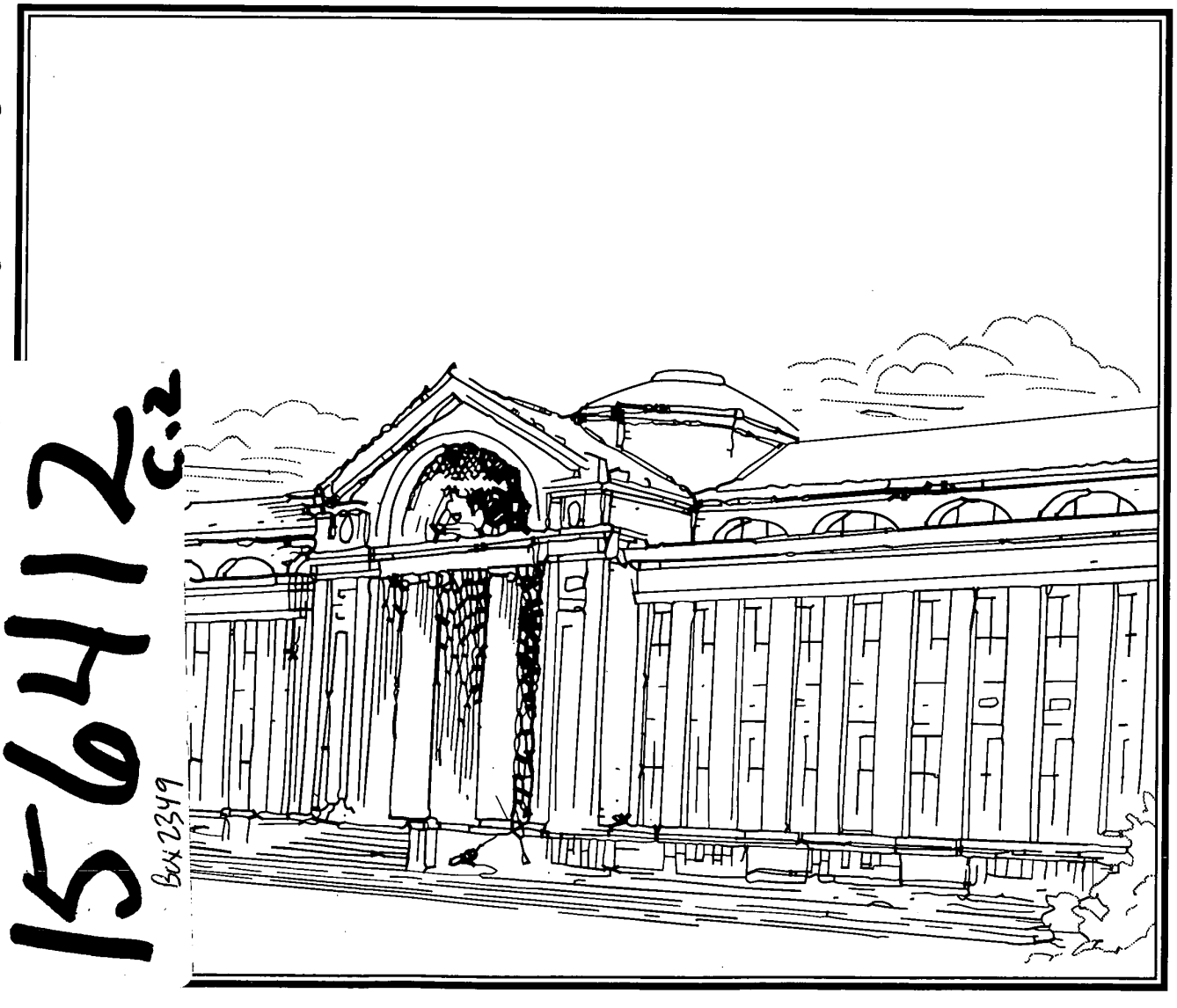
U.S. Department of Justice

Vulnerability Assessment of Federal Facilities

June 28, 1995



U.S. Department of Justice
United States Marshals Service

VULNERABILITY ASSESSMENT OF FEDERAL FACILITIES

Participating Agencies:

United States Department of Justice
United States Marshals Service
Federal Bureau of Investigation
General Services Administration
United States Department of Defense
United States Secret Service
United States Department of State
Social Security Administration
Administrative Office of the U.S. Courts

June 28, 1995

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Introduction

The day after the April 19, 1995, bombing of the Alfred P. Murrah Federal Building in Oklahoma City, the President directed the Department of Justice to assess the vulnerability of federal office buildings in the United States, particularly to acts of terrorism and other forms of violence. Because of its expertise in court security, the United States Marshals Service (USMS) coordinated this study.

Prior to the study, there were no government-wide standards for security at federal facilities, and no central data base of the security currently in place in such facilities. A national review of the kind called for by the President on April 20 had never before been undertaken. Given the urgency of the task -- a report was to be made in sixty days -- the study proceeded along two tracks at the same time: (1) the development of recommended minimum security standards in light of the changed environment of heightened risk; and (2) the surveying of existing security conditions.

The USMS assembled two working groups to accomplish these tasks, a Standards Committee and a Profile Committee.

1.1 The Development of Recommended Minimum Security Standards

The Standards Committee consisted of security specialists and representatives of components of the U.S. Department of Justice, including the Federal Bureau of Investigation, and of the U.S. Secret Service, General Services Administration(GSA), State Department, Social Security Administration, and Department of Defense. The Committee identified and evaluated the various types of security measures which could be used to counter potential vulnerabilities.

The product of the Standards Committee's work was a set of minimum standards that can be applied to various federal facilities. The standards cover the subjects of perimeter, entry, and interior security, and security planning. They are set out in Section 2.3 and Appendix B below.

Because of the considerable differences among federal facilities and their security needs, the Standards Committee divided federal holdings into five security levels to determine which minimum standards are appropriate for which security levels. These categories are based on such factors as size, number of employees, use, and required access to the public. The categories

range from Level I (typically, leased space with ten or fewer employees, such as a military recruiting office in a shopping center or a small post office) to Level V (a building such as the Pentagon or CIA headquarters with a large number of employees and a critical national security mission). The security levels are set out in Appendix C. Section 2.3 shows the recommended minimum security standards applicable to each security level.

1.2 The Survey of Existing Security Conditions

The second working group established by the USMS was the Profile Committee. This Committee's task was to survey a broad and representative sample of federal facilities to determine their existing security situations, and to identify future security enhancements and costs.

There are approximately two million federal civilian employees, of whom approximately one million are housed in GSA space. Almost 75 percent of these one million employees are housed in what GSA describes as a "typical single or multi-tenant federal office building." There are approximately 1330 such buildings in the continental United States, and these constituted the survey sample. Typically, such buildings are multi-story facilities housing more than 80 employees. They generally contain a mix of federal agencies, most of which have significant contact with the public and require fairly easy access.

The remaining federal employees work in facilities not included in the survey sample, which did not include special use space, such as, laboratories, national parks, nuclear facilities, military installations, and post offices. It also did not include facilities with very small numbers of federal employees, facilities in foreign countries, or facilities leased or owned by agencies with independent real estate authority, such as the Securities and Exchange Commission. It is, nevertheless, a large and representative sample. Many of these excluded facilities have extensive security systems already in place because of the nature of their missions, and many of the others must be addressed independently because of their unique characteristics.

The survey was conducted by USMS Deputies and GSA security specialists, who conducted site visits at the facilities in the survey to obtain the information called for in a specially-developed questionnaire. The questionnaire (Appendix D) requested information on a wide variety of security concerns, including facility construction, security screening, protection of utilities, and day care presence. Within approximately a 60 day period, site visits were made to, and data obtained from over 1200 locations. The data obtained have been consolidated into a data base

that can inform future decisions in this area.

The result of the survey was a set of profiles of typical federal facilities, grouped by categories corresponding to the five security classification levels set by the Standards Committee.

1.3 Conclusions and Recommendations

Armed with a set of recommended minimum standards, and a profile of typical federal facilities at different security levels, the Department of Justice is able to make a number of conclusions and recommendations regarding federal facilities security. These are set out in Section 4 below.

The Department's principal conclusion is that the typical federal facility at each security level lacks some of the elements required to meet the new minimum standards proposed in this Study.

The Department's principal recommendation is that, where feasible, each federal facility should be brought up to the minimum security standards proposed for its security level.

Because each building's security requirements, and the feasibility of upgrading existing conditions to meet the new standards, depend on building-specific facts, we further recommend that these security issues first be addressed by building-level security committees. The resulting building-by-building evaluations should then be assessed by GSA, and the necessary improvements implemented.

A list of priority recommendations, and a proposed time table for their implementation, are set out in Section 4.3.

Recommended Minimum Security Standards and Application to Security Levels of Federal Facilities

The task of the Standards Committee was to establish recommended minimum security standards, and to apply them to the different security levels into which federal buildings fall. The Committee was comprised of security professionals from numerous federal agencies with significant security responsibilities.

2.1 Recommended Minimum Security Standards

Fifty-two (52) standards were developed as a result of these efforts. The standards are set out in Section 2.3, and are described in detail in Appendix B. They fall into the following categories.

2.1.1 Perimeter Security

Perimeter security standards pertain to the areas outside government control. Depending on the facility type, the perimeter may include sidewalks, parking lots, the outside walls of the building, a hallway, or simply an office door.

The elements of perimeter security are:

- Parking
- Closed Circuit Television Monitoring
- Lighting
- Physical Barriers

2.1.2 Entry Security

Entry security standards refer to security issues related to the entry of persons and packages into a facility.

The elements of entry security are:

- Receiving/Shipping
- Access Control
- Entrances/Exits

2.1.3 Interior Security

Interior security standards refer to security issues associated with prevention of criminal or terrorist activity within the facility. This area concerns secondary levels of control after people or things have entered the facility.

The elements of interior security are:

- Employee/Visitor Identification
- Utilities
- Occupant Emergency Plans
- Day Care Centers

2.1.4 Security Planning

Security planning standards refer to recommendations requiring long-term planning and commitment, as well as security standards addressing broader issues with implications beyond security at a particular facility.

The elements of security planning are:

- Intelligence Sharing
- Training
- Tenant Assignment
- Administrative Procedures
- Construction/Renovation

2.2 Security Levels for Federal Facilities

Since there are vast differences in types of federal facilities and their security needs, the Standards Committee divided federal holdings into five security levels. The five security levels are set out in detail in Appendix C, and are described below.

In this study, the listed security levels have been based primarily on staffing size, number of employees, use, and the need for public access. Final assignment of a security level to a building, will be adjusted based on threat intelligence, crime statistics, agency mission, etc.

2.2.1 Level I

A Level I facility has 10 or fewer federal employees. In addition, the facility likely has:

- 2,500 or less square feet of office space; and
- A low volume of public contact or contact with only a small segment of the population.

A typical Level I facility is a small "store front" type operation such as a military recruiting office.

2.2.2 Level II

A Level II facility has between 11 and 150 federal employees. In addition, the facility likely has:

- From 2,500 square feet to 80,000 square feet;
- A moderate volume of public contact; and
- Federal activities that are routine in nature, similar to commercial activities.

A typical Level II building is the Social Security Administration Office in El Dorado, Colorado.

2.2.3 Level III

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.

A typical Level III building is the Pension Building, a multi-tenant, historical building on 5th Street Northwest, in Washington, D.C.

2.2.4 Level IV

A Level IV facility has over 450 federal employees. In addition, the facility likely has:

- More than 150,000 square feet;
- High-volume public contact; and

- Tenant agencies that may include high-risk law enforcement and intelligence agencies, courts, judicial offices, and highly sensitive government records.

A typical Level IV building is the Department of Justice Building on Constitution Avenue in Washington, D.C. The Alfred P. Murrah Federal Building in Oklahoma City also fell into this category.

