File 6: Appendix A, 36 CFR 1234 (formally numbered as 36 CFR 1228 subpart K) Federal Facility Security Standards (version 2.0 issued May 15, 2014)

Appendix A -- Minimum Security Standards for Level III Federal Facilities

[This is an appendix to 36 CFR 1234. **Note:** A Level III facility has between 151 and 450 Federal employees. In addition, the facility likely has from 80,000 to 150,000 square feet; A moderate / high volume of public contact; and tenant agencies that may include law enforcement agencies, court / related agencies and functions, and government records and archives.]

Reproduced from Section 2.3
(pp. 2-6 through 2-9) of
U.S. Department of Justice, United States Marshals Service report
Vulnerability Assessment of Federal Facilities

RECOMMENDED STANDARDS CHART

PERIMETER SECURITY	LEVEL III
PARKING	
CONTROL OF FACILITY PARKING	Required
CONTROL OF ADJACENT PARKING	Desirable
AVOID LEASES WHERE PARKING CANNOT BE CONTROLLED	Desirable
LEASES SHOULD PROVIDE SECURITY CONTROL FOR ADJACENT PARKING	Desirable
POST SIGNS AND ARRANGE FOR TOWING UNAUTHORIZED VEHICLES	Required
ID SYSTEM AND PROCEDURES FOR AUTHORIZED PARKING (PLACARD, DECAL, CARD KEY, ETC.)	Required
ADEQUATE LIGHTING FOR PARKING AREAS	Required
CLOSED CIRCUIT TELEVISION (CCTV) MONITORING	
CCTV SURVEILLANCE CAMERAS WITH TIME LAPSE VIDEO RECORDING	Recommended
POST SIGNS ADVISING OF 24 HOUR VIDEO SURVEILLANCE	Recommended
LIGHTING	
LIGHTING WITH EMERGENCY POWER BACKUP	Required
PHYSICAL BARRIERS	
EXTEND PHYSICAL PERIMETER WITH BARRIERS (CONCRETE AND/OR STEEL COMPOSITION)	Desirable
PARKING BARRIERS	Desirable
ENTRY SECURITY	**LEVEL III**
RECEIVING / SHIPPING	
REVIEW RECEIVING/SHIPPING PROCEDURES (CURRENT)	Required
IMPLEMENT RECEIVING/SHIPPING PROCEDURES (MODIFIED)	Required
ACCESS CONTROL	
EVALUATE FACILITY FOR SECURITY GUARD REQUIREMENTS	Required
SECURITY GUARD PATROL	Recommended
INTRUSION DETECTION SYSTEM WITH CENTRAL MONITORING CAPABILITY	Required
UPGRADE TO CURRENT LIFE SAFETY STANDARDS (FIRE DETECTION, FIRE SUPPRESSION SYSTEMS, ETC.)	Required
ENTRANCES / EXITS	
X-RAY & MAGNETOMETER AT PUBLIC ENTRANCES	Recommended

