

Building Access and DOE Badges

Employees entering DOE facilities must have either a DOE photo identification Security Badge or a DOE Temporary Badge. Either badge must be displayed above the waist in plain view at all times while in DOE facilities. Employees must present said badges to Protective Force personnel for inspection prior to entry into the facilities.

You should have been provided instruction by email regarding training that must be completed prior to receiving your DOE Badge. It is essential that you complete the online training that was outlined in the instruction prior to reporting for work. If the training is not completed in advance, your badging process will be significantly delayed. If you did not receive this information by email, contact the Human Resources Assistant (208-526-5689) immediately.

After your enter on duty, you will be required to complete the Homeland Security Presidential Directive HSPD-12 badging process that is standard for Federal Employees and contractors. All new Federal employees are required to present two identity source documents (i.e., U.S. Passport, driver's license, identification card with photograph issued by a Federal, state, or local government agency, etc.), have their fingerprints taken, and undergo a background investigation (the identity proofing process) prior to being issued a DOE standard badge (identity or PIV badge). You will be notified of when you must present yourself to the badging office to complete this process.

Prohibited Articles

The following articles are prohibited from DOE property and facilities:

- Dangerous Weapons
- Explosives
- Dangerous Instruments or Material Likely to Produce Substantial Injury or Damage to Persons or Property
- Alcoholic Beverages

Security Areas

Designated security areas restrict entrance to those without appropriate security clearances. You are prohibited from entering these areas until you receive an appropriate security clearance or are constantly escorted by an appropriately cleared individual. Organizations sponsoring visits grant approval on a case-by-case basis.