2.2.5 Level V

A Level V facility is a building such as the Pentagon or CIA Headquarters that contains mission functions critical to national security. A Level V facility will be similar to a Level IV facility in terms of number of employees and square footage. It should have at least the security features of a Level IV facility.

The missions of Level V facilities require that tenant agencies secure the site according to their own requirements. The degree to which these requirements dictate security features in excess of those for a Level IV facility should be set by the individual agency.

2.3 Application of Recommended Minimum Security Standards to Security Levels of Federal Facilities.

The following chart shows the recommended minimum security standards applicable to each of the five security levels. A detailed description of each standard is set out in Appendix B.

RECOMMENDED STANDARDS CHART

PERIMETER SECURITY	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	LEVEL V
PARKING					
CONTROL OF FACILITY PARKING	▲	▲	●	●	◐
CONTROL OF ADJACENT PARKING	▲	▲	▲	○	○
AVOID LEASES WHERE PARKING CANNOT BE CONTROLLED	▲	▲	▲	▲	▲
LEASES SHOULD PROVIDE SECURITY CONTROL FOR ADJACENT PARKING	▲	▲	▲	▲	▲
POST SIGNS AND ARRANGE FOR TOWING UNAUTHORIZED VEHICLES	○	○	●	◐	◐
ID SYSTEM AND PROCEDURES FOR AUTHORIZED PARKING (PLACARD, DECAL, CARD KEY, ETC.)	▲	▲	●	◐	◐
ADEQUATE LIGHTING FOR PARKING AREAS	▲	▲	●	●	◐
CLOSED CIRCUIT TELEVISION (CCTV) MONITORING					
CCTV SURVEILLANCE CAMERAS WITH TIME LAPSE VIDEO RECORDING	▲	○	○	◐	●
POST SIGNS ADVISING OF 24 HOUR VIDEO SURVEILLANCE	▲	○	○	◐	●
LIGHTING					
LIGHTING WITH EMERGENCY POWER BACKUP	●	●	●	◐	●
PHYSICAL BARRIERS					
EXTEND PHYSICAL PERIMETER WITH BARRIERS (CONCRETE AND / OR STEEL COMPOSITION)	▬	▬	▲	○	○
PARKING BARRIERS	▬	▬	▲	○	○

● MINIMUM STANDARD ○ STANDARD BASED ON FACILITY EVALUATION ▲ DESIRABLE ▬ NOT APPLICABLE

RECOMMENDED STANDARDS CHART

ENTRY SECURITY	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	LEVEL V
RECEIVING / SHIPPING					
REVIEW RECEIVING / SHIPPING PROCEDURES (CURRENT)	●	●	●	●	●
IMPLEMENT RECEIVING / SHIPPING PROCEDURES (MODIFIED)	▲	○	●	●	●
ACCESS CONTROL					
EVALUATE FACILITY FOR SECURITY GUARD REQUIREMENTS	▲	○	●	●	●
SECURITY GUARD PATROL	▲	▲	○	○	○
INTRUSION DETECTION SYSTEM WITH CENTRAL MONITORING CAPABILITY	▲	○	●	●	●
UPGRADE TO CURRENT LIFE SAFTEY STANDARDS (FIRE DETECTION, FIRE SUPPRESSION SYSTEMS, ETC.)	●	●	●	●	●
ENTRANCES / EXITS					
X-RAY & MAGNETOMETER AT PUBLIC ENTRANCES	▬	▲	○	○	●
REQUIRE X-RAY SCREENING OF ALL MAIL / PACKAGES	▬	▲	○	●	●
PEEP HOLES	○	○	▬	▬	▬
INTERCOM	○	○	▬	▬	▬
ENTRY CONTROL W/ CCTV AND DOOR STRIKES	▲	○	▬	▬	▬
HIGH SECURITY LOCKS	●	●	●	●	●

● MINIMUM STANDARD ○ STANDARD BASED ON FACILITY EVALUATION ▲ DESIRABLE ▬ NOT APPLICABLE

RECOMMENDED STANDARDS CHART

INTERIOR SECURITY	LEVEL I	II	III	IV	V
EMPLOYEE / VISITOR IDENTIFICATION					
AGENCY PHOTO ID FOR ALL PERSONNEL DISPLAYED AT ALL TIMES	▬	▲	○	●	●
VISITOR CONTROL/SCREENING SYSTEM	▲	●	●	●	●
VISITOR IDENTIFICATION ACCOUNTABILITY SYSTEM	▬	▲	○	●	●
ESTABLISH ID ISSUING AUTHORITY	○	○	○	●	●
UTILITIES					
PREVENT UNAUTHORIZED ACCESS TO UTILITY AREAS	○	○	●	●	●
PROVIDE EMERGENCY POWER TO CRITICAL SYSTEMS (ALARM SYSTEMS, RADIO COMMUNICATIONS, COMPUTER FACILITIES, ETC.)	●	●	●	●	●
OCCUPANT EMERGENCY PLANS					
EXAMINE OCCUPANT EMERGENCY PLANS (OEP) AND CONTINGENCY PROCEDURES BASED ON THREATS	●	●	●	●	●
OEPs IN PLACE, UPDATED ANNUALLY, PERIODIC TESTING EXERCISE	●	●	●	●	●
ASSIGN & TRAIN OEP OFFICIALS (ASSIGNMENT BASED ON LARGEST TENANT IN FACILITY)	●	●	●	●	●
ANNUAL TENANT TRAINING	●	●	●	●	●
DAYCARE CENTERS					
EVALUATE WHETHER TO LOCATE DAYCARE FACILITIES IN BUILDINGS WITH HIGH THREAT ACTIVITIES	▬	●	●	●	●
COMPARE FEASIBILITY OF LOCATING DAYCARE IN FACILITIES OUTSIDE LOCATIONS	▬	●	●	●	●

● MINIMUM STANDARD ○ STANDARD BASED ON FACILITY EVALUATION ▲ DESIRABLE ▬ NOT APPLICABLE

RECOMMENDED STANDARDS CHART

SECURITY PLANNING	LEVEL				
	I	II	III	IV	V
INTELLIGENCE SHARING					
ESTABLISH LAW ENFORCEMENT AGENCY / SECURITY LIAISONS	●	●	●	●	●
REVIEW / ESTABLISH PROCEDURE FOR INTELLIGENCE RECEIPT / DISEMMINATION	●	●	●	●	●
ESTABLISH UNIFORM SECURITY / THREAT NOMENCLATURE	●	●	●	●	●
TRAINING					
CONDUCT ANNUAL SECURITY AWARENESS TRAINING	●	●	●	●	●
ESTABLISH STANDARDIZED UNARMED GUARD QUALIFICATIONS / TRAINING REQUIREMENTS	●	●	●	●	●
ESTABLISH STANDARDIZED ARMED GUARD QUALIFICATIONS / TRAINING REQUIREMENTS	●	●	●	●	●
TENANT ASSIGNMENT					
CO-LOCATE AGENCIES WITH SIMILAR SECURITY NEEDS	▲	▲	▲	▲	▲
DO NOT CO-LOCATE HIGH / LOW RISK AGENCIES	▲	▲	▲	▲	▲
ADMINISTRATIVE PROCEDURES					
ESTABLISH FLEXIBLE WORK SCHEDULE IN HIGH THREAT / HIGH RISK AREAS TO MINIMIZE EMPLOYEE VULNERABILITY TO CRIMINAL ACTIVITY	○	○	▲	▲	▲
ARRANGE FOR EMPLOYEE PARKING IN/NEAR BUILDING AFTER NORMAL WORK HOURS	○	○	○	○	○
CONDUCT BACKGROUND SECURITY CHECKS AND/OR ESTABLISH SECURITY CONTROL PROCEDURES FOR SERVICE CONTRACT PERSONNEL	●	●	●	●	●
CONSTRUCTION / RENOVATION					
INSTALL MYLAR FILM ON ALL EXTERIOR WINDOWS (SHATTER PROTECTION)	▲	▲	○	●	●
REVIEW CURRENT PROJECTS FOR BLAST STANDARDS	●	●	●	●	●
REVIEW / ESTABLISH UNIFORM STANDARDS FOR CONSTRUCTION	●	●	●	●	●
REVIEW / ESTABLISH NEW DESIGN STANDARD FOR BLAST RESISTANCE	○	○	●	●	●
ESTABLISH STREET SET-BACK FOR NEW CONSTRUCTION	▲	▲	○	●	●

● MINIMUM STANDARD ○ STANDARD BASED ON FACILITY EVALUATION ▲ DESIRABLE ▬ NOT APPLICABLE

Survey of Existing Security Conditions

3.1 Study Sample

As noted above, the survey concentrated on GSA-controlled single or multi-tenant office buildings, the typical building in which about 750,000 federal employees work. The sample did not include facilities with very small numbers of employees or special use space, such as laboratories, national parks, post offices, military bases, nuclear facilities, and laboratories, or facilities of agencies with independent real estate authority. Facilities such as military bases and nuclear facilities have extensive security in place. Security at places such as national parks and small post offices must be addressed separately because of their unique characteristics and the necessity that they be very accessible to the public.

3.2 How the Survey Was Conducted

To provide an overview of the typical level of security in place at a multi-tenant federal building, a questionnaire was developed to elicit information about security at 1330 such facilities in GSA's inventory. USMS Deputies and GSA security specialists then performed an on-site visit to each of these facilities to obtain the information requested in the questionnaire. Ultimately, 1239 usable surveys were completed within the mandated time frame. The data from those questionnaires are reflected in this analysis. A sample questionnaire is reproduced at Appendix D.

The overall objective of the survey was to provide a data base from which to evaluate vulnerabilities statistically, focus attention on areas where new security standards may be needed, inform immediate decision-making, and assist in long-term planning to re-evaluate those standards.

3.3 Findings

Set forth below is a description of the current security situation in the typical facility at each security level, and a description of the steps needed to bring such a typical facility up to the minimum standards proposed in this Study.

3.3.1 Typical Level I Facilities

A typical Level I facility, a small office with less than ten employees, such as a military recruiting office, currently has the following security-related characteristics:

- The federal organization is a single tenant in a leased office
- The building has no set-back from the surrounding streets
- There are other offices or business establishments in the building
- There is metered and/or public parking immediately adjacent to the building
- It is usually a satellite office
- The standard hours of operation are less than twelve hours a day
- It does not have perimeter lights
- It may have a simple power backup feature for emergency lighting and fire detection systems
- The facility most likely has high-security locks on all exterior doors; these locks are likely the only measure of security for this level facility

To upgrade the typical Level I facility to the new recommended minimum standards, the facility should have, in addition to the high-security locks, the following security features:

- Employee security awareness training
- Perimeter lights, with street lighting an acceptable source and emergency power back-up desirable
- Emergency power backup for interior lighting
- Occupant Emergency Plan Officials assigned and trained

- Background security checks conducted on, or security control procedures established for, service contract personnel

3.3.2 Typical Level II Facilities

A typical Level II facility, a multi-tenant, federally-owned or leased building with between 11 and 150 federal employees, currently has the following security-related characteristics:

- The building is, more likely than not, a multi-story structure
- The building is likely to be older; there are many historical buildings in this category
- With the exception of a sidewalk, the building is likely to have no set-back from the surrounding streets
- Only exterior parking is available and it is adjacent to the building
- The building operates an average of 12 hours a day
- As in the Level I facility, the primary security is locks on all of the perimeter doors

To meet the standards recommended in this Study, the Level II facility should have, in addition to the security features recommended for a Level I facility:

- Perimeter lighting other than street lighting (again, emergency backup power is desirable)
- A visitor control and screening system, such as identification badges or sign-in register

3.3.3 Typical Level III Facilities

A typical Level III facility, a multi-story, federally-owned or leased facility with several federal tenant organizations and 151-450 federal employees, currently has the following security-related characteristics:

- The building was constructed less than 25 years ago

- Although the building has a greater set-back than would be found at a lower level facility, it still has only a minimal set-back from the street
- It is likely to have an exterior parking lot
- The building is open for use and operation to employees more than 12 hours per day
- As in the lower levels, the primary security in these building are locks on all perimeter doors
- It may also have a centrally monitored intrusion detection system

In accordance with proposed standards, the Level III facility should have all the security features of Levels I and II, and:

- As much control as possible over interior parking
- Parking areas adjacent to federal space should be controlled when feasible
- Perimeter lighting (for federally controlled facilities, the perimeter lighting should be attached to the power backup system)
- Magnetometer or x-ray screening at public entrances as determined by local facility evaluations
- Guards, the number and location to be determined by local facility evaluation

3.3.4 Typical Level IV Facilities

A typical Level IV facility, a large multi-tenant, multi-story, federally-owned or leased building with in excess of 450 employees, currently has the following security-related characteristics:

- It may be set back from the street
- It will have some interior underground parking as well as exterior parking

- The building is accessed by employees more than 12 hours a day, and may be open to employees 24 hours per day
- Public access is limited to less than 12 hours a day
- It may have a guard

To upgrade a Level IV facility, it should have all of the security features for Level's I - III, and in addition, should:

- Control adjacent parking as much as possible
- Employ 24-hour closed circuit television with monitoring and video-tape recording of the building's perimeter, and with signs publicizing the use of this equipment
- Mandate that agency photo identification cards be displayed at all times
- Have shatter-resistant exterior glass, or glass treated with a substance such as mylar to resist shattering
- Require x-ray screening of all mail and packages

3.3.5 Typical Level V Facilities

As noted above, the mission of a Level V facility requires tenant agencies to secure the site according to their own requirements, and the degree to which those requirements dictate security features in excess of those for a Level IV facility should be set by the individual agency.