REQUIRE X-RAY SCREENING OF ALL MAIL/PACKAGES	Recommended
HIGH SECURITY LOCKS	Required
INTERIOR SECURITY	**LEVEL III**
EMPLOYEE / VISITOR IDENTIFICATION	
AGENCY PHOTO ID FOR ALL PERSONNEL DISPLAYED AT ALL TIMES	Recommended
VISITOR CONTROL/SCREENING SYSTEM	Required
VISITOR IDENTIFICATION ACCOUNTABILITY SYSTEM	Recommended
ESTABLISH ID ISSUING AUTHORITY	Recommended
UTILITIES	
PREVENT UNAUTHORIZED ACCESS TO UTILITY AREAS	Required
PROVIDE EMERGENCY POWER TO CRITICAL SYSTEMS (ALARM SYSTEMS, RADIO COMMUNICATIONS, COMPUTER FACILITIES, ETC.)	Required
OCCUPANT EMERGENCY PLANS	
EXAMINE OCCUPANT EMERGENCY PLANS (OEP) AND CONTINGENCY PROCEDURES BASED ON THREATS	Required
OEPs IN PLACE, UPDATED ANNUALLY, PERIODIC TESTING EXERCISE	Required
ASSIGN & TRAIN OEP OFFICIALS (ASSIGNMENT BASED ON LARGEST TENANT IN FACILITY)	Required
ANNUAL TENANT TRAINING	Required
DAYCARE CENTERS	
EVALUATE WHETHER TO LOCATE DAYCARE FACILITIES IN BUILDINGS WITH HIGH THREAT ACTIVITIES	Required
COMPARE FEASIBILITY OF LOCATING DAYCARE IN OUTSIDE LOCATIONS	Required
SECURITY PLANNING	**LEVEL III**
INTELLIGENCE SHARING	
ESTABLISH LAW ENFORCEMENT AGENCY/SECURITY LIAISONS	Required
REVIEW/ESTABLISH PROCEDURE FOR INTELLIGENCE RECEIPT/DISSEMINATION	Required
ESTABLISH UNIFORM SECURITY/THREAT NOMENCLATURE	Required
TRAINING	
CONDUCT ANNUAL SECURITY AWARENESS TRAINING	Required
ESTABLISH STANDARDIZED UNARMED GUARD QUALIFICATIONS/ TRAINING REQUIREMENTS	Required
ESTABLISH STANDARDIZED ARMED GUARD QUALIFICATIONS/ TRAINING REQUIREMENTS	Required
TENANT ASSIGNMENT	
CO-LOCATE AGENCIES WITH SIMILAR SECURITY NEEDS	Desirable
DO NOT CO-LOCATE HIGH/LOW RISK AGENCIES	Desirable
ADMINISTRATIVE PROCEDURES	
ESTABLISH FLEXIBLE WORK SCHEDULE IN HIGH THREAT/ HIGH RISK AREAS TO MINIMIZE EMPLOYEE VULNERABILITY TO CRIMINAL ACTIVITY	Desirable
ARRANGE FOR EMPLOYEE PARKING IN/NEAR BUILDING AFTER NORMAL WORK HOURS	Recommended
CONDUCT BACKGROUND SECURITY CHECKS AND/OR ESTABLISH SECURITY CONTROL PROCEDURES FOR SERVICE CONTRACT PERSONNEL	Required
CONSTRUCTION/RENOVATION	
INSTALL MYLAR FILM ON ALL EXTERIOR WINDOWS (SHATTER PROTECTION)	Recommended
REVIEW CURRENT PROJECTS FOR BLAST STANDARDS	Required

REVIEW/ESTABLISH UNIFORM STANDARDS FOR CONSTRUCTION	Required
REVIEW/ESTABLISH NEW DESIGN STANDARD FOR BLAST RESISTANCE	Required
ESTABLISH STREET SET-BACK FOR NEW CONSTRUCTION	Recommended

Vulnerability Assessment **U.S. Department of Justice** United States Marshals Service	Appendix B *Details of Recommended* *Security Standards*

B.1 Perimeter Security

PARKING

Term	Definition / Description
CONTROL OF FACILITY PARKING	Access to government parking should be limited where possible to government vehicles and personnel. At a minimum, authorized parking spaces and vehicles should be assigned and identified.
CONTROL OF ADJACENT PARKING	Where feasible, parking areas adjacent to federal space should also be controlled to reduce the potential for threats against Federal facilities and employee exposure to criminal activity.
AVOID LEASES WHERE PARKING CANNOT BE CONTROLLED	Avoid leasing facilities where parking cannot be controlled. If necessary, relocate offices to facilities that do provide added security through regulated parking.
LEASE SHOULD PROVIDE CONTROL FOR ADJACENT PARKING	Endeavor to negotiate guard services as part of lease.
POST SIGNS AND ARRANGE FOR TOWING UNAUTHORIZED VEHICLES	Procedures should be established and implemented to alert the public to towing policies, and the removal of unauthorized vehicles.
ID SYSTEM AND PROCEDURES FOR AUTHORIZED PARKING	Procedures should be established for identifying vehicles and corresponding parking spaces. (placard, decal, card key, etc.)
ADEQUATE LIGHTING FOR PARKING AREAS	Effective lighting provides added safety for employees and deters illegal or threatening activities.

CLOSED CIRCUIT TELEVISION (CCTV MONITORING

Term	Definition / Description
CCTV SURVEILLANCE CAMERAS WITH TIME LAPSE VIDEO RECORDING	Twenty-four hour CCTV surveillance and recording is desirable at all locations as a deterrent. Requirements will depend on assessment of the security level for each facility. Time-lapse video recordings are also highly valuable as a source of evidence and investigative leads
POST SIGNS ADVISING OF 24 HOUR VIDEO SURVEILLANCE	Warning signs advising of twenty-four hour surveillance act as a deterrent in protecting employees and facilities.

