

Security Directive

No. 2019-01

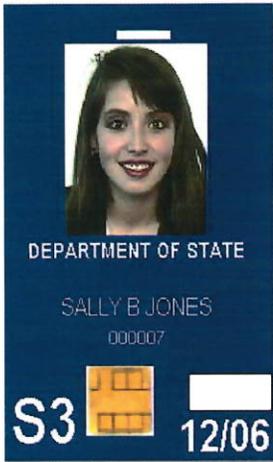
DATE: January 7, 2019
TO: All Mission Personnel
FROM: Ambassador Carol Z. Perez 
SUBJECT: Access Control Policy and Procedures

The primary purpose of the access control program is to ensure that appropriate measures are in place and actively enforced to protect U.S. Government (USG) facilities, personnel, and classified national security information.

The procedures that follow are based on authorities provided in Executive Order 12958, 12 FAH 5 H-424.4-6 (Perimeter Standards) and 12 FAM sections 300 and 500. These measures are required of all domestic and foreign-based U.S. Missions. Compliance with these measures is essential to avoid unauthorized access to the Embassy grounds and Chancery, as even a minor breakdown in the system can have serious consequences.

The RSO Office may waive, modify, or change access control procedures to respond to changes in threat conditions or to facilitate special events. Any exceptions to these policies will require advance notification to and approval by the Regional Security Office (RSO).

PHOTO IDENTIFICATION BADGES



A **BLUE BADGE WITH PHOTO** is issued to cleared U.S. Citizen Employees and allows unrestricted and unescorted access to USG facilities and all Chancery building floors, including Controlled Access Areas (CAAs) to which the employee has access. Access is permitted 24/7 with no additional permission required. Outside of normal business hours, blue badge holders should contact Post 1 and inform the Marine on duty of the individual's presence for accountability purposes.



A **BLUE BADGE WITH "V"** is issued to cleared visitors or TDY personnel who have unrestricted and unescorted access to USG facilities. In order to issue this badge, sponsoring agencies must ensure their visitor's clearance information has been passed to RSO in accordance with published guidance (18 STATE 79440). Visitor badges must be returned to Post 1 or Post 2 at the end of each day.



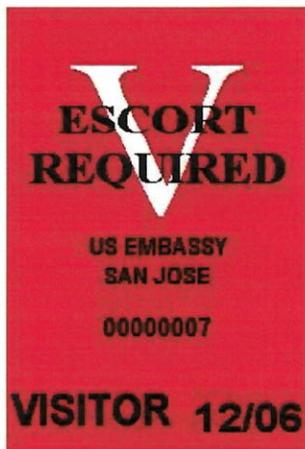
A **YELLOW BADGE WITH PHOTO** is issued to some contractors, locally-engaged staff (LES), eligible family members (EFM) over the age of fourteen, and non-cleared U.S. citizen employees. Yellow badges allow unescorted access to the Chancery building, including General Work Areas (GWA) and some Limited Access Areas (LAA). Access is only permitted during official work days Monday-Friday between 0730-1830 hours.



A **YELLOW BADGE WITH “V”** are issued to LES and EFM's before their permanent badges are completed as well as RSO-cleared official visitors whose clearance documentation has not been received by RSO prior to their arrival. These visitors need to be escorted in CAA areas. These badges allow unescorted access to the Chancery building, including General Work Areas (GWA) and some Limited Access Areas (LAA). Access is restricted to official work days (Monday-Friday) between 0730-1830 hours.



A **RED BADGE WITH PHOTO** is issued to non-cleared, non-U.S. citizen contractors without building access and miscellaneous known recurring visitors. This badge allows for unescorted access to *USG grounds* during official work days (Monday-Friday) during the hours of 0730-1830. All red badges require an escort when inside Department facilities. It is mandatory that persons that fit this category fill out form SF-85 as part of the hiring process and the sponsoring section needs to send a memo to the RSO Office requesting this level of access.