3.4 Cost Implications

The implementation of any of the standards not already in place at a building will require additional funding. Cost figures were obtained by unit price and are reflected in the Classification Table (Appendix C).

Since most federal buildings have some but not all of the recommended security features, a total cost for the implementation of the various security levels cannot be determined without a detailed

review of the security currently in place in each building. Appendix F provides a breakdown of the estimated costs to construct or retrofit a typical Level IV building. If a building had none of the minimum recommended security features, the total cost for a retrofit would be just over $3 million. Usually, the cost for a retrofit would be lower. The total cost for equipping a new building with the necessary security features would be about $2.5 million. This does not include the costs of personnel for access control and patrolling.

Conclusions and Recommendations

4.1 Conclusions

4.1.1 Comparison of Typical Federal Facilities and Proposed New Minimum Standards

The typical federal facility at each security level lacks some of the elements needed to meet the new minimum security standards proposed in this study. For example:

- Of the 347 buildings in the survey identified as Level IV, only 15% x-ray incoming packages and mail as recommended.
- Only 46% of Level IV buildings have parking controls that meet Level IV recommended standards.
- Only about 26% of the Level IV buildings have employee and visitor identification and control systems that meet the standards for that Level.
- Of the 353 Level III buildings, only about one fourth have visitor and employee identification control systems that meet the recommended standards.
- Of the 497 Level II buildings identified in the survey, only 21% have identification and control systems that meet minimum standards for that Level.

4.1.2 Reasons for the Current Security Situation in Federal Facilities

There are a number of reasons for the current security levels at federal buildings.

First, GSA's security efforts, like those of most agencies, were directed at a different kind of threat -- the safety of federal workers and citizens from theft or assault -- than we now face.

Second, before this Study, prompted by the bombing of the Murrah Building, there were no government-wide standards for security at federal buildings, and no centralized data base of the security conditions at federal buildings against which any standards could be measured. The

Public Building Service Information System (PBSIS) maintained by the GSA's Federal Protective Service (FPS) is not centralized and needs updating in light of the heightened risks of bombings and other acts of terrorism. Although the PBSIS contains considerable information on GSA-controlled facilities, the data focus primarily on building features and do not include sufficient information on physical security measures currently in place.

Third, to date, security -- particularly security addressed to a threat of terrorism or violence -- has not been an overriding factor in building design. Most buildings were not constructed with a concern for anything like current day threats. Moreover, tight security was seen as inconsistent with the accessibility associated with high service levels. The fact that buildings traditionally have been constructed with an emphasis on ease of access makes security measures difficult to implement.

Fourth, agencies with varying security needs are often co-located. To make effective and efficient security arrangements for a given building, there needs to be greater grouping of agencies with similar risk assessments, and better coordination of security services.

Fifth, FPS security services have been based on a periodic risk assessment process which needs to be reviewed in light of newly identified threats. Security services are provided by uniformed federal officers, contract security guards and electronic security systems. The number of uniformed officers has declined significantly over the last ten years, increasing the reliance on contract guards and other measures. Pursuant to the risk assessment, a number of facilities have no or only minimal guard services, a situation that may present an unacceptable level of vulnerability in light of current conditions.

Sixth, the typical local organizational structure is insufficient to meet tenant security needs. At single-tenant facilities, the tenant usually takes responsibility to assure that security requirements are met. In multi-tenant buildings, however, there is no on-site organizational structure to interact with the tenants of a facility as a group and consider local and unique security requirements. Further, other than the current risk assessment process, there is no formal structure for the relationship between the tenants and FPS, or for resolving conflicts among the various tenants.

Seventh, security for facilities is sometimes fragmented. For example, in one location the USMS conducts screening for judicial tenants on four floors, while GSA is responsible for the remainder of the building. The needs and desires of the various agencies at a building may conflict with each other.

4.2 Recommendations

4.2.1 Where Feasible, Bring Each Federal Facility Up To The Minimum Standards Recommended For Its Security Level

As noted above, the typical federal facility at each security level lacks some of the elements needed to meet the new recommended standards at that level. We recommend that the security conditions of each federal facility be upgraded so that all elements meet the recommended standards. We recognize, however, that bringing some facilities up to those minimum standards in all areas may not be feasible, because of the nature of an existing lease, the unwillingness of a landlord to modify a lease, or a major structural problem. Each facility's security requirements and the feasibility of meeting those requirements must be addressed on a building-by-building basis.

4.2.2 Establish Building Security Committees

Specific security needs inevitably will vary from location to location, even among those at the same security level, due to local conditions and changing circumstances. Thus, security concerns must be addressed at each facility and there must be a formal mechanism for so doing.

- GSA should ensure that a Building Security Committee is formed at each facility under GSA control. The Committee should consist of representatives from all of the federal agencies occupying the building. GSA should designate a physical security specialist to assist each committee.

- The Committee should evaluate and apply the appropriate minimum standards developed for each type of federal facility. The Committee should determine which of the minimum requirements need to be implemented at its facility, which of the optional or additional standards applies to the facility, and the feasibility of implementation.

- Each Committee should forward to the GSA its requests and cost estimates for security enhancements to comply with the minimum standards.

- Each Committee should also be responsible for identifying other building-specific security issues, ensuring that appropriate security practices are followed, and training employees regarding the Occupant Emergency Plan (OEP), security awareness, and any special security practices.

4.2.3 Reemphasize GSA's Primary Responsibility for Implementing Federal Facility Security

GSA has historically had this role. Its continuing and enhanced responsibility should be emphasized by a Presidential directive to all Executive Branch agencies. In addition:

- GSA should review the security enhancement requests of each Building Security Committee, to ensure that, to the extent feasible, each building is brought up to the minimum standards recommended for its security level.

- GSA should determine what portion of the requests it approves should be amortized into rents charged to individual tenant agencies, and should work with the tenant agencies and the Office of Management and Budget to identify funding for the cost of the security upgrades. Priority should be given to addressing the needs of Level IV facilities.

- In addition, there should be a review of the Risk Assessment Methodology currently in use by GSA. A group of security professionals from the various federal agencies should be formed to review and amend the current GSA assessment form. The security survey and the recommended standards used for this Study should be taken into consideration when revising the methodology.

- GSA should amend its master planning process to evaluate future leasing or construction projects to ensure that functionally similar agencies are housed in the same location. For example, where feasible, agencies requiring a high degree of public contact should not be housed in the same facility as law enforcement agencies.

4.2.4 Upgrade the Federal Protective Service

The Federal Protective Service has the experience and the historical charter to provide security services for much of the federal work force. However, it has limited resources to determine

building security requirements to address terrorist threats, and does not have the resources to respond to these requirements, even if the requirements are properly articulated.

The placement of FPS within the organizational structure of GSA may have limited the ability of FPS to obtain the resources to assure appropriate security in large, multi-tenant facilities, even when the security needs have been well-defined. FPS must reestablish its role and take the lead in emphasizing the need for security. The following recommendations are for specific changes in the responsibilities and organizational placement of FPS.

- FPS should be responsible for providing security services for GSA-controlled federal facilities, through the use of both Federal Police Officers (FPOs) and contract security guards.

- FPS should improve the standards for contract guards by raising the hiring qualifications and providing enhanced training.

- FPS should be responsible for the implementation and maintenance of the centralized physical security data base of all federal office buildings. The data collected for this study should be helpful in creating a more comprehensive data base for federal office buildings.

- Consistent with its added responsibilities, consideration should be given to elevating FPS to a different level within GSA. Alternatively, a modified funding mechanism for FPS should be established to lessen its competition for real property resources.

4.2.5 Create An Interagency Security Committee

To provide a permanent body to address continuing government-wide security concerns, an Interagency Security Committee (ISC) should be created by Executive Order.

FPS should be authorized to chair and staff the ISC and be responsible for implementing and monitoring any ISC recommendations.

Membership should include permanent representation by the USMS, GSA, and each cabinet-level agency currently on the President's Management Council (PMC).

An interagency working group, similar to the Standards Committee that worked on the building survey in this report, should be established to report regularly to the ISC and perform tasks as directed by the ISC.

The immediate, initial responsibility of the ISC should be to evaluate the suitability of the 52 security standards set out in Section 2.3 and Appendix B of this study, for applicability to non-GSA space. Thereafter, the ISC should recommend a plan for priority implementation of appropriate minimum security standards in all non-GSA government facilities, along the lines recommended above for GSA space.

The ISC charter should empower it to oversee the implementation of the security standards recommended in this study and approved by the PMC through:

- Establishing policies for building security including but not limited to those recommended in this Study
- Developing a strategy for ensuring compliance with the approved standards
- Overseeing the implementation of appropriate security measures in federal buildings

The ISC should also:

- Encourage agencies with security responsibilities to share security-related intelligence in a timely and cooperative manner
- Assess technology and information systems as a means of providing cost-effective improvements to building security
- Assist in the oversight of budgeting for physical security by assisting in yearly budget formulation to support GSA's and other agencies requests by prioritizing federal security needs
- Develop long-term construction standards for those locations with threat levels or missions that require blast resistant structures
- Evaluate standards for the location of, and special security related to, day care centers in federal facilities

- Assist the GSA in developing and maintaining a centralized security data base

4.2.6 Funding Recommendations

Consideration should be given to adjusting the rents charged to tenant agencies, and ensuring adequate funding to cover the added costs of upgrading security to the recommended standards. A sufficient portion of the rental revenue stream should be devoted to security.

Through this mechanism, the costs of improvements necessary for implementation of minimum security standards may be amortized partially into the rent.

4.2.7 Additional Recommendations

The following additional recommendations are based on the findings of this Study:

- GSA should modify the existing policy of allowing permanent contract staff to work in federally-controlled space prior to obtaining the appropriate background investigations.

- The USMS should be delegated the authority to determine the level of access at the perimeter of any federal facility housing a judicial officer. This includes, but is not limited to, the placing of screening posts at any authorized entrance regardless of the multi-tenant make-up of the building.