LIGHTING

Term	Definition / Description
LIGHTING WITH EMERGENCY POWER BACKUP	Standard safety code requirement in virtually all areas. Provides for safe evacuation of buildings in case of natural disaster, power outage, or criminal/terrorist activity.

PHYSICAL BARRIERS

Term	Definition / Description
EXTEND PHYSICAL PERIMETER, WITH BARRIERS	This security measure will only be possible in locations where the Government controls the property and where physical constraints are not present. (barriers of concrete and/or steel composition)
PARKING BARRIERS	Desirable to prevent unauthorized vehicle access.

B.2 Entry Security

RECEIVING / SHIPPING

Term	Definition / Description
REVIEW RECEIVING/SHIPPING PROCEDURES (CURRENT)	Audit current standards for package entry and suggest ways to enhance security.
IMPLEMENT RECEIVING/SHIPPING PROCEDURES (MODIFIED)	After auditing procedures for receiving/shipping, implement improved procedures for security enhancements.

ACCESS CONTROL

Term	Definition / Description
EVALUATE FACILITY FOR SECURITY GUARD REQUIREMENTS	If security guards are required, the number of guards at any given time will depend on the size of the facility, the hours of operation, and current risk factors, etc.
SECURITY GUARD PATROL	Desirable for level I and II facilities and may be included as lease option. Level III, IV and V facilities will have security guard patrol based on facility evaluation.
INTRUSION DETECTION SYSTEM WITH CENTRAL MONITORING CAPABILITY	Desirable in Level I facilities, based on evaluation for Level II facilities, and required for Levels III, IV and V.
UPGRADE TO CURRENT LIFE SAFETY STANDARDS	Required for all facilities as part of GSA design requirements, (e.g. fire detection, fire suppression systems, etc.)

ENTRANCES / EXITS

Term	Definition / Description
X-RAY AND MAGNETOMETER AT PUBLIC ENTRANCES	May be impractical for Level I and II facilities. Level III and IV evaluations would focus on tenant agencies, public interface, and feasibility. Required for Level V.
REQUIRE X-RAY SCREENING OF ALL MAIL/PACKAGES	All packages entering building should be subject to x-ray screening and/or visual inspection.
HIGH SECURITY LOCKS	Any exterior entrance should have a high security lock as determined by GSA specifications and/or agency requirements.

B.3 Interior Security

EMPLOYEE/VISITOR IDENTIFICATION

Term	Definition / Description
AGENCY PHOTO ID FOR ALL PERSONNEL DISPLAYED AT ALL TIMES	May not be required in smaller facilities.
VISITOR CONTROL/SECURITY SYSTEM	Visitors should be readily apparent in Level I facilities. Other facilities may ask visitors to sign-in with a receptionist or guard, or require an escort, or formal identification/badge.
VISITOR ID ACCOUNTABILITY SYSTEM	Stringent methods of control over visitor badges will ensure that visitors wearing badges have been screened and are authorized to be at the facility during the appropriate time frame.
ESTABLISH ID ISSUING AUTHORITY	Develop procedures and establish authority for issuing employee and visitor IDs.

UTILITIES

Term	Definition / Description
PREVENT UNAUTHORIZED ACCESS TO UTILITY AREAS	Smaller facilities may not have control over utility access, or locations of utility areas. Where possible, assure that utility areas are secure and that only authorized personnel can gain entry.
PROVIDE EMERGENCY POWER TO CRITICAL SYSTEMS	Tenant agency is responsible for determining which computer and communication systems require back-up power. All alarm systems, CCTV monitoring devices, fire detection systems, entry control devices, etc. require emergency power sources. (ALARM SYSTEMS, RADIO COMMUNICATIONS, COMPUTER FACILITIES, ETC.)

OCCUPANT EMERGENCY PLANS

Term	Definition / Description
EXAMINE OCCUPANT EMERGENCY PLAN (OEP) AND CONTINGENCY PROCEDURES BASED ON THREATS	Review and update current OEP procedures for thoroughness. OEPs should reflect the current security climate.
ASSIGN AND TRAIN OEP OFFICIALS	Assignment based on GSA requirement that largest tenant in facility maintain OEP responsibility. Officials should be assigned, trained and a contingency plan established to provide for the possible absence of OEP officials in the event of emergency activation of the OEP
ANNUAL TENANT TRAINING	All tenants should be aware of their individual responsibilities in an emergency situation.

