

EFCOG Safeguards & Security Working Group (SSWG)

Program Planning & Management Subgroup

Title: Personnel Security Investigator Access Management in Optimized Telework During COVID and Beyond Best Practice

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Best Practice:

Background investigators are conducting interviews by phone and video conferencing. HR Personnel Files reviews are conducted remotely by investigators. Personnel Security maintains electronic processing files on each investigator that has been granted a visitor badge for access to PNNL in PNNL's DOE approved records storage. This makes access to and record updates easy for those in Personnel Security with a need whether teleworking or onsite.

Background investigators issued Pacific Northwest National Laboratory (PNNL) visitor security badges for access to staff and facilities before optimized telework during COVID-19 no longer needed those visitor badges. PNNL Personnel Security requested return of the visitor badges. The security badges were shipped back to PNNL Badging by the investigators.

Investigators must make every effort to conduct interviews via telephone or video calls before attempting to schedule an in-person interview. If in the future, temporary PNNL physical access may be needed to interview an essential onsite staff member during optimized teleworking where a remote interview cannot be conducted. If both parties agree to schedule an in-person interview at a PNNL location, investigators wear their HSPD-12 credentials on a lanyard to gain escorted access. Maximum Approved Personnel Limits (APLs) in all buildings will be adhered to. Face coverings are mandatory within all buildings, and at/or within 6-foot distance from others outside. When face coverings are worn, eye protection is also recommended.