RED BADGES WITH “V” are issued to local contractors, other miscellaneous workers that are at USG facilities, and visitors to the Embassy. These individuals are not to be at the Embassy in excess of eight hours. The sponsoring section must enter the visitor's information via myServices and must meet their guest at Post 3 (Andres Bello entrance) or Post 4 (Employee Parking Lot). These visitors must enter and exit through the designated entrance. The guard will check the visitor's personal identification against the access list and will provide the visitor with this badge in exchange for the visitor's photo identification. These visitors will be met by the section's escort and taken to the meeting location. When the contractors or visitors leave the Embassy, they will return the red badge in order to retrieve their identification document from the location through which they entered. **Visitors issued red visitor badges must be escorted at all times, and are not allowed to escort other personnel.**



VIP BADGES are issued to authorized VIP visitors to the Embassy. Individuals designated as VIP are NOT subjected to any form of security screening and are authorized to keep electronic devices with them, though wi-fi and Bluetooth must be disabled upon entering the building. The sponsoring section must enter the visitor's information via myServices and check the box labeled "VIP." Once approved, sponsors will receive an email from RSO authorizing them to retrieve the VIP badge from Post 1 on the morning of the visit (or the night before with authorization from the RSO). VIP status is typically reserved for foreign Ambassadors, Cabinet-level officials, Generals, and others on a case-by-case basis. Meetings with the Ambassador and/or DCM do NOT automatically ensure VIP status. Any questions regarding who may be designated a VIP can also be directed to Protocol.



A blue VIP badge will be issued to individuals who have a security clearance which has been verified by the RSO.

Red VIP badges are issued to VIPs without security clearances or to VIP visitors whose clearances have not been verified by RSO.

CONTROL OF EMBASSY IDENTIFICATION

Personnel are reminded that an Embassy badge is a controlled, accountable item and they should be protected against loss or theft.

Loss or theft of an Embassy badge must be reported immediately to the RSO. Replacement badges for LE Staff will be issued upon receipt of a police report (constancia) given to RSO. Loss of a blue badge or yellow EFM badge requires a memo to RSO signed by the employee's supervisor. Report damaged and/or expired badges to the RSO.

Employees and dependents must return their respective Embassy badges to the RSO prior to departing post, or upon completion of their employment or official association with the U.S. Government.

GENERAL ACCESS POLICY

Due to the number of employees at Post, ALL employees, visitors, and family members are required to present their VALID (not expired) U.S. Embassy ID to the local guard force prior to entering the Embassy grounds. Guards will request to see employees' identification again at "Post 4" (guard booth separating the parking lot from the interior compound) in order to gain access. U.S. Embassy IDs must also be presented to the Marine Security Guard (MSG) at Post 2, first floor (in rotunda), or displayed towards the camera above the main entry doors. Badges must be visibly displayed at all times while inside Embassy grounds above the waist, and should be removed upon departure from the compound and safeguarded to prevent their loss, compromise or theft.

Employees who do not have a U.S. Embassy badge card with them must be escorted by an individual with a valid Embassy ID to Post 2 for the issuance of an appropriate Visitor's Badge. Otherwise, the individual must present another photo ID to the guard at Post 4 so he/she can verify that the individual is truly an employee of the Embassy before authorizing the employee to walk to Post 2 for issuance of the appropriate visitor badge. A Visitor Access Request must be submitted through myServices for all visitors by their sponsoring section **24 hours in advance** of their visit, when possible.

ESCORTING POLICY

All Embassy employees who are issued a yellow or blue badge with a photo (permanent badge) are authorized to escort individuals on Embassy property and into the GWAs of the Chancery as long as all other requirements are met (i.e. access requests are submitted). All visitors to the Embassy must be met by an escort at the first point of entry (i.e. Post 3 or Post 4) and be escorted to the destination. Outside and in GWAs, the ratio of un-cleared personnel to escorts is 10:1. The escorts do not need to be from the same section.

In CAA space, the escort ratio is 3:1 for visitors and housekeeping; however, the escort ratio is further restricted to 2:1 for any maintenance and repair issues within CAA spaces (18 Santiago 121).

Any requests for exceptions to the escort policy must be directed to RSO prior to the planned visit or work to be performed.

