Physical Protection (PE) Policy

Document Version: 1.1

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1. Overview

Physical Protection (PE) practices are designed to limit physical access to DoD Supply Company information systems, equipment, and the respective operating environments. The purpose of this policy is to provide guidelines for establishing physical protection practices for DoD Supply Company information systems, facilities, and activities.

2. Purpose

The purpose of this policy is to secure and protect the information assets owned by DoD Supply Company Corporation. DoD Supply Company provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives in order to protect Federal Contract Information (FCI) and company proprietary information . DoD Supply Company grants access to these resources as a privilege and must manage them responsibly to maintain the confidentiality, integrity, and availability of all information assets.

3. Scope

This policy applies to all of DoD Supply Company employees, contractors and vendors who connect to IT resources (e.g., workstations, servers, applications, or network devices) that contain or transmit DoD Supply Company information. This policy applies regardless of whether the access is to a local machine (i.e., DoD Supply Company-issued laptop or desktop computer) or a non-local resource, such as network-based file shares.

4. Roles and Responsibilities

Role	Responsibility
Executive Leadership	• Approve and support the policy
Facility Security Officer (FSO)	• Develop the policy and direct its adoption corporate wide • Maintain the policy • Enforce compliance
HR Manager/Department	• Issue Badges and enforce policy
Users	• Comply with the policy • Report any needed exceptions or non-compliance to Managers

5. Policy

General Requirements

- The DoD Supply Company FSO shall develop and implement procedures to enforce strict Physical Protection measures across the entire corporation.
- These procedures should include and enforce the minimum requirements listed below:
  - All access to DoD Supply Company information systems, facilities, and activities will require the use of a DoD Supply Company issued "AlphaCard" RFID access card.
  - All company AlphaCards will be produced using the AlphaCard PRO 750 ID Card System and include the following:

    Authorization for badge:

    - o a detailed business justification for any physical access to company information systems or resources;
    - o the length of time, if temporary, the badge will be required;
    - o written approval from the requestor's immediate supervisor; and
    - o written approval from Department Manager.

    Required data on each badge:

    - o Name (Full Name)
    - o Department
    - o Level of Access
      - o Yellow w/Black band - Visitor
      - o Green Band - Standard (Building Access/Intra/Internet Access)
      - o Gray w/Red Band- Proprietary/FCI Access
      - o Blue Band – Corporate/Management
    - o Employee Picture
    - o Expiration Date

5.1 Limit Physical Access (PE.L1-3.10.1)

- All individuals will be required to use the appropriate access badge to gain access into specific areas of the DoD Supply Company operating environments for access to specific equipment.
- Personnel with access to DoD Supply Company operating environments will adhere to the specific guidelines for each environment listed below:

Environment	Requirements
HR Department	The HR Department is authorized access for those conducting official Human Resources related task(s) for the DoD Supply Company
IT Department	The IT Department is authorized access for those conducting official IT/cyber related task(s) for the DoD Supply Company
Exec Suite	The Executive Suite is authorized access for executive staff or managers conducting official DoD Supply Company related task(s)
IT Closet #1	IT Closet # 1 shall only be utilized for authorized individuals with the sole purpose of conducting network equipment maintenance or upgrades. This also requires two personnel for access (two separate key cards)
IT Closet # 2	IT Closet # 1 shall only be utilized for authorized individuals with the sole purpose of conducting network maintenance or upgrades. This also requires two personnel for access (two separate key cards)
Datacenter	The Datacenter shall only be utilized for authorized individuals with the sole purpose of conducting equipment/network or application fault isolation, maintenