



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

ORDER

DOT 1661.10

4-27-92

Subject: CONSOLIDATION OF PHYSICAL SECURITY SERVICES FOR
THE DEPARTMENT OF TRANSPORTATION WASHINGTON
HEADQUARTERS FACILITIES

1. PURPOSE. This Order revises the consolidated physical security program for Department of Transportation (DOT) Headquarters facilities and provides for policy guidance, direction, and intergovernmental relationships relative to the DOT Headquarters physical security program.
2. CANCELLATION. DOT 1600.25, Consolidation of Physical Security Services for the DOT Washington Headquarters Facilities, dated 4-27-72.
3. SCOPE. The provisions of this Order apply to the Office of the Secretary (OST), the Operating Administrations, and non-DOT organizations occupying DOT Headquarters space.
4. REFERENCES. DOT 1600.26A, Department of Transportation Physical Security Program, dated 7-25-90.
5. DEFINITION. Physical security consists of physical measures to safeguard personnel. Physical security also includes physical measures to prevent unauthorized access to equipment, facilities, material, and documents and safeguard them against espionage, sabotage, damage, and theft.
6. OBJECTIVES.
 - a. To develop and administer a consolidated physical security program for DOT Headquarters facilities. The program includes the DOT Headquarters Building, FB-10A, Transpoint Building, and any other facilities that may be added as part of DOT Headquarters.
 - b. To develop and maintain a consistent physical security policy for DOT Headquarters facilities.
 - c. To provide a focal point in DOT for relationships with other Government agencies on physical security matters related to the DOT Headquarters facilities.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations

OPI: Office of
Security

7. RESPONSIBILITIES.

a. The Office of Security, OST, shall:

- (1) function as the central point or controlling office for the physical security program for Headquarters facilities and shall recommend the establishment of, or changes to policies and procedures relating to physical security;
- (2) ensure that the interested elements are consulted regarding new or changed policies and procedures;
- (3) serve as the DOT liaison with all other Government agencies (local and Federal) on matters involving physical security for the Headquarters facilities;
- (4) provide a mechanism for the exchange of information such as crime data, threat information, and ideas on operational problems and routine physical security support matters relating to the Washington Headquarters facilities, through a system of physical security coordinators within OST, the Operating Administrations, and non-DOT organizations occupying DOT Headquarters space; and
- (5) respond to requests from the Operating Administrations for security support within the DOT Headquarters facilities.

b. The Operating Administrations, Secretarial Offices, and non-DOT organizations occupying DOT Headquarters space shall:

- (1) designate an officer to serve as coordinator and point of liaison with the Office of Security on measures covered by this Order to ensure that policies and procedures are effectively implemented within their organizational elements; and
- (2) apprise the Office of Security of conditions or circumstances that warrant attention, policy guidance, or assistance.

8. CONSOLIDATED PHYSICAL SECURITY FUNCTION. Listed below are the areas that are encompassed by the consolidation: utilization of contract guards, security of parking areas, lock and key

control, security alarm systems, perimeter controls, admission controls, location of classified storage containers, thefts of property, and civil disturbance plans.

9. REIMBURSEMENT. Effective with the beginning of each fiscal year, the DOT Working Capital Fund will provide OST, the Operating Administrations, and non-DOT organizations occupying DOT Headquarters space an estimate of the anticipated annual costs for security services provided at DOT Headquarters facilities. Costs will be prorated among OST, the Operating Administrations, and non-DOT organizations occupying DOT Headquarters space based upon the number of personnel located at each of the respective buildings. The DOT Working Capital Fund will bill for these services on a monthly basis.
10. IMPLEMENTATION. Where appropriate, Secretarial Offices and Operating Administrations should develop supplemental guidance required to implement this Order and provide a copy of that guidance to the Office of Security within six months of the date of this Order.

FOR THE SECRETARY OF TRANSPORTATION:



Paul T. Weiss
For the Assistant Secretary
for Administration