



SECURITY SMART: Escorting US Citizens in Security Areas

What Does an Escort Need to Do?

Obtain an approved Form 1812 (form is not required for L cleared escortee). *Form 1812 should be completed online by the host organization. Copies of Form 1812 do not need to be faxed to the Safeguards & Security Division.*

Meet the escortee(s). *One escort may escort up to five people, or one escort may escort more than five people if the host organization has an approved security plan in place that addresses this situation.*

Have the escortee sign Form 1812 to attest to his or her citizenship (not required for L cleared escortee). *Any other changes, amendments, additions, or modifications to an approved Form 1812 shall invalidate the form.*

Ensure that prohibited and unapproved controlled articles are not introduced into a security area. *Introduction of prohibited articles to Laboratory-owned or -leased property must be reported to the Office of Security Inquires.*

Accompany the escortee(s) to the security area access point and present Form 1812 to the security police officer. *If the security access point is unstaffed and you must use an automated turnstile, a designated escort must be positioned on each side of the turnstile when the escortee enters a security area.*

Complete applicable facility-specific requirements for sign-in, announcements, postings, badging, etc., when entering and exiting a security area.

Ensure that the escortee wears a valid badge while in a security area(s).

Ensure that classified matter is protected while the escortee is in a security area. *Notify the security-responsible line manager and the Office of Security Inquires if a compromise or other significant anomaly occurs during the visit.*

Accompany the escortee(s) out of the security area.

Who Needs to be Escorted?

- Uncleared U.S. citizens
- Cleared U.S. citizen visitors who do not have a cleared DOE-standard badge and do not have a need to access classified matter controlled by the Laboratory
- L-cleared persons in Q-only Security Areas.



See General Security LIR Attachment 5, "Unclassified Foreign Visits and Assignments" and Classified Security LIR Attachment 14, "Incoming Classified Visits" for the requirements for cleared or uncleared foreign nationals.

See Notice No.
0088 for more
information