PERSONNEL ACCESS TO THE COMPOUND

Personnel are asked to avoid entering through Post 3 (Main Entrance on Andres Bello), to avoid interruptions in the visitor screening process. Upon entering the compound via foot or vehicle, all employees must show their Embassy-issued identification to the local guard force at the drop arm and Post 4 to gain entry to the compound. Failure to show appropriate ID will be reported to the RSO.

VISITOR IDENTIFICATION AND ACCESS

Only direct-hire employees (LES and USDH) may submit access requests for visitors. All access requests are submitted via myServices and an American supervisor must be listed in the access request. The request must identify the visitor(s) by name and identification type and number (RUN or Passport number), state the purpose of the visit, confirm a date and time of the visit, and list a point of contact with their phone number. All visitor access and after-hour requests must be authorized by the RSO, who will notify the local guard force (LGF) and the Marine Security Guard (MSG) personnel. Sections sponsoring visitors who would like parking access must ensure the visitor's vehicle information is entered into the myServices access request. Parking is limited and RSO does not control the parking spaces. It is available on a first-come, first-serve basis. Vehicle access should be limited to VIP visitors. Public parking is available in the area and visitors may walk into the Embassy via Post 3. Employees or offices sponsoring official visitors on official business and employees requiring after-hours access must submit an after-hours and/or visitor access request at least **24 hours in advance and the prior business day**, when possible. For example, an access request for a meeting on Monday morning at 09:30 hours should be submitted no later than 09:30 on Friday morning.

TEMPORARY DUTY (TDY) PERSONNEL

As far in advance as possible, personnel planning to visit Embassy Chile are required to request country clearance via eCountry Clearance (eCC). The eCC website is ecc.state.gov. If an eCC is granted, the sponsoring office is responsible for entering TDYers in myServices. Please ensure that the clearance level for the TDYer is entered in the access request. Additionally, the clearance (if applicable) must be verified by the RSO. Clearances for State Department employees can be verified at Post with the visitor's full name. Clearances for Department of Defense employees can be verified via the Joint Personnel Adjudication System (JPAS). For all other visitors' clearance verifications, please submit a DSPSS Visitor Access Request (VAR) see the [Guidelines](#) in Appendix 1, and submit it to the Office of Personnel Security and Suitability (PSS) at DSPSSCertTeam@state.gov. Processing time for PSS is approximately 2-3 weeks.

All TDY personnel must provide a valid form of identification prior to entering the Embassy. All TDY personnel must report directly to MSG Post 2, to exchange a valid form of identification for an Embassy visitor badge. Sponsoring sections are responsible for submitting a myServices Access Request for all TDY personnel prior to them receiving a visitor badge at Post 2 upon their arrival for assignment. Personnel are reminded that Embassy badges are controlled, accountable items, and they may not be removed from the compound.

Cleared USG personnel assigned to temporary duty to the U.S. Embassy for 15 days or less will be issued Blue visitor passes by the MSG on Post 2 or 1 upon arrival at the Chancery every day. The sponsoring agency or office is responsible for providing information to the RSO pertaining to the visitor's length of stay, security clearance, and official status. Official visitors are those persons who have received country clearance authorization from Post Santiago allowing them to be in Chile in an official capacity. Official travelers must have a valid U.S. Diplomatic, Official, or Tourist Passport, current U.S. Military ID, and/or U.S. Department of State Badge.

Temporary employees without a clearance on file with the MSG in Post 1 or Post 2 or non-official visitors will be issued a yellow or red visitor pass by the MSG at Post 2. If Post 2 is closed, the escort and the visitor must go to Post 1 on the third floor. U.S. military personnel or other U.S. government employees on leisure travel are not considered official personnel. Their access to the Embassy is restricted in the manner as any other non-official visitors. A valid picture ID (driver license, military ID, passport, etc.) is required in exchange for a visitor pass.

CONSULAR VISITORS

All consular visitors must present themselves at the front compound access control guard booth (Post 3). Upon arrival, all Consular visitors will be asked to present a form of identification that will be matched against the approved consular visitors list. If access has been approved by Consular personnel, the guards will conduct security screening and instruct the visitor to proceed to the Consular lobby. Consular visitors do not require an escort from Post 3 to the Consular Waiting Room.

