is in place.

² FEMA OCSO Physical Security Branch will conduct NCIC checks for NETC MOSS on an as-needed basis during core business hours until a NETC terminal is in place.

E. Participation in a Focus Group, One Time Guest Visit, Subject Matter Expert, or Other to NETC for a Meeting

1. If the participant, guest, or other, is an employee of a State or local Government or a member of an Emergency Services Volunteer organization, a memorandum from the State or local Government or Emergency Services Volunteer organization verifying the successful completion of a FBI criminal history record check will suffice in place of the favorable background suitability determination. Said memorandum will be verified by contact with the issuing party.
2. In the absence of the above, a participant, guest, subject matter expert, or other, for a one time No Escort Required visit to attend a meeting, access will be vetted through NCIC. Vetting will be in accordance with physical access requirements of FEMA OCSO NCIC standards. FEMA Form 121-3-1-2, Credential and Facility Access Badge Application will be utilized for said access and to initiate the NCIC request.
3. Access based on NCIC results is valid for no more than 180 days should the individual return. For any repeated access listed above, a temporary access badge valid for 180 days will be created for the individual and held by security to be exchanged for a photo ID. Guard will check if badge already exists before creating a temporary badge.

F. Foreign Nationals

All Foreign Nationals must follow DHS procedures through the FEMA OCSO Administrative and Special Security Branch for foreign national vetting using the Integrated Security Management System (ISMS) prior to being allowed access to NETC. Vetted Foreign Nationals must be pre-approved through ISMS from the OCSO Administrative and Special Security Branch and not be allowed access to any NETC areas of Critical Infrastructure as identified in the current risk assessment. Individuals not on the list of preapproved vetted foreign nationals will not be authorized access without authorization of the CSO or his designee.

G. Access to Memorials/Monuments and Cafeteria During Meal Hours

1. Visitors to campus memorials, monuments, and cafeteria must stop at the guard booth to obtain a vehicle pass and temporary visitor badge in exchange for a photo ID for each occupant in the vehicle.
2. Guard will notify Security Monitoring that vehicle is en-route to a memorial, monument, or cafeteria.
3. Security Monitoring tracks vehicle with video surveillance to assure proper parking in designated area and ensure that individuals only visit the designated memorial, monument, or cafeteria.
4. Security Monitoring will dispatch guards if vehicles or occupants are observed outside the designated area. Guards will direct the visitors to the designated area or assist the visitors to exit the facility as appropriate.
5. Upon exit, visitors will return the vehicle pass and temporary ID badges in exchange for their previously held photo IDs.

H. Annual National Fallen Firefighters Foundation Memorial Weekend and Planning Activities

Individuals participating in planning meetings and activities during the National Fallen Firefighters Foundation (NFFF) Memorial weekend will provide full name, place of birth, date of birth, and social security number in a password protected email to MOSS. A NCIC check will be completed and unescorted access will be granted if the NCIC inquiry is negative.

I. Escort Required Access

Escort Required Access can be accomplished for any sponsored visit during daylight business hours if a FEMA sponsor has determined that their presence is necessary. Individuals acting as escorts will be briefed by NETC security personnel at the entrance gate where access is accomplished to assure that they follow the proper escort protocol and procedures. The individuals will be entered into the SARA system and will be physically escorted at all times by the FEMA sponsor while they are on the NETC campus.

Individuals found not suitable for access through ISMS, NCIC, FBI Fingerprint check, and/or credit check verification and/or through non-approval of the e-QIP process will not be allowed access to NETC even if escorted.

J. NETC Student Physical Access Policy

Before allowing students physical access to NETC facilities, NETC MOSS Admissions must determine:

1. Student is qualified to take course and meet the selection criteria.
2. Student provides a government issued valid photo ID, such as a driver's license.
3. Student is approved by the Head of a Sponsoring Organization that has some responsibility for fire prevention and control or emergency management.
4. EMI student is endorsed by the State Emergency Management Training Manager, or the FEMA Regional Training Officer, or FEMA HQ, or Tribal Nation.

K. NETC Weapons Policy

Under 44 C.F.R. § 15.15, no person at NETC will carry or possess firearms, other dangerous or deadly weapons, explosives or items intended to be used or that could reasonably be used to fabricate an explosive or incendiary device, either openly or concealed, except:

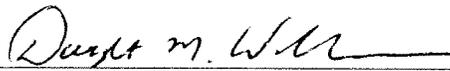
- (a) For official purposes;
- (b) If the FEMA Administrator or the Administrator for the United States Fire Administration, or their respective designee, approves; and
- (c) In accordance with FEMA policy governing the possession of firearms, FEMA Directive 121-3 and FEMA Manual 121-3-1.

The official who grants approval for a person to carry or possess any weapon at NETC shall provide the FEMA OCSO Chief of Physical Security and the NETC Director of Management, Operations, and Support Services with written notice of such approval, specifying the name and title of the person to whom approval has been granted, the agency or organization to which that person belongs, the weapons approved, the date the approval was granted, the date the approval will expire, and the specific reason for the approval (including the official purpose for carrying or possessing the weapon).

This written notice of approval shall be provided to the FEMA OCSO Chief of Physical Security and the NETC Director of Management, Operations, and Support Services on the day such approval is granted or, if approval is granted after regular duty hours, no later than 9:00 AM (Eastern Time) on the next business day. The FEMA OCSO Chief of Physical Security and the NETC Director of Management, Operations, and Support Services shall maintain copies of the written notices of approval under this section.

Notwithstanding the requirements above, any Federal, State, or local law enforcement officer whose jurisdiction extends to NETC and who is actively exercising law enforcement authority while upon the NETC premises, is authorized to retain custody of his or her service weapon at NETC during the exercise of that law enforcement authority.

Federal, State, tribal or local law enforcement officers attending training at NETC will not be allowed to carry a firearm openly or concealed and must either secure the weapon in the trunk of their vehicle, preferably in a locked container, or at the Security Desk in a weapons container provided by NETC Security.



Dwight M. Williams
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Federal Emergency Management Agency
Department of Homeland Security

July 25, 2012
Date