4.3 Next Steps

We suggest that, of the above recommendations, the following be given priority for implementation, according to the following time-table:

- All agencies immediately begin upgrading their facilities to meet recommended minimum security standards, to the extent possible within currently available funding Immediate

- GSA establishes Building Security Committees for all Level IV GSA facilities 7/15/95

- GSA establishes Building Security Committees for all Level I-III GSA facilities 8/31/95

- Agencies with non-GSA space establish program for upgrading their facilities to appropriate security standards 8/31/95
- Level IV Committees make requests to GSA for security upgrades to meet recommended minimum security standards 9/1/95
- GSA reviews and determines appropriateness of Level IV Committee requests; advises Level IV tenant agencies of portion of approved requests that will be charged to their agencies through increased rents 10/1/95
- GSA, Level IV tenant agencies, and OMB identify funding for the cost of security upgrades for Level IV buildings 10/15/95
- Level I-III Committees make requests to GSA for security upgrades to meet recommended minimum security standards 12/31/95
- GSA consults with Level I-III tenant agencies, and with OMB, regarding funding mechanism for security upgrades 2/1/96
- Agencies with non-GSA space consult with OMB regarding funding mechanism for security upgrades for their facilities 2/1/96

Appendix A - Vulnerability Assessment Task Force

Vulnerability Assessment Task Force

United States Marshals Service

Eduardo Gonzalez, *Director*
George R. Havens, *Deputy Director*
Eugene Coon, *Acting Associate Director for Operations*
Arthur M. Hutchison, *Special Assistant to the Director*
Donald W. Horton, *Chief, Court Security Division*
Wendell Shingler, *Chief, Administrative Services Division*
Stacia Hylton, *Deputy Chief, Court Security Division*
David M. Jacobs, *Supervisory Deputy U.S. Marshal*
Glen Legus, *Deputy U.S. Marshal*
Scott R. Ley, *Deputy U.S. Marshal*
Lonnie Brown, *Paralegal Specialist*
Kenneth Ehinger, *Space Management Analyst*
William Minto, *Security Specialist*
Donna Mitchell, *Management Analyst*
Nancy Gerard, *Management Analyst*
Larry Greene, *Management Analyst*
Ronnie Boyd, *Physical Security Specialist*
Joanne Levine, *Graphics Designer*
David Cohan, *Graphics Designer*
Andrea Janey, *Administrative Assistant*
Michele Robertson, *Administrative Asistant*

United States Department of Justice
Robert Diegelman, *Director of Management and Planning*
D. Jerry Rubino, *Director of Security and Emergency Planning*
Robert J. Adamchack, *Security Specialist*
George K. McKinney, *Assistant Director, Physical Security Group*
Louis C. Santone, Jr., *Management Analyst*
Eric Nelson, *Management Analyst*
Edward Teets, *Security Specialist*

General Services Administration
Julia Stasch, *Deputy Administrator*
Garret Day, *Assistant Commissioner*
Roger Melton, *Security Manager, Office of Federal Protective Services*
James Boyd, *Security Manager, Office of Federal Protective Services*
Dean Hunter, *Program Analyst, Federal Protective Services*
Wade D. Belcher, *Director, Building Technologies Division*

United Sates Department of State
Terry T. Donald, *Senior Physical Security Specialist*
Gary Risden, *Physical Security Specialist*
Donald E. Blake, *Division Chief, Security Support Division*

United States Secret Service
Lynn Meredeth, *Assistant Division Chief, Technical Security*
John Piasecky, Special Agent, *Special Investigative Security Division*
Bruce L. Pagano, *Branch Chief, Hazardous Materials Countermeasures Branch*

United States Department of Defense
Arkadie Novickoff, *Anti-Terrorist Assistant, Office of Special Operations*
John Jester, *Chief, Defense Protective Services*
Leslie Vay, *United States Navy*
Richard Vanderlinden, *Major, Nuclear/Chemical Security Staff Officer*

Federal Bureau of Investigation
William O'Hanlon, *Chief, Security Unit*
Eugene Walsh, *Unit Chief*

Consulting Services

Keane Federal Systems
Lynn Davis
Domenic Calabro
Walter D. Spiegel
Stephen D. Gross
Patrick Kearney
Cathy Margulies
David Porter

April Razouky Consulting Services
April Razouky

HOK Architects
Duncan Broyd
Timothy Blair

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.
PEEP HOLES	Easy and effective visual recognition system for small offices.
INTERCOM	Communication tool that can be used in combination with peep hole.
ENTRY CONTROL WITH CCTV AND DOOR STRIKES	Desirable for Level I and II facilities. Allows employees to view and communicate remotely with visitors before allowing access. Not applicable for Levels III and above because of entry screening devices required at these Levels.
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 AND UNARMED GUARD QUALIFICATIONS/TRAINING REQUIREMENTS	Requirements for these positions should be standardized government 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 VULNERABILITY 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.

Appendix C - Classification Table

United States Marshals Service

CLASSIFICATION TABLE

LEVEL*	TYPICAL LOCATION	EXAMPLE OF TENANT AGENCIES **	SECURITY MEASURES (BASED ON EVALUATION)	ESTIMATED LINE ITEM COST PER UNIT (INSTALLED)
I	**≤ 10 Federal Employees** ≤ 2500 Square Feet Low Volume Public Contact Small "Store Front" Type Operation	Military Recruiting Small Post Office USDA Office Border Patrol Station (remote) Custom/INS Checkpoint (remote) Social Security Administration	- High Security Locks - Intercom - Peep Hole (Wide View) - Lighting w/ Emergency Backup Power - Controlled Access to Utility Area - Annual Employee Security Training	- $500 - $850 - $750 - $1000 - $150 - $750 / Light - Cannot Determine - $25 (Self Study)
II	**11 - 150 Federal Employees** 2500 - 80,000 Square Feet Moderate Volume Public Contact Routine Operations Similar to Private Sector And/Or Facility Shared With Private Sector	Public Officials (Congress / Senate) Railroad Retirement Board INS Offices U.S. Customs Offices	- Entry Control Package w/CCTV - Visitor Control /Screening - Shipping / Receiving Procedures - Guard Patrol Assessment - Intrusion Detection w/ Central Monitoring - CCTV Surveillance (Pan-Tilt, Zoom System) - Duress Alarm w/ Central Monitoring	- $5,000 - N/A - N/A - Based on Assessment - $1000 + $150/Entry Point - $50,000 - $85,000 - $1000 + $75/Alarm Point
III	**151 - 450 Federal Employees** Multi-Story Facility 80,000 - 150,000 Square Feet Moderate/High Volume Public Contact Agency Mix: Law Enforcement Operations Court Functions Government Records	U.S. Bankruptcy Court Inspectors General IRS Criminal Investigations Division U.S. Probation U.S. Pretrial Services Federal Public Defender GSA Field Office	- Guard Patrol on Site - Security Screening (X-ray & Magnetometer) - Mylar Window Film (Shatter Protection) - Agency Photo ID - Parking Control ID System - Parking Area Lighting w/ Power Backup - Centralized Delivery Procedure - X-ray Mail and Packages - Street Set-Back (New Construction)	- $36,000 - $47,500 /Guard Year - $45,000 - $8 / Square Foot - $7 / ID - $5 / Placard - $2500 / Pole - N/A - N/A - Cannot Determine
IV	**> 450 Federal Employees** Multi-Story Facility > 150,000 Square Feet High Volume Public Contact High Risk Law Enforcement Intelligence Agencies District Court	U.S. District Courts U.S. Marshals Service FBI DEA ATF U.S. Secret Service	- Extend Perimeter (Concrete/Steel Barriers) - 24HR Guard Patrol - Adjacent Parking Control (New Construction) - Backup Power System - Hardened Parking Barriers	- $2000 - $2500 / Bollard $23 / Foot for Jersey Barriers - $150,000 - $228,000 / Post Year - Cannot Determine - $12,000 - $35,000 / Hydraulic Barrier
V	Level IV Profile and Agency/Mission Critical to National Security	U.S. Department of State HQ CIA Headquarters, Pentagon	- Agency Specific	- Cannot Determine

Note: ***ASSIGNMENT OF LEVELS TO BE BASED ON AN "ON-SITE" RISK ASSESSMENT/EVALUATION**

** Examples of Typical (But Not Limited To) Tenant Agencies for this Level Facility

Security Measures for Any Given Level Include Measures for Prior Levels

For Budgetary Purposes, Building Occupancy Was Used to Quantify GSA's Existing Inventory into Levels I-IV

Appendix D - Sample of Profile

SPECIAL

FEDERAL FACILITY PROFILE

BUILDING NUMBER _____

BUILDING NAME

BUILDING ADDRESS

CITY, STATE

Federal Facility Profile

GSA Building Number

Profile Scope: The information requested on these forms should reflect normal security operations on a day-to-day basis. Please do not consider any special alert status currently in place following recent security threats. The data provided will be consolidated and analyzed to depict standard security and operational practices.

Please fill in information describing facility or darken the box, as appropriate.

A. Facility Description:

- ¨ Federal Courthouse Only
- ¨ Multi-Tenant Federal Building
- ¨ Single Tenant Federal Building
- ¨ Multi-Tenant Leased Building
- ¨ Single Tenant Leased Building

B. Construction:

Year Completed: ☐☐☐☐

Exterior Material(s):
- ☐ Brick
- ☐ Block
- ☐ Concrete
  - ☐ Precast
  - ☐ Poured
- ☐ Metal Panels
- ☐ Glass Exterior

Use of Special Glass: Please indicate, by percentage, the external coverage by type of special glass:

1-10%	10-25%	25-50%	50-99%	100%	
☐	☐	☐	☐	☐	Mylar Film
☐	☐	☐	☐	☐	Ballistic Treatment
☐	☐	☐	☐	☐	Polymer
☐	☐	☐	☐	☐	Wire Reinforced

Total Square Footage: (Include office, storage and circulation space) ☐☐☐☐☐☐☐

Total Number of Floors Above Ground: ☐☐☐

Total Number of Floors Below Ground (Include Underground Parking if Applicable): ☐

Total Number of Occupants ☐☐☐☐

Total Number of Daily Visitors: (Estimate) ☐☐☐☐☐

C. Day Care Center

☐ Day Care Center
- ☐ Interior Space ☐ Exterior Space
- ☐ Above Ground ☐ Below Ground

Point of Main Entry
- ☐ Interior Door
- ☐ Exterior Door

☐ Outside Playground Area

D. Public Access

Distance in yards from the building to the **nearest** public street ☐☐☐☐

Distance in yards from the building to the **nearest** public on-street parking ☐☐☐☐

Distance in yards from the building to the **nearest** public parking lot ☐☐☐☐

Are there public parks, plazas or other public areas immediately adjacent to the building?
☐ Yes ☐ No

Are there any commercial businesses (e.g. restaurants, drug stores, banks) with uncontrolled external access in the building.
☐ Yes ☐ No

E. On-site Parking:

☐ No Parking on Property

☐ Underground
- ☐ Controlled Access
  - ☐ Security Guard
  - ☐ Automated/Electronic Control
  - ☐ Vehicle Barrier
- Public Parking Available?
  - ☐ Yes ☐ No

☐ Outside Parking Area
- ☐ Controlled Access
  - ☐ Security Guard
  - ☐ Automated/Electronic Control
  - ☐ Vehicle Barriers
- Public Parking Available?
  - ☐ Yes ☐ No

F. Perimeter Security

☐ Alarm System
- ☐ Doors ☐ Windows
- Monitored By: ☐ GSA ☐ USMS ☐ Private Security ☐ Other
- Operational? ☐ Yes ☐ No ☐ Unknown

☐ Electronically Monitored (CCTV)
- ☐ Locally ☐ Remote ☐ Video Recording
- Operational? ☐ Yes ☐ No ☐ Unknown

☐ Exterior Roving Patrol
- By: ☐ GSA FPOs ☐ GSA Contract Guards ☐ CSOs ☐ Owner/Lessor Provided Security Guards
- Operational? ☐ Yes ☐ No ☐ Unknown

☐ Exterior Barriers
- ☐ Concrete ☐ Bollards
- ☐ Fences ☐ Vehicle Gate Controls
- ☐ Planters
- Operational? ☐ Yes ☐ No ☐ Unknown

Are Dumpsters in a Secured Area?
☐ Yes ☐ No ☐ Unknown

G. Entrances

Currently in Place: Please enter the total number of entrances by each type of entrance. If the description of an entrance does not apply, please answer with "0".