LARGE GROUPS ACCESS PROCEDURES

Large groups are those with 15 or more individuals. It is extremely important that sponsoring sections reach out to RSO for guidance early in the planning process for large group events. The sponsoring section is responsible for providing the appropriate number of escorts for a large group. For large groups, the hosting section should provide identification stickers (you can use shipping labels 5164) for individual visitors and a copy of the guest list should be provided to Post 1 (MSGs) and Post 3 or 4 (LGF). The identification stickers should include the name of the visitor, event, and date of event. RSO recommends using alphabetical order for the participant list and identification stickers in order to expedite the access process.

VISITING FAMILY MEMBERS

U.S Direct Hire employees who are issued a blue or yellow badge may escort direct family members (spouse, partner, and/or children) into the Embassy during normal business hours from 0730-1830 hours. All other employees (including all Locally Employed Staff) must submit a visitor access request via myServices for visiting family members. Additionally, access requests are required for any non-direct family members (i.e. cousins, siblings, parents).

USG RESIDENCE ACCESS

Visitors for the Ambassador, Deputy Chief of Mission, and Marine's residence are by invitation only. Upon arrival, guests will be asked to present a form of identification. If authorized access by the LGF, the visitor will undergo security screening as determined by RSO and will be

directed to the residence. The RSO Office will require 24-hours advance notice for individuals or contractors visiting the respective residences for official events.

Large Events Procedures for USG Residences:

The protocol office or inviting office for the event will assign a person present at the street-level residence entry to verify visitors. The LGF's function is to ensure security. The guards will screen vehicles and pedestrians as directed by RSO. Protocol or the inviting Embassy section member should be there to check IDs against the list of invitees and in the event that someone that is not on the list arrives or the name differs or they bring guests not on the list.

VIP VISITOR VEHICLE ACCESS AND PARKING

Vehicles with foreign Ambassadors, foreign Minister-level officials, and other foreign official visitors to the Executive Office are permitted to enter the compound after an explosives search, and drop the VIP visitor in the Motorpool / DPO area. Drivers will drop their passengers within the Embassy compound or official residence and will be directed to park in an appropriate area. When the dignitary is ready to leave, the guard at Post 4 (x2-3230) should be contacted to notify the driver to pick up the dignitary. Please coordinate any VIP vehicle access request with the RSO in advance, when possible.

On extraordinary occasions the Andres Bello Av. VIP vehicle entrance may be used, but only with advance notice, coordination, and RSO approval.

VEHICLE DELIVERIES

Any office receiving a delivery is responsible for advising delivery companies/personnel of the following procedures regarding Embassy access.

- Trucks, buses, and vans should not be allowed to park alongside the Embassy outer wall (street side). Any buses or large vans dropping off a group of Embassy visitors need to park elsewhere and the section escorting the group should obtain the driver's contact information in order to advise the driver when the group is ready for pick-up. The Carabinero assigned to the Embassy will issue traffic tickets to any drivers in this area.
- All packages and mail should be delivered to the mailroom for screening. At no time shall unscreened mail be brought into the Embassy. Mail will not be accepted after hours by the LGF. Direct the person(s) attempting to deliver the mail to return the following business day. Deliveries to the compound are accepted during normal business hours only. The Local Guard Force (LGF) is not authorized under any circumstances to accept or sign for packages or letters on behalf of personnel or offices.
- Delivery personnel should park their vehicles in the visitors' parking area, if space is available, and proceed on foot to Post 3. The office requesting the delivery will be

responsible for escorting. The LGF will screen each package or letter for explosive materials and keep the item to later be screened for Chem-Bio agents by DPO personnel. If the item requires a signature to confirm receipt, the LGF will attempt to contact someone from the appropriate office to come sign for the item at Post 3.

- Mailroom personnel are required to pre-open letters and packages outside of the Embassy building consistent with Chem-Bio procedures. Deliveries that are too heavy or bulky to be hand-carried onto the compound require special coordination with the Regional Security Office.