DAY CARE CENTER

Term	Definition / Description
RE-EVALUATE CURRENT SECURITY AND SAFETY STANDARDS	Conduct a thorough review of security and safety standards.
ASSESS FEASIBILITY OF LOCATING DAY CARE WITHIN FEDERAL FACILITY	If a facility is being considered for a day care center, an evaluation should be made based on the risk factors associated with tenants and the location of the facility.

B.4 Security Planning

INTELLIGENCE SHARING

Term	Definition / Description
ESTABLISH LAW ENFORCEMENT AGENCY/SECURITY LIAISONS	Intelligence sharing between law enforcement agencies and security organizations should be established in order to facilitate the accurate flow of timely and relevant information between appropriate government agencies. Agencies involved in providing security must be part of the complete intelligence process.
REVIEW/ESTABLISH PROCEDURES FOR INTELLIGENCE RECEIPT/DISSEMINATION	Determine what procedures exist to ensure timely delivery of critical intelligence. Review and improve procedures to alert agencies and specific targets of criminal/terrorist threats. Establish standard administrative procedures for response to incoming alerts. Review flow of information for effectiveness and time critical dissemination.
ESTABLISH UNIFORM SECURITY/THREAT NOMENCLATURE	To facilitate communication, standardized terminology for Alert Levels should be implemented. (**Normal, Low, Moderate, and High - As recommended by Security Standards Committee**)

TRAINING

Term	Definition / Description
CONDUCT ANNUAL SECURITY AWARENESS TRAINING	Provide security awareness training for all tenants. At a minimum, self-study programs utilizing videos, and literature, etc. should be implemented. These materials should provide up-to-date information covering security practices, employee security awareness, and personal safety, etc.
ESTABLISH STANDARDIZED ARMED	Requirements for these positions should be standardized government

AND UNARMED GUARD QUALIFICATIONS/ TRAINING REQUIREMENTS	wide.

TENANT ASSIGNMENT

Term	Definition / Description
CO-LOCATE AGENCIES WITH SIMILAR SECURITY NEEDS	To capitalize on efficiencies and economies, agencies with like security requirements should be located in the same facility if possible.
DO NOT CO-LOCATE HIGH/LOW RISK AGENCIES	Low risk agencies should not take on additional risk by being located with high risk agencies.

ADMINISTRATIVE PROCEDURES

Term	Definition / Description
ESTABLISH FLEXIBLE WORK SCHEDULE IN HIGH THREAT/HIGH RISK AREA TO MINIMIZE EMPLOYEE VULNERABLITY TO CRIMINAL ACTIVITY.	Flexible work schedules can enhance employee safety by staggering reporting and departure times. As an example flexible schedules might enable employees to park closer to the facility by reducing the demand for parking at peak times of the day.
ARRANGE FOR EMPLOYEE PARKING IN/NEAR BUILDING AFTER NORMAL WORK HOURS	Minimize exposure to criminal activity by allowing employees to park at or inside the building.
CONDUCT BACKGROUND SECURITY CHECKS AND/OR ESTABLISH SECURITY CONTROL PROCEDURES FOR SERVICE CONTRACT PERSONNEL	Establish procedures to ensure security where private contract personnel are concerned. Procedures may be as simple as observation or could include sign-in/escort. Frequent visitors may necessitate a background check with contractor ID issued.

CONSTRUCTION/RENOVATION

Term	Definition / Description
INSTALL MYLAR FILM ON ALL EXTERIOR WINDOWS (SHATTER PROTECTION)	Application of shatter resistant material to protect personnel and citizens from the hazards of flying glass as a result of impact or explosion.
REVIEW CURRENT PROJECTS FOR BLAST STANDARDS	Design and construction projects should be reviewed if possible, to incorporate current technology and blast standards. Immediate review of ongoing projects may generate savings in the implementation of upgrading to higher blast standards prior to completion of construction.
REVIEW/ESTABLISH UNIFORM STANDARDS FOR CONSTRUCTION	Review, establish, and implement uniform construction standards as it relates to security considerations.
REVIEW/ESTABLISH NEW DESIGN STANDARD FOR BLAST RESISTANCE	In smaller facilities or those that lease space, control over design standards may not be possible. However, future site selections should attempt to locate in facilities that do meet standards. New construction of government controlled facilities should review, establish, and implement new design standards for blast resistance.
ESTABLISH STREET SET-BACK FOR NEW CONSTRUCTION	Every foot between a potential bomb and a building will dramatically reduce damage and increase the survival rate. Street set-back is always desirable, but should be used in conjunction with barriers in Level IV and V facilities.

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