

SEP 16 2001

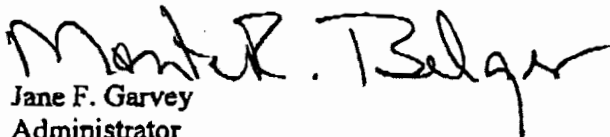
GENOT

TO: ALL FAA Facilities

ACTION: Visitors to FAA Facilities

1. In our continued vigilance to ensure the safety and security of FAA employees and our mission integrity, the Administrator has directed that no visitors shall be allowed access into FAA facilities. For the purposes of this GENOT, a visitor is defined as any individual(s) not in the possession of valid FAA Identification Media. Exemptions from this requirement are noted below and only when escorted by persons possessing valid FAA ID Media:
 - Local, State and Federal Law Enforcement Personnel. Access control procedures outlined in FAA Order 1600.69A, FAA Facility Security Management Program, Appendix 6, Paragraph 5a and 5b apply.
 - Emergency Services Personnel (Medical, Fire, etc.)
 - Authorized U.S. Military personnel in possession of a valid US Uniform Services ID Card (Facility manager may determine if escort is required based on official duties.)
 - Critical Utility and Service Personnel (i.e., utility service providers, food services, US Postal Service and delivery services, etc.)
 - Individuals required to conduct normal business with the FAA are permitted to access FAA facilities only after a pre-arranged appointment has been scheduled.
2. Where Child Care Center's (CCC) are located inside the FAA perimeter, the following measures shall be implemented:
 - CCC shall provide the FAA facility with a list of all persons who require access to the CCC.
 - FAA Facilities are hereby authorized to produce and issue a local site specific ID media. The ID Media must contain name, photo, and expiration date and only provide access to the CCC portion of the facility.
 - Guard force personnel must be instructed to visually inspect all CCC ID media prior to granting access to the facility.
3. Other personnel requiring access for official reasons and not listed in the categories above must be approved by facility managers and coordinated through the regional Servicing Security Element prior to access being granted.
4. Positive photo identification is required for all personnel listed as exceptions to the "no visitor" requirement above. A visitor log shall be maintained indicating the date, time and where possible, copies of the photo identification.

5. With the exception of emergency medical vehicles responding to a declared emergency, all non-employee vehicles must be inspected prior to entering a FAA facility.
6. As a reminder, all FAA personnel need to be especially vigilant and ensure strict access control measures are enforced and any unusual or suspicious activity shall be reported immediately.
7. This message will remain in effect until rescinded by the undersigned.


Jane F. Garvey
Administrator

JK