

Title: NAVCOMTELSTA JACKSONVILLE END OFFICE SWITCH SOP: OSCAR 26

Subj: ACCESS FOR BCO JACKSONVILLE RESTRICTED AREA

Purpose: The purpose of this Standard Operating Procedure (SOP) for access is to clarify and delineate the process by which employees, contractors, vendors and other individuals will be authorized for access, and the conditions for controlling that authorized access. Limiting access to authorized contractors, vendors and civilians will eliminate potential risks involving telecommunications services.

Responsibility: It is the responsibility of NCTS Jacksonville BCO Department to provide a secure operational telecommunications environment for NAS Jacksonville and NS Mayport, 24 hours per day for seven days a week on (24/7).

Discussion: All civilians at NCTS Jacksonville and authorized contractors shall only allow authorized personnel in BCO restricted areas.

Action:

1. Visitors in the restricted telephone areas who are unknown and unexpected are unauthorized. Immediately contact one of the following before requesting visitor to leave:
 - Johnny Buettgen, GMSI Project Manager (904) 542-4569
 - Janice Fitzpatrick, BCO Jacksonville Division Manager (904) 542-4383
 - CWO5 Steve Scrambling, N6 Director (904) 542-4102
 - Communication Watch Officer (904) 542-3777 after hours
2. Guidelines
 - A. NCTS Jacksonville Building 27 facility is a controlled access building. The information and telecommunications operations are mission critical, sensitive and confidential in nature. Therefore, it is necessary to limit building access to those people who have a business reason to be there, or who are visiting a specific employee at the facility.
 - B. Entry to the building must be recorded. There must be a record maintained of persons who enter the building for access to BCO restricted areas. This recording may be accomplished through the use of a card access control system, a sign in log, video monitoring system, or other mechanism. No one will be admitted to any access controlled area of the building unless by proper use of an authorized

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access control card, escort, or signing a log and presenting identification credentials.

- C. Employees are responsible for all persons who visit them whether for business or personal reasons. Employees must provide an appropriate level of supervision of visitors so that security requirements are maintained. While it is not necessary for an employee to accompany a visitor continuously, the employee must ensure the visitor does not inadvertently compromise security or disrupt essential services. For example, the visitor must be supervised while in the switch and/or frame room and escorted to and from the building exit.
- D. All persons in the BCO area must prove identity. Building employees and resident contractors must wear identification badge while working at all times. Visitors and occasional contractors will be issued a temporary badge identifying them as a visitor or contractor after presentation of proof of identity. Because employees, contractors, and authorized visitors are identified, it will be easy to spot an unauthorized individual in the building. Persons who are unable to present proof of identity and/or unauthorized must be considered a security risk, and must not be allowed in the restricted areas.
- E. Notification of potential interruption of telecommunication services. BCO Jacksonville is currently responsible for over 15,000 lines/circuits that are operationally critical for the shore missions (resident, tenant commands & organizations) and afloat (ship) customers within the Southeast Region. The switching network infrastructure serves all voice, data and video communications within the region.

Normal operations are the hours between 0700 and 1600 Monday through Friday, which excludes the following federal holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

All vendors and government employees (military/civilian) are required to schedule any potential service affecting work (i.e. trunks, switch, etc.) after normal working hours, 24 hours prior to requested service date.

The BCO contacts for request of approval:

Mr. John Buettgen, GMSI Manager

Naval Computer and Telecommunications Station (NCTS)

Phone: (904) 542-4569 Fax: (904) 542-5134

Email: john.buettgen@navy.mil

Ms. Janice Fitzpatrick, BCO Jacksonville Division Manager

Naval Computer and Telecommunications Station (NCTS)

Phone: (904) 542-4383 Fax: (904) 542-5134

Email: janice.fitzpatrick@navy.mil

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3. Procedures

A. Access Control System.

Access to the NCTS Jacksonville Complex is controlled through the use of a card access system. This is a proximity card access system in which the access card is held in close proximity (about 2") to the reader. All access attempts, whether successful or failed are recorded and stored by the access control system. NCTS Jacksonville Security Division manages the system.

B. Access Identification Badges – General

1. All persons in access controlled areas must wear and display a valid ID badge issued in accordance with this policy.

2. Employees must immediately escort persons found in BCO access controlled areas without proper identification to the BCO Division Manager or Department Head.

C. Mandatory use of access badges at all doors.

1. Access badge holders must record their entry to any access controlled area using their assigned access control badge. Badge holders must use their badge on every entry, regardless of whether the entry door is locked, unlocked, open, or closed.

2. Access badge holders must not use their access badge to grant another person access to any access controlled area unless they are directly escorting that person. No piggy backing will be permissible.

3. Access badge holders must not give their access badge to another person for the purpose of granting that person access.

D. Requesting Access to NCTS Jacksonville BCO areas

1. A standard access request form must be filled out and approved. Contact the following for the access form and procedures:

Mr. Ken Bridges, Physical Security Manager

Naval Computer and Telecommunications Station (NCTS)

Phone: (904) 542-6896 Fax: (904) 542-2913

Email: kenneth.a.bridges@navy.mil

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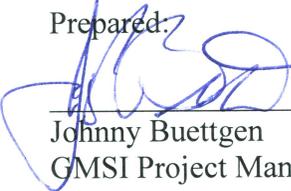
The Security Division will verify with BCO Contacts stated in this SOP prior to processing access request forms for buildings 27 and 2276.

2. Requests for new access or changes to access must be made by use of the form only. Other requests that do not require a change of access such as requests for replacement badges or new photo overlays may be made to Ken Bridges or Calvin Jones.

E. Lost, stolen, misplaced, and damaged Access Badges.

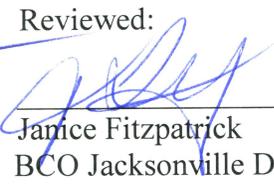
Lost, stolen, or misplaced badges must be reported to the Security Division as soon as the loss is discovered, so that the card may be deactivated from the access control system. Failure to notify the NCTS Jacksonville Security contacts stated in this SOP in a timely manner could result in a breach of building security through the use of misplaced badges.

Prepared:



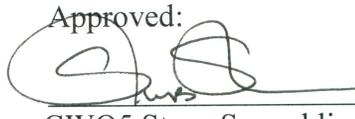
Johnny Buettgen
GMSI Project Manager

Reviewed:



Janice Fitzpatrick
BCO Jacksonville Division

Approved:



CWO5 Steve Scrambling
N6 Director

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