☐☐ Public entrance with x-ray and metal detector
- ☐ Only visitors are screened.
- ☐ Everyone entering building is screened.

☐☐ Public entrance with metal detector only
- ☐ Only visitors are screened.
- ☐ Everyone entering building is screened.

☐☐ Entrance with security system access (e.g., Key Card)

☐☐ Entrance with security guard
- ☐ Visitors must sign-in.

☐☐ Entrance without security

H. Security Screening

Are magnetometers and/ or X-rays used in this facility at other than public entrances (e.g. at the entrance to a specific agency or office)?
☐ Yes ☐ No

If so, who is screened?
- ☐ Everyone, including employees and tenants
- ☐ Visitors Only

Does the facility have a screening process for?

☐ Mail
- Location: ☐ Public Entrance ☐ Mailroom ☐ Garage/Loading Dock ☐ Other

☐ Deliveries
- Location: ☐ Public Entrance ☐ Mailroom ☐ Garage/Loading Dock ☐ Other

Are maintenance and custodial staff required to enter the building through a secured area?
☐ Yes ☐ No ☐ Unknown

Federal Facility Profile

GSA Building Number

I. Bomb Threats

Does this building have an occupant emergency plan?

☐ Yes ☐ No ☐ Unknown

Has this building received a bomb threat in 1995?

☐ Yes ☐ No ☐ Unknown

If so, how many bomb threats has the building received? ☐☐

How many of the bomb threats have resulted in a building evacuation? ☐☐

J. Hours of Operation:

Excluding unusual overtime situations, how many days of the week is this facility open to:

Employees? ☐ The Public? ☐

How many hours is this facility open:

To Employees:

- ☐ Less than 10 hours per day
- ☐ 10 - 12 hours per day
- ☐ More than 12 to 14 hours per day
- ☐ More than 14 to 18 hours per day
- ☐ More than 18 but less than 24 hours
- ☐ 24 hours per day

The General Public:

- ☐ Less than 10 hours per day
- ☐ 10 - 12 hours per day
- ☐ More than 12 to 14 hours per day
- ☐ More than 14 to 18 hours per day
- ☐ More than 18 but less than 24 hours
- ☐ 24 hours per day

K. Security Force:

If applicable, please enter total number of federal police and/ or guards and number of hours of coverage.

GSA FPO Response/Patrol

Number of Guards ☐☐☐☐

Number of Hours of operation:

- ☐ Less than 10 hours
- ☐ 10 - 12 hours per day
- ☐ More than 12 to 14
- ☐ More than 14 to 18
- ☐ More than 18 up to 24
- ☐ 24 hours per day

USMS Court Security Officers

Number of Guards ☐☐☐☐

Number of Hours of operation:

- ☐ Less than 10 hours
- ☐ 10 - 12 hours per day
- ☐ More than 12 to 14
- ☐ More than 14 to 18
- ☐ More than 18 up to 24
- ☐ 24 hours per day

GSA Contract Guards

- ☐ Fixed Posts
- ☐ Multi-Building Roving Patrol

Number of Guards ☐☐☐☐

Number of Hours of operation:

- ☐ Less than 10 hours
- ☐ 10 - 12 hours per day
- ☐ More than 12 to 14
- ☐ More than 14 to 18
- ☐ More than 18 up to 24
- ☐ 24 hours per day

Equipment Issued to GSA Contract Guard:

- ☐ Firearm
- ☐ Handcuffs
- ☐ Baton
- ☐ Gas
- ☐ 2-Way Radio
- ☐ None

Federal Facility Profile

GSA Building Number

Owner/Lessor Provided Security Guards

Number of Guards ☐☐☐☐

Number of Hours of operation:

- ☐ Less than 10 hours
- ☐ 10 - 12 hours per day
- ☐ More than 12 to 14
- ☐ More than 14 to 18
- ☐ More than 18 up to 24
- ☐ 24 hours per day

Equipment Issued to Owner/Lessor provided Security Guard:

- ☐ Firearm
- ☐ Handcuffs
- ☐ Baton
- ☐ Gas
- ☐ 2-Way Radio
- ☐ None

Are Security Guards Armed?

☐ Yes ☐ No ☐ Unknown

L. Security Systems

Please indicate the presence of the following physical security systems:

- ☐ Duress Alarms
  - ☐ Perimeter
  - ☐ Interior
- ☐ CCTV
  - ☐ Perimeter
  - ☐ Interior
- ☐ Remote Monitoring Facility
- ☐ Security Console on Site

Number of hours security console is monitored: ☐☐

Available Emergency Power:

- ☐ Generator
- ☐ Battery Operated Lighting

Fire Detection/ Suppression System

- ☐ Complete (all areas of the building)
- ☐ Partial
- ☐ None

M. Protection of Utilities

Y	N	U	
☐	☐	☐	Are there exterior propane fuel tanks?
☐	☐	☐	Are they protected?
☐	☐	☐	Is the water supply to the building protected?
☐	☐	☐	Is the main unit of the air/ventilation system accessible to the public??
☐	☐	☐	Is the wire closet locked?
☐	☐	☐	It utility access locked?
			Is there exterior access to:
☐	☐	☐	electric service?
☐	☐	☐	gas service?
☐	☐	☐	water service?
☐	☐	☐	telephone service?
☐	☐	☐	other heating source?
☐	☐	☐	Is fuel stored within the building?

N. Please indicate if the following areas are Monitored by Electronic Means? (Cameras, security alarm systems, etc.)

- ☐ Lobbies
- ☐ Secured Corridors
- ☐ Courtrooms
- ☐ Parking
- ☐ Cell Block
- ☐ Prisoner Handling
- ☐ Office Doors
- ☐ Stairwell
- ☐ Security Screening Post
- ☐ Interior Security Patrol
- ☐ Building Perimeter
- ☐ Entrances
- ☐ Garages

O. Tenant Agency Security Measures

Please list the count of agencies in the facility that have each of the following security measures. Also, please list the count of agencies that do not have theses features, and the number of agencies for which this information could not be gathered.

Yes	No	Unknown	
☐☐☐	☐☐☐	☐☐☐	Duress System
☐☐☐	☐☐☐	☐☐☐	Vault Packages
☐☐☐	☐☐☐	☐☐☐	Transaction Window at Public Counter
☐☐☐	☐☐☐	☐☐☐	Intrusion Detection System
☐☐☐	☐☐☐	☐☐☐	Ballistic Glazing
☐☐☐	☐☐☐	☐☐☐	Alarm Annunciation System
☐☐☐	☐☐☐	☐☐☐	CCTV
☐☐☐	☐☐☐	☐☐☐	Central Station Monitoring
☐☐☐	☐☐☐	☐☐☐	Access Control System
☐☐☐	☐☐☐	☐☐☐	Other (List in Comments)

Appendix E - Compilation of Results of Survey

This appendix presents the compilation of the actual results of the surveys of federal facilities. All told, 1330 survey forms were sent out. Of these, 1239 were completed in a timely manner, and their results are included in this report.

This appendix simply presents the compiled results of the survey, and does not include any interpretation of the results. The information is presented in the actual order of the survey document. Appendix D presents a copy of the survey, as it was sent out.

A. Facility Description

The following describes the types of facilities for which surveys were returned.

- 48 facilities house a Federal Courthouse Only.
- 407 are Multi-Tenant Federal Buildings.
- 179 are Single Tenant Federal Buildings.
- 306 are Multi-Tenant Leased Buildings.
- 252 are Single Tenant Leased Buildings.

The facilities that were included in the survey were intended to represent the facilities which contain the offices of the largest numbers of federal employees. Because of the number of employees, these facilities represent the highest risk for terrorism attack. They should be considered a stratified grouping of government facilities, but not a random sample.

Further, the facilities for which surveys were returned should not be considered a random sample of those selected, since there is no reason to believe that the factors which led to complete survey forms can not be considered random.

Therefore, it is important that the *percentages* presented in this survey only represent percentages of the survey respondents. While these percentages may be considered indicative of trends, exceptional caution should be exercised in extrapolating the results.

B. Construction

This section of the survey deals with the materials used in the construction of the facility, its size, and the number of occupants.

Age of Buildings

The first construction question deals with the age of the buildings. Table E.B.1 presents the ages of the buildings for which surveys were returned.

Percent of Buildings Surveyed	Count of Buildings in Survey	Built in Years	Age of Building
11	133	1990 - 1994	Less than 5 years
19	236	1980- 1989	6- 15 years old
21	262	1970- 1979	16-25 years old
16	196	1960- 1969	26-35 years old
4	49	1950- 1959	36-45 years old
6	79	1940- 1949	46-55 years old
11	130	1930- 1939	56-65 years old
2	26	1920- 1929	66-75 years old
5	68	1900- 1919	76-95 years old
1	18	before 1900	over 95 years old

Table E.B.1

Exterior Materials

Table E.B.2 presents the percentage and count of buildings that were identified by each type of exterior material. Note that many buildings listed more than one type of material, so the total is greater than 100%.

Percent of Surveyed Buildings	Number of Surveyed Buildings	Type of Material
52%	573	Brick
32%	352	Block
25%	276	Precast Concrete
22%	240	Poured Concrete
9%	98	Metal Panels
25%	272	Glass Exterior

Table E.B.2

Special Glass

Special glass on the exterior of a building may be used for several different reasons;

- Glass with a mylar film is used to reduce flying glass in case of breakage.
- Polymer treated glass is also effective in reducing flying glass.
- Ballistic treatment is a way to make glass "bullet-proof".
- Wire reinforcement is designed to prevent the movement of large objects through broken glass.
  - it will keep a thrown rock from breaking through and going into the building, if the glass is broken.
  - it will also keep a prisoner from leaving the building if the glass is broken.

Typically, protective glass is used on the lower floors of buildings.

The following table E.B.3 presents the results of the **actual count** of buildings which have special glass, by type of glass and the percentage of the building that is covered with the glass. This is the percentage of total glass in the building that is the special type of glass. All buildings are covered in this survey, not just the buildings that have glass exteriors.

Percent of Building Covered by / Type of Glass	Some but less than 10% covered	10 - 25% covered	25 - 50% covered	50 - 99% covered	100% covered
Mylar Film	81	33	34	25	23
Ballistic Treatment	66	11	1	4	5
Polymer	32	10	8	5	8
Wire Reinforced	53	7	2	0	4

Table E.B.3

Building Size and Occupancy

Facilities which house government workers range in size from small offices to very large buildings and complexes. This survey covered a subset of the facilities which contain Federal government offices which tended to be the larger facilities.

There typically is a relationship between square footage and number of employees. This relationship is reflected in the Security Level classifications, as shown in this report. The information in this section is organized based on these security classifications. It should be noted, however, that Security Level classification is determined by a range of criteria. For purposes of this analysis, security level was primarily based on the number of employees in the facility.

Level I

Level I is defined as a facility with 2,500 square feet or less, 10 or fewer federal employees, and a low volume of public contact. This could be a "store front" operation. In many cases, Level I facilities occur when the government rents offices and the building also contains non-government tenants. There are only 14 (1%) such facilities in the survey. This low percentage reflects the nature of the facility selection process, and is not representative of the total population of facilities in this level. Of the surveyed facilities with up to 10 employees, it was reported that;

- 1 contains space of 2500 or fewer square feet.
- 12 have more than 2,500 square feet. (It may be that the security investigators reported the number of square feet in the entire facility, rather than the number of square feet in the federal space.)

- 4 are in one story buildings,
- 10 are in multiple story buildings,
- 2 are in buildings which have floors below ground (which may be parking),

- 3 have fewer than 10 daily visitors,
- 5 have between 10 and 50 daily visitors,
- 2 have between 51 and 100 visitors daily, and
- 4 have over 100 visitors daily.

- None have day care centers.