AFTER-HOUR ACCESS

BLUE BADGE holders have unrestricted access and escort authority to any USG facility after working hours (Monday – Friday, 7:30-18:30) but are required to sign in/out the “after-hours” log with MSG on Post 1 by contacting the Marine on post.

YELLOW BADGE holders (with the exception of EFMs) must submit an “After-hours Access Request” via myServices. An “After-hours Access Request” must be approved by the employee’s American supervisor and RSO before the employee may access the compound outside of normal business hours. This includes evening hours, holiday hours, and weekends. These employees may be approved by RSO to work no more than two (2) additional hours after a regular business day and up to four (4) hours on holidays or weekends, unless being escorted by a blue badge holder. Requests for extension of work hours beyond those established will be considered by RSO and may be approved under exceptional circumstances. ALL after-hours access requests must be submitted 24 hours in advance, when possible, in order to allow the supervisor and RSO sufficient time to approve or request additional information.

The MSG on duty will make an announcement every workday at 18:30, and all employees must notify the MSG by 18:45 if they plan to stay in the Chancery after-hours. **Employees who fail to comply will not be allowed to remain after-hours.**

For any questions regarding this policy, contact the RSO at 2330-3324.

Failure to Adhere to Security Directives:

All Mission personnel are personally responsible for their security and for others’ security. Supervisors are responsible for ensuring their employees fully comply with security directives and advice. As established in [3 FAM 4127](#) “Personal Security Practices,” supervisors and managers should ensure that employees have access to useful information, Department policies, and guidance concerning personal security. Failure to adhere to security directives could result in penalties as stated in [3 FAM 4370](#) “List of Offenses Subject to Disciplinary Action”.

The employee must request in writing the written approval of the COM for any exceptions to mandatory post security directives as per [12 FAM 422.2 f](#).



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U.S. DEPARTMENT OF STATE
DIPLOMATIC SECURITY
Certification Unit Fax: 571-345-3150 Tel: 571-345-3365
DSPSSCertTeam@state.gov

DOS CONTRACTORS: Send VARs to DS/SI/IND Fax: 571-345-3000, INDeCCcerts@state.gov

Frequent Government Visitors – PSCs – Detailees from Federal Agencies

GUIDELINE SHEET

The following information must be submitted **by fax or email** from the visitor's Parent Agency according to the following guideline:

- **MUST** be submitted on PARENT Agency's Letterhead
- **MUST** be signed by an authorizing signature from the SECURITY OFFICE
- Provide information at least 5 days in advance, 10 days for 6 or more visitors

Visit Requests not submitted on proper letterhead or without a signature are subject to rejection.

Subject's identifying information:

- A. Name
- B. Date of Birth / Place of Birth
- C. Social Security Number (*full number is necessary*)
- D. Name of Agency (*employer*)

Subject's Security Clearance information: (*Provided by the Agency's Security Office*)

- E. Level of Clearance granted (*Collateral clearances only, for SCI access contact the SSO office at DS_SSO@state.gov, Tel: 202-647-8863 or Fax: 202-736-4228*)
- F. Date Clearance was granted
- G. Clearance Granting Agency
- H. Type of Investigation completed
- I. Date Investigation was completed
- J. Investigating Agency (*if different from granting agency*)
- K. Ongoing Investigation Information (*if applicable*)

Visit Information:

- L. Purpose of visit (*Please be specific about the PURPOSE to gain access to the facility*)
 - IF the Visitor is a DETAILEE – the DOS sponsoring office must submit a DS-1143
 - IF the Visitor will be traveling to an U.S. Embassy or Overseas Post, please list the specific Post or Embassy. *An eCC may also need to be submitted.*
- M. Length of visit (*FORMAT: mm/dd/yyyy – mm/dd/yyyy*)
- N. Point of Contact at the Department of State: include NAME, TITLE, OFFICE (*DO NOT put the Certification Unit as the POC, but the office and person with whom you are meeting or working with for your visit.*)

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05-2017

Drafted: RSO – Lauren Bromley

Cleared: RSO – Michael Limpantsis 

Cleared: DCM – Baxter Hunt 

Approved: Ambassador – Carol Z. Perez