BUMED NOTICE 5530

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: SECURITY ACCESS FOR BUREAU OF MEDICINE AND SURGERY
DETACHMENT SKYLINE

Ref: (a) OPNAVINST 5530.14E
(b) BUMEDINST 5530.1A

Encl: (1) Security Access for BUMED Detachment Skyline


2. Scope. This policy serves as the principal security access document for BUMED detachment and identifies requirements for accessing BUMED detachment at Skyline 4, Suite 602.

3. Objective. The objectives are guidelines for personnel assigned to Skyline 4, Suite 602.

4. Responsibilities

   a. BUMED Chief of Staff is responsible for force security protection of all personnel and assets assigned to Skyline 4, Suite 602. Responsibilities for implementing the policies and procedures of this are delineated in enclosure (1).

   b. The Command Security Officer is responsible for carrying out the duties as outlined per references (a) and (b).

5. Review. The Command Security Manager shall review enclosure (1) annually to ensure compliance.

   F. B. COE
   Chief of Staff
   Acting
SECURITY ACCESS FOR BUMED DETACHMENT SKYLINE

1. Physical Security Access for BUMED Detachment at Skyline 4 Suite (602)
   a. BUMED detachment is located at 5113 Leesburg Pike, Falls Church, Virginia. The detachment is located at Skyline Building 4 on the 6th deck. BUMED Detachment is a tenant of Skyline 4 which is managed by Washington Headquarters Service.
   
   b. Core hours of operations are from Monday through Friday, 0600 to 1800 hours for contractors and 24 hours for government and military personnel. Elevator operating hours are from 0600-1900 Monday through Friday and on Saturday from 0700-1300 and secure on Sunday.
   
   c. Local Area Network (LAN) room access will require pre-approval from BUMED Security Office and BUMED Chief Information Officer (CIO).

2. Mandatory Common Identification Security
   a. Permanent Staff. Per reference (a), all personnel assigned to BUMED HQ and detachments (military, civilian government employees and contractors) must obtain and properly display the Common Access Card (CAC) and the issued Kastle Forward Operating Base (exhibit 1 and 2). These are the principal identity credentials for Skyline 4, Suite 602 location.
   
   b. Visitor. Must have appropriate credentials to gain entry. Visitor control for these areas will be accomplished by:
      
      (1) Providing a sign-in log to record visitor information.
      
      (2) Providing an escort by the visited department.
   
   c. Utility and Maintenance Personnel. Personnel performing work at irregular intervals or for a short period in a security area will be handled using the same procedures for the control of visitors.
   
   d. In order to prevent piggy backing into the space, BUMED HQ Support Service has posted notifications to deter “Piggy-backing” at all entrance doors.

3. Visitor Process
   a. To facilitate visitor access into the suite entrance, personnel will be buzzed in by a control person who will assist the visitors in navigating the visitor process. Visitors must sign-in before receiving a visitor’s badge.
b. Acceptable forms of identification (ID). The following type of ID will accept to establish identity and permit access to the Skyline 4, Suite 602:

(1) Military ID Card

(2) Common Access Card (CAC)

(3) Valid State driver's license with a sponsor/escort

(4) Contractor, vendor, or delivery company ID with a sponsor/escort

(5) General Services Administration, (GSA) ID Card

c. After completing the entrance process, a badge will be issued to the individual identifying them as a "Visitor". Residing personnel are required to escort their visitor(s) while in the workspace.

4. Authorized Access Badge:

1. DOD CAC Card
2. Kastle Badge
3. Visitor Badge

Enclosure (1)