Level II

Level II is defined as a facility with 11 - 150 federal employees, 2,500 to 80,000 square feet, and moderate volume of public contact. These facilities may also be shared with private sector businesses. 497 (40%) of the surveyed facilities report between 11 and 150 federal employees. For the facilities with 11 - 150 federal employees, it was reported that;

- 23 have less than 2500 square feet,
- 278 have between 2500 and 40,000 square feet of space,
- 113 have between 40,001 and 80,000 square feet, and
- 83 have over 80,001 square feet.

- 154 are in single story facilities,
- 232 are in two or three floor facilities,
- 79 are in 4 - 9 floor buildings, and
- 16 are in high rise (10 or greater floor) buildings.

- 200 of these facilities have one level below ground (including parking), and
- 19 of these facilities have more than one level below ground.

- 63 of these facilities report 10 or fewer daily visitors,
- 214 report from 11 to 100 daily visitors,
- 134 report from 101 to 500 daily visitors,
- 11 report from 501 to 999 daily visitors, and
- 30 report 1000 or more daily visitors.

- 10 of these facilities contain day care centers.

Level III

Level III is defined as a facility with 151 - 450 federal employees, 80,000 to 150,000 square feet, and a moderate to high volume of public contact. These facilities tend to be multi-story facilities, and frequently contain several agencies or offices. 353 (28%) of the surveyed facilities report between 151 and 450 federal employees. For the facilities with 151 - 450 federal employees, it was reported that:

- 60 have less than 40,000 square feet,
- 70 have between 40,001 and 60,000 square feet of space,
- 45 have between 60,001 and 80,000 square feet, and
- 42 have between 80,001 and 100,000 square feet.
- 32 have between 100,001 and 125,000 square feet.
- 16 have between 125,001 and 150,000 square feet.
- 75 have greater than 150,000 square feet.

- 44 are in single story facilities,
- 108 are in two or three floor facilities,
- 155 are in 4 - 9 floor buildings, and
- 36 are in high rise (10 or greater floor) buildings.
- 151 of these facilities have one level below ground, and

- 46 of these facilities have more than one level below ground.
- 35 of these facilities report 10 or fewer daily visitors,
- 166 report from 11 to 100 daily visitors,
- 100 report from 101 to 500 daily visitors,
- 17 report from 501 to 999 daily visitors,
- 16 report between 1000 and 2000 daily visitors, and
- 8 report over 2000 daily visitors.

- 9 of these facilities contain day care centers.

Level IV

Level IV is defined as a facility with greater than 450 federal employees, 80,000 to 250,000 square feet, and have a high volume of public contact. These facilities tend to be multi-story facilities. 347 (28%) of the surveyed facilities report greater than 450 federal employees. For the facilities with more than 450 federal employees, it was reported that:

- 44 have less than 100,000 square feet,
- 19 have between 100,001 and 125,000 square feet, and
- 21 have between 125,001 and 150,000 square feet.
- 34 have between 150,001 and 200,000 square feet.
- 36 have between 200,001 and 250,000 square feet.
- 176 have greater than 250,000 square feet.

- 24 are in single story facilities,
- 38 are in two or three floor facilities,
- 127 are in 4 - 9 floor buildings,
- 110 are in high rise (10 - 19 floor) buildings, and
- 36 are in very tall buildings, with 20 or more floors.

- 122 of these facilities have one level below ground, and
- 130 of these facilities have more than one level below ground.

- 30 of these facilities report 10 or fewer daily visitors,
- 110 report from 11 to 100 daily visitors,
- 129 report from 101 to 500 daily visitors,
- 19 report from 501 to 999 daily visitors,

- 38 report between 1000 and 2000 daily visitors, and
- 10 report between 2001 and 5000 daily visitors, and
- 10 report over 5000 daily visitors.

- 68 of these facilities contain day care centers.

C. Day Care Centers

Of the 1239 facilities for which surveys were received, 88 (7%) of the facilities surveyed have associated day care centers. Of these day care centers:

- 63 (72%) report that there are day care services within the facility,
- 25 (28%) report associated day care services that are not actually housed in the facility,
- 71 (81%) report having above ground space,
- 5 (6%) report having below ground space,
- 46 (52%) report that their main point of access is an interior door,
- 38 (43%) report that the main point of access to the day care center is an exterior door, and
- 73 (83%) facilities report having an outside playground area.

D. Public Access

The ability of the public to get close to a facility presents a potential risk of terrorist attack. Because the strength of a bomb is related to its size, there is a higher risk when vehicles (especially trucks) approach a facility than there is from pedestrian access. Further, the ability to leave a large item, such as a package or a brief case in an undetected location presents a risk. This section of the survey deals with the ability of the public to approach (or enter) a facility without doing business in the facility.

Distance to the Nearest Public Street

Table E.D.1 presents the distance to the nearest public street. The table categorizes the distances, and lists the number and percentage of buildings surveyed in each category.

Distance to the Street	Count of Buildings Surveyed	Percent of Responses
Adjacent to the street (0 - 4 yards away)	188	16%
Close to the street (5 - 9 yards away)	209	18%
Near the street (10 - 14 yards away)	241	20%
Separated from the street (15 - 24 yards away)	169	14%
Well separated from the street (25 - 39 yards)	121	10%
Distance from the street (greater than 40 yards)	263	22%

Table E.D.1

Distance to the Nearest Public Parking

Table E.D.2 presents the distance to the nearest public parking. This could be either on-street parking or a public lot. The table categorizes the distances, and lists the number and percentage of buildings surveyed in each category.

Distance to Nearest Public Parking	Count of Buildings Surveyed	Percent of Responses
Adjacent to public parking (0 - 4 yards away)	170	16%
Close to public parking (5 - 9 yards away)	169	16%
Near public parking (10 - 14 yards away)	190	18%
Separated from public parking (15 - 24 yards away)	179	17%
Well separated from public parking (25 - 39 yards)	98	9%
Distant from public parking (greater than 40 yards)	226	22%

Table E.D.2

Distance to the Nearest Public Parking Lot

Table E.D.3. presents the distance to the nearest public parking lot. The table categorizes the distances, and lists the number and percentage of buildings surveyed in each category.

Distance to Nearest Public Parking Lot	Count of Buildings Surveyed	Percent of Responses
Adjacent to public parking lot (0 - 4 yards away)	153	15%
Close to public parking lot (5 - 9 yards away)	123	12%
Near public parking lot (10 - 14 yards away)	141	14%
Separated from public parking lot (15 - 24 yards away)	115	11%
Well separated from public parking lot (25 - 39 yards)	142	14%
Distant from public parking lot (greater than 40 yards)	352	34%

Table E.D.2

Parks, Plazas, and Other Public Areas

443 of the facilities surveyed (representing 37% of the respondents to this question) *are* adjacent to parks, plazas, or other public areas.

757 of the facilities surveyed (representing 63% of the respondents to this question) *are not* adjacent to parks, plazas, or other public areas.

Uncontrolled External Access

In many situations, the building which houses federal offices also contains other businesses, such as restaurants, bars, dry cleaners, drug stores, and banks. Even in facilities with highly

controlled access, there are businesses open to the public, and not subject to any security. The instructions on this question specifically indicated that the question is not dealing with businesses such as snack bars and travel agents, which may operate inside the security perimeter, and are not open to the public.

- 984 of the facilities surveyed (representing 79% of the respondents to this question) *do* contain commercial businesses with uncontrolled external access.
- 255 of the facilities surveyed (representing 21% of the respondents to this question) *do not* contain commercial businesses with uncontrolled external access.

E. On-Site Parking

Table E.E.1 presents a summary of the available parking on the premises of the surveyed facilities

	Count of Buildings Surveyed	Percent of Responses
There is no parking on the property.	103	8%
There is underground parking on the property.	307	25%
There is outside parking on the property.	942	76%
There is both outside and underground parking on the property.	162	13%

Table E.E.1

Underground Parking

Of the 307 facilities with underground parking, 210 (68%) have some form of controlled access. Of these, 122 have security guards, 177 have some form of automated or electronic control, and 55 have vehicle barriers.

Of the 307 facilities with underground parking, public parking is available in 112 of these facilities. 73 of these are controlled facilities, and 39 are uncontrolled facilities.

Outside Parking

Of the 942 facilities with outside parking, 223 (24%) have some form of controlled access. Of these, 127 have security guards, 126 have some form of automated or electronic control, and 52 have vehicle barriers.

Of the 942 facilities with outside parking, public parking is available in 646 of these facilities. 111 of these are controlled facilities, and 535 are uncontrolled facilities.

F. Perimeter Security

This section addresses the security systems on the outside of the facility. Table E.F.1. presents the summary information by type of perimeter security. Alarm systems, electronic monitoring, and roving patrols are the three referenced types of active systems.

	Count of Facilities Surveyed	Percent of Responses
There is some type of alarm system on the property.	750	61%
The property is electronically monitored using CCTV.	402	32%
There is an external roving patrol.	526	42%
The property has some exterior barriers in addition to at least one of the three other types of active systems.	195	16%
The property has exterior barriers, but no active systems.	141	11%
The property has some active systems, but no exterior barriers.	724	58%
The property has no perimeter security systems.	300	24%

Table E.F.1

Alarm Systems

Of the 750 facilities which have alarm systems, 9 facilities have window alarms only, 422 facilities have door alarms only, and 284 have both window and door alarms. Other facilities may have other types of alarm systems, other than window or door alarms. 361 of the alarm systems are monitored by the General Services Administration (GSA), 57 are monitored by the United States Marshals Service (USMS), 262 are monitored by private security services, and 104 are monitored by others.

651 alarm systems were identified as being operational, 33 were identified as being not operational, and the status of 66 was unknown.

Electronically Monitored Closed Circuit Television (CCTV)

Of the 402 facilities that are electronically monitored, 334 are monitored locally, 47 are monitored at a remote facility, and 108 are recorded but not monitored.

342 CCTV systems were identified as being operational, 5 were identified as being not operational, and the status of 55 was unknown.

Exterior Roving Patrols

Of the 526 facilities that were identified as having exterior roving patrols:

- 185 are patrolled by the GSA by Federal Protective Service Officers,
- 219 are patrolled by GSA contract guards,
- 83 are patrolled by Contract Security Officers (CSOs), and
- 128 are patrolled by owner/lessor provided security guards.

373 surveys identified the facilities as having operational roving patrols, 4 identified the patrols as not being operational, and 149 did not know the status of the roving patrols.

Exterior Barriers

215 of the facilities surveyed have exterior barriers:

- 33 have concrete barriers.
- 101 have fences.
- 62 have planters.
- 20 have bollards (steel or concrete posts).
- 100 have vehicle gate controls.

Of the 100 facilities which have vehicle gate controls, 91 also have at least one of the physical barriers listed.

The status of the exterior barriers was identified as follows:

- Exterior barriers were listed as operational in 169 of the facilities.
- Exterior barriers were listed as *not* operational in 12 of the facilities.
- The operational status of the exterior barriers was not known for 34 facilities.

Dumpsters

In response to the question as to whether dumpsters are in a secured areas, the answer was:

- The dumpsters are in a secured area at 334 facilities,
- The dumpsters are *not* in a secured area at 793, and
- The area security of dumpster location is undetermined at 112 facilities.

G. Entrances

This section of the survey deals with entrances to the facility, including both entrances that serve the public (including the general public as well as contractors) and entrances for employees.

Entrances with X-Ray and Metal Detectors

201 of the 1239 facilities surveyed have entrances which screen using both X-rays (for packages) and metal detectors. At 76 of these facilities, only visitors are screened. At 125 facilities, everyone entering the facility is screened. At 23 of these facilities there are other public entrances with metal detectors but no X-ray devices, at 19 of these facilities there are other entrances with security systems (either access security systems or guards), and at 24 facilities there are no other types of entrances. There are 63 facilities which have at least one entrance with both a X-ray device and a metal detector and at least one entrance with no security.

- 147 surveyed facilities have *one* entrance with an X-ray and metal detector.
- 43 have *two* entrances with an X-ray and metal detector.
- 6 have *three* entrances with an X-ray and metal detector.
- 5 have *four or more* entrances with an X-ray and metal detector.

Entrances With Metal Detectors

59 of the surveyed facilities have entrances with metal detectors but no X-ray devices. At 27 of these facilities, only visitors are screened. At 32 facilities, everyone entering the facility is screened. At 54 of these facilities there are other entrances with other types of security systems (either access security systems or guards). There are 16 facilities which have at least one entrance with a metal detector and at least one entrance with no security. At 5 facilities there are no other types of entrances.

- 36 surveyed facilities have *one* entrance with a metal detector (and no X-ray.)
- 11 have *two* entrances with a metal detector (and no X-ray.)
- 6 have *three* entrances with a metal detector (and no X-ray.)
- 6 have *four or more* entrances with a metal detector (and no X-ray.)

Entrances with Security Systems

In this question, "key card" is used as an example of an (automated) security system. In general, the question addresses entrances which have physical or automated security systems limiting entrance, but do not have guards.

598 of the surveyed buildings have some form of (automated) security system. Of these:

- 33 facilities have other entrances with security provided by metal detectors,
- 252 facilities have other entrances with security provided by a security guard.
- 275 facilities have other entrances which have no security, and
- for 139 facilities, all of the entrances fit into this category.

Of the 598 buildings that have entrances with (automated) security system:

- 236 facilities have one such entrance,
- 244 facilities have two or three such entrances.
- 60 facilities have four or five such entrances.
- 31 facilities have six or seven such entrances.
- 12 facilities have eight or nine such entrances.
- 15 facilities have ten or more such entrances.

Entrance with Security Guard

449 of the facilities had entrances with security guards. At 212, visitors are required to sign-in. The remainder of the facilities have security guards, but visitors are not required to sign in.

- 289 of these facilities also have entrances with some other type of entrance security.
- 160 of these facilities have all of the entrances guarded, and guarded doors are the only type of security system used.
- 148 of these buildings also have unguarded entrances.

Of the buildings having entrances with security guards:

- 290 facilities have one entrance with a security guard,
- 118 facilities have two or three entrances with security guards,

- 22 facilities have four or five entrances with security guards,
- 10 facilities have six or seven entrances with security guards,
- 2 facilities have eight or nine entrances with security guards,
- 7 facilities have ten or more entrances with security guards.

Entrances without Security

Of the facilities for which surveys were received, 680 had entrances which had no security of any type. Of these, 364 also had entrances which do have security, and 316 did not have security of any type at any entrance. Of the 364 facilities which had entrances with security, 148 have entrances with a security guard, but visitors are not required to sign-in. 302 have other types of secured entrances.

Among the 680 facilities which have unsecured entrances:

- 151 have one unsecured entrances,
- 169 have two unsecured entrances,
- 114 have three unsecured entrances,
- 71 have four unsecured entrances, and
- 175 have five or more unsecured entrances.

Clearly, there are some buildings which allow unimpeded entrance during working hours, but are secured at night. This question did not address the difference between security during working hours and security at other times.

H. Security Screening

This section of the questionnaire addressed security screening at places in a facility other than the public entrances.

Entrances to Specific Agencies and Offices

100 of the 1239 surveys identified situations where specific agencies or organizations within an agency use X-ray or magnetometers (metal detectors) in addition to the security screening that is

necessary to enter the facility. In 50 of these facilities, only visitors are screened. In 50 facilities, everyone entering the specific area is screened.

Screening the Mail

In 426 of the facilities surveyed, the incoming mail is screened:

- The mail is screened at a public entrance at 185 facilities.
- The mail is screened in the mail room at 183 facilities.
- The mail is screened on the loading dock or in the garage at 54 facilities.
- The mail is screened at some other location at 59 facilities.

Screening Deliveries

In 427 of the facilities surveyed, incoming deliveries are screened.

- Incoming deliveries are screened at a public entrance at 208 facilities.
- Incoming deliveries are screened in the mail room at 101 facilities.
- Incoming deliveries are screened on the loading dock or in the garage at 193 facilities.
- Incoming deliveries are screened at some other location at 66 facilities.

Maintenance and Custodial Staff

406 survey responses indicated that maintenance and custodial staff are required to enter the surveyed facility through a secured area. 758 surveys indicated that maintenance and custodial staff are not required to enter the surveyed facility through a secured area. The individual responding to the survey indicated an inability to determine if maintenance and security staff are required to enter through a secured entrance at 75 of the surveyed facilities.

I. Bomb Threats

This section of the survey directly addressed bomb threats and responses.

Occupant Emergency Plans

1,081 of the 1,239 surveyed facilities were identified as currently having an occupant emergency plan. 91 of the surveyed facilities do not have an occupant emergency plan. The individual completing the survey was not able to determine if there is an occupant emergency plan at 67 of the facilities.

Bomb Threats in 1995

198 of the surveyed facilities reported having received a bomb threat in 1995. Among the surveyed facilities, there has been a total of 903 bomb threats.

- 113 facilities reported receiving one bomb threat in 1995.
- 37 facilities reported receiving two bomb threats in 1995.
- 37 facilities reported receiving three or more bomb threats in 1995.

Of these facilities, 110 facilities have been evacuated in 1995 as a result of bomb threats. Approximately 105,821 federal employees have been evacuated as a result of bomb threats in 1995.

- 89 facilities reported being evacuated once as a result of bomb threats in 1995.
- 17 facilities reported being evacuated twice as a result of bomb threats in 1995.
- 4 facilities reported being evacuated three or more times as a result of bomb threats in 1995.

Within the surveyed facilities, 317,829 federal employees have been evacuated more than one time as a result of bomb threats in 1995.

946 of the responses reported that there have been no bomb threats in 1995. In 95 cases, the preparer was unable to determine if there had been a bomb threat at the facility in 1995.

J. Hours of Operation

The questions related to hours and days of operation deal with the normal operations of a facility.

Days the Facility is Open to Employees

Table E.J.1 presents the count and percentage of facilities that are open to the employees, by the number of days that the facilities are open in a week.

Number of Surveyed Buildings	Percent of Respondents	Number of days open to the public.
10	Less than 1%	Open to Employees 1-4 days per week.
492	42%	Open to Employees 5 days per week.
54	5%	Open to Employees 6 days per week.
621	53%	Open to Employees 7 days per week.

Table E.J.2

Days the Facility is Open to the Public

Table E.J.2 presents the count and percentage of facilities that are open to the public, by the number of days that the facilities are open in a week.

Number of Surveyed Buildings	Percent of Respondents	Number of days open to the public.
144	13%	Not Open to the Public
6	Less than 1%	Open to the Public 1-4 days per week.
922	86%	Open to the Public 5 days per week
65	6%	Open to the Public 6 days per week.
80	7%	Open to the Public 7 days per week.

Table E.J.2

Hours the Facility is Open to the Public

Table E.J.3 presents the count and percentage of facilities that are open to the public, by the number of hours in a day that the facility is open to the public.

Number of Surveyed Buildings	Percent of Respondents	Number of hours open to the general public.
581	50%	Less than 10 hours per day.
471	40%	Between 10 and 12 hours per day.
43	4%	More than 12 to 14 hours per day.
12	Less than 1%	More than 14 to 18 hours per day.
4	0%	More than 18 but less than 24 hours per day.
53	5%	24 hours per day

Table E.J.3

Hours the Facility is Open to Employees

Table E.J.4 presents the count and percentage of facilities that are open to the public, by the number of hours in a day that the facility is open to the public.

Number of Surveyed Buildings	Percent of Respondents	Number of hours open to employees
126	10%	Less than 10 hours per day.
392	32%	Between 10 and 12 hours per day.
57	5 %	More than 12 to 14 hours per day.
30	2%	More than 14 to 18 hours per day.
23	2%	More than 18 but less than 24 hours per day.
589	48%	24 hours per day

Table E.J.4

K. Security Force

This survey dealt with four classes of building security forces,

- GSA Federal Police Officers (FPO),
- USMS Court Security Officers,
- GSA Contract Guards, and
- Owner/Lessor Provided Security Guards

GSA FPO Response/Patrol

370 of the 1239 surveyed facilities are guarded by FPO patrols.

Table E.K.1 presents a summary of the number of FPOs at each facility guarded by GSA.

Count of Facilities	Number of Officers
248	From 1 to 5 Officers.
60	From 6 to 10 Officers.
19	From 11 to 15 Officers.
8	From 16 to 20 Officers.
35	More than 20 Officers.

Table E.K.1

Table E.K.2. presents an overview of the hours of operation of the FPOs in GSA patrolled facilities. The number buildings protected for the number of hours per day is presented by count and as a percent of the total number of buildings patrolled by FPOs.

Number of Surveyed Buildings	Percent of Respondents	Number of Hours of FPO Operations
67	19%	Less than 10 hours per day.
41	11%	Between 10 and 12 hours per day.
17	5 %	More than 12 to 14 hours per day.
24	7%	More than 14 to 18 hours per day.
4	1%	More than 18 but less than 24 hours per day.
206	57%	24 hours per day

Table E.K.2

USMS Court Security Officers (CSOs)

230 of the surveyed facilities are protected by CSOs.

Table E.K.3 presents a summary of the number of USMS Court Security Officers at the facilities protected by the United States Marshals Service.

Count of Facilities	Number of CSOs
108	From 1 to 5 CSOs
65	From 6 to 10 CSOs
31	From 11 to 15 CSOs
13	From 16 to 20 CSOs
13	More than 20 CSOs

Table E.K.3

Table E.K.4 presents an overview of the hours of operation of the USMS Court Security Officers at the facilities protected by the United States Marshals Service. The number buildings protected for the number of hours per day is presented by count and as a percent of the total number of building protected the USMS.

Number of Surveyed Buildings	Percent of Respondents	Number of Hours of CSO Operations
57	26%	Less than 10 hours per day.
117	53%	Between 10 and 12 hours per day.
12	5 %	More than 12 to 14 hours per day.
10	5%	More than 14 to 18 hours per day.
0	0%	More than 18 but less than 24 hours per day.
25	11%	24 hours per day

Table E.K.4

GSA Contract Guards

In addition to FPOs and USMS Court Security Officers (who are employees of the Federal Government), there are facilities which use contract guards. Of these, 412 facilities have security guards contracted by GSA. 298 of these facilities have fixed guard posts, and 209 facilities have roving guards. In some situations, equipment is issued to these guards.

- At 301 facilities, firearms are issued to contract guards.
- At 317 facilities, handcuffs are issued to contract guards.
- At 216 facilities, batons are issued to contract guards.
- At 47 facilities, some form of gas is issued to contract guards.
- At 301 facilities, 2-way radios are issued to contract guards.
- At 34 facilities, there is no equipment issued to contract guards.

Table E.K.5 presents a summary of the number of contract guards at each facility that has a contract guard security force.

Count of Facilities	Number of Guards
338	From 1 to 5 guards.
43	From 6 to 10 guards.
10	From 11 to 15 guards.
3	From 16 to 20 guards.
18	More than 20 guards.

Table E.K.5

Table E.K.6 presents an overview of the hours of operation of the contract guards at the facilities guarded by contract guards. The number buildings protected for the number of hours per day is presented by count and as a percent of the total number of building protected contract guards.

Number of Surveyed Buildings	Percent of Respondents	Number of Hours of Guard Operations
67	17%	Less than 10 hours per day.
115	29%	Between 10 and 12 hours per day.
20	5%	More than 12 to 14 hours per day.
27	7%	More than 14 to 18 hours per day.
7	2%	More than 18 but less than 24 hours per day.
165	41%	24 hours per day

Table E.K.6

Owner/Lessor Provided Security Guards

In addition to private security guards contracted to GSA, at 242 facilities the owner or lessor provides security services. Of these, the guards are armed at 58 facilities, and unarmed at 145 facilities. The preparer was unable to determine whether the security guards are armed at 39 of the facilities.

- At 58 facilities, firearms are issued to contract guards.
- At 97 facilities, handcuffs are issued to contract guards.
- At 84 facilities, batons are issued to contract guards.
- At 14 facilities, some form of gas is issued to contract guards.
- At 156 facilities, 2-way radios are issued to contract guards.
- At 41 facilities, there is no equipment issued to contract guards.

Table E.K.7 presents a summary of the number of owner/lessor provided security forces at buildings where there is an owner/lessor provided security force.

Count of Facilities	Number of Guards
179	From 1 to 5 guards.
34	From 6 to 10 guards.
7	From 11 to 15 guards.
4	From 16 to 20 guards.
18	More than 20 guards.

Table E.K.7

Table E.K.8 presents an overview of the hours of operation of the contract guards at the facilities guarded by contract guards. The number buildings protected for the number of hours per day is presented by count and as a percent of the total number of building protected contract guards.

Number of Surveyed Buildings	Percent of Respondents	Number of Hours of Guard Operations
42	18%	Less than 10 hours per day.
33	14%	Between 10 and 12 hours per day.
14	6%	More than 12 to 14 hours per day.
17	7%	More than 14 to 18 hours per day.
3	1%	More than 18 but less than 24 hours per day.
119	.52%	24 hours per day

Table E.K.8

L. Security Systems

This section of the survey addresses the presence of physical security systems.

Duress Alarms

596 of the 1,239 facilities report the availability of duress alarms. Of theses, 99 report perimeter alarms, and 561 report duress alarms in the interior of the facility. (76 report duress alarms both on the perimeter and within the interior of the facility.)

Closed Circuit Television (CCTV)

504 facilities reported having CCTV. Of these, 325 report CCTV on the perimeter of the facility, and 418 report CCTV on the interior of the facility. (248 report CCTV on both the perimeter and within the interior of the facility.)

Security Systems Monitoring

At 476 of the facilities, the security console is on-site. For 288 facilities, there is a remote monitoring facility.

- The console is monitored 12 or fewer hours at 288 facilities.
- The console is monitored from 13 to 17 hours at 19 facilities.
- The console is monitored from 18 to 23 hours at 7 facilities.
- The console is monitored 24 hours per day at 243 facilities.

Available Emergency Power

576 of the surveyed facilities have a generator available as a backup power supply. 754 of the surveyed facilities have battery operated lighting, in case of a power failure. 313 facilities have both battery operated lighting and a generator.

Fire Detection/ Suppression System

- 910 of the surveyed facilities report a complete fire detection/ suppression system covering all areas of the facility.
- 196 of the surveyed facilities report that a fire detection/ suppression system covers a portion of the facility.
- 77 of the surveyed facilities report no fire detection/ suppression system.

M. Protection of Utilities

This section of the survey addresses the physical protection of security systems. The available responses were "Yes", "No", and "Unknown". Table E.M.1 presents the results of these questions. Because some of the "Yes" answers suggest higher security, while in other cases the "No" answers suggest higher security, the table highlights the higher security or lower risk answer. Percentages of "Yes" and "No" answers are calculated from only the "Yes" and "No" answers. Responses of "Unknown" and blank responses were not included in the percentage calculations.

Number/ Percent of "Yes" Responses		Number/ Percent of "No" Responses		Number/ Percent of "Unk." Responses		Protection of Utilities Question
43	3%	1114	90%	82	7%	Are there exterior propane fuel tanks?
55	4%	133	11%	1051	85%	For the facilities with exterior propane fuel tanks, are they protected?
625	50%	401	32%	213	17%	Is the water supply to the building protected?
244	20%	906	73%	89	7%	Is the main unit of the air/ ventilation system accessible to the public?
1024	83%	113	9%	102	8%	Is the wire closet locked?
977	79%	129	10%	133	11%	Is utility access locked?
457	37%	663	54%	119	10%	Is there exterior access to the electric service?
401	32%	634	51%	204	16%	Is there exterior access to the gas service?
377	30%	714	58%	148	12%	Is there exterior access to the water service?
308	25%	817	66%	114	9 %	Is there exterior access to the telephone service?
132	11%	757	61%	350	28%	Is there exterior access to any other heating source?
161	13%	919	74%	159	13%	Is fuel stored within the building?

Table E.M.1

N. Electronic Monitoring

This section asks to identify areas that are monitored by electronic means, such as cameras or security alarms. The question only asks to positively identify area that are monitored. As no identification was made as to whether the facility has such an area (presumably most federal facilities do not have cell blocks), percentage responses would have been meaningless. Table E.N.1 identifies the number of facilities that have each type of area monitored by electronic means.

Count of Facilities with Electronically Monitored Areas	Type of Area
459	Lobby
298	Secured Corridor
185	Courtroom
297	Parking
173	Cell Block
133	Prisoner Handling
344	Office Door
152	Stair Well
253	Security Screening Post
225	Interior Security Patrol
475	Building Perimeter
653	Entrance
251	Garage

Table E.N.1

Appendix F - Cost Matrix

ESTIMATED SECURITY COST OF A SAMPLE MULTI-STORY LEVEL IV BUILDING

BUILDING MODEL BASED ON:

17 Story Multi-Agency
380,000 Total Square Feet
22,500 Square Foot/Floor (Average)
More Than 450 Employees

648 Feet Building Perimeter
30 Foot Street Set-Back (Average)
2 Level Interior Parking Garage With 20 Spaces
2 Level Adjacent Parking Lot With 170 Spaces

Tenant Agency Mix:
ATF
DEA
U.S. Secret Service
IRS Criminal Investigative Division
GSA Field Office

SECURITY MEASURES	NEW CONST. COSTS	RETROFIT COSTS
PERIMETER		
Interior Parking Garage Barrier and Access Control	$12,150	$13,500
Pop-Up Hydraulic Barrier	$35,000	$40,250
Adjacent Parking Control (Assigned Spaces With Decals)	$850	$850
Fifteen Adjacent Parking Lot Lights With Emergency Power Backup	$37,500	$41,300
Six Closed Circuit Television Cameras (Pan-Tilt Zoom) With Time Lapse Video Recording	$85,000	$105,000
ENTRY		
One Magnetometer & X-Ray	$45,000	$45,000
Guard Post @ Entrance / Magnetometer / Parking (Five Guards on Staggered Shifts Covering a 10 Hour Day, Including Relief & Roving Patrol)	Per / Year $160,000	Per / Year $160,000
Guard Patrol - 24 Hour (Excluding Business Hours)	Per / Year $102,000	Per / Year $102,000
Three Card Readers for Controlled Entrances	$4,500	$5,400
One Central Intrusion Alarm System (Includes 7 Entry Points)	$2,500	$3,150
INTERIOR		
Approximately 450 Employee Photo ID's	$2,800	$2,800
Approximately 450 Security Access Cards	$2,000	$2,000
Internal Security / Alarms (e.g., CCTV Cameras / Monitors, Intercoms, Duress Alarms, Electronic Door Strikes)	$720,000	$972,000
One 4 KWA Uninterruptable Power Supply	$10,000	$12,000
Fire Detection / Protection System (Upgrade)	$500,000	$675,000
SECURITY PLANNING		
Annual Employee Security / Safety Training	$12,000	$12,000
Install Mylar on Exterior Glass Surfaces (93,000 Square Feet)	$743,000	$815,000
ESTIMATED TOTAL COST	$2,474,300	$3,007,250

Note: Cost is Based on Adoption of Current Standards and Measures. Future Standards May Be Developed That Would Affect Overall Cost.

Appendix G - Role of GSA

G.1 Role and Mission of GSA and FPS

The General Services Administration is the government entity charged with providing office space for most of the federal civilian workforce. As a part of this mission, GSA's responsibility is to protect Federal property under its charge and control by providing a safe and secure environment for the conduct of government operations.

The Federal Protective Service (FPS), a division of GSA's Public Buildings Service, is responsible for accomplishing GSA's physical security and law enforcement mission. FPS's mission is to protect the federal workplace. This includes preventing the disruption of operations, and ensuring the safety and security of over one million government employees and thousands of daily visitors in over 8,100 buildings nationwide.

The functions of FPS are performed by a highly trained workforce consisting of police officers, criminal investigators, physical security specialists, security system installers, and control center operators. FPS services include: responding to criminal incidents, installation and monitoring of security devices and systems, crime prevention activities, investigating criminal incidents, performing physical security surveys, security advisory services, and coordinating a comprehensive Occupant Emergency Plan program.

G.1.1 Physical Security Survey Program

The central component of GSA's physical security program is the security survey. Security surveys are recurring, on-site inspections and assessments of risks, threats, and vulnerabilities at each GSA controlled facility. Surveys are conducted on a one to four year cycle based upon a number of variables including building size, nature of operations, and identified or potential threats.

G.1.2 Risk Assessment Methodology and Matrix

During the survey process, the Physical Security Survey (PSS) utilizes a computerized program called the Risk Assessment Matrix (RAM). RAM evaluates a wide range of criteria such as building environment, crime rate, physical structure, value of the building and its contents, mixture of tenants, and architectural features. Through this process, specific risks to a building are defined, and appropriate countermeasures are recommended. Countermeasures, or actions designed to mitigate risks, are divided into four categories: electronic security systems, security guarding, crime prevention programs, and physical deterrents (locks, key control, protective barriers, protective lighting, environmental and/or architectural design or redesign).

While RAM represents an overall analysis of security needs, it is only one essential part of a

complete physical security survey. The survey also includes a complete descriptive narrative, interview results, and photographs of the facility. With respect to the risk assessment, the Physical Security Specialist must analyze the countermeasure recommendations within the parameters of their professional judgement, taking into account any factors which may not have been considered by the matrix. When differences occur, the security specialist is responsible for making a final determination. In addition, the specialist must decide upon the specific types of devices, systems, or services which would most effectively meet the countermeasure recommendations.

The security survey program and risk assessment methodology have proven historically to be effective and valid tools in both resource allocation and the mitigation of risk. The combination of the RAM and the experienced judgement of the FPS security specialist has been a welcome assurance to client agencies that their work environments are safe and secure.

G.1.3 The Role of Private Contract Security Services

To augment its uniformed force, the FPS oversees a contract guard force consisting of more than 2,300 positions in over 700 locations. Contract guards primary duties include performing access control and security patrol function within GSA controlled space.

G.1.4 Security Role in Construction

The Security Design Chapter of GSA's *Facility Standards for the Public Buildings Service* provides advice and guidance to architects and engineers on the basic security requirements for GSA buildings. Topics covered include building classifications, access controls, security system design, parking lot/structure security, and areas requiring special security measures such as credit unions and child care centers.

G.1.5 Countermeasure Identification

FPS maintains a database to track, by building, the countermeasures installed at each facility nationwide. In addition, a separate database records the criminal incidents reported at each facility. Both databases are utilized extensively by physical security specialists when conducting security surveys and recommending countermeasures.

Appendix H - Federal Agencies with Independent Real Property Authority

Federal Agencies With Independent Real Property Authority

American Battle Monuments Commission
Department of Health and Human Resources
Department of Commerce
Department of Energy
Department of Justice
Department of Labor
Department of State
Department of Agriculture
Department of Education
Department of Housing and Urban Development
Department of Interior
Department of Transportation
Department of Treasury
Department of Veterans Affairs
Environmental Protection Agency
Federal Communications Commission
Federal Emergency Management Agency
General Services Administration
Government Printing Office
Commodity Futures Trading Commission
National Achieves and Records Administration
National Science Foundation
National Aeronautics and Space Administration
Tennessee Valley Authority
US Postal Service
US Information Agency

There are 26 federal agencies that are authorized to purchase, own, or lease space, buildings, or other parcels of land. The largest of these agencies are GSA, DoD, and State. Normally the facilities owned by these agencies are specific to there mission, such as, research and development type needs. GSA is the largest and has the only real authority that allows an agency to sublet the space to other agencies and to purchase buildings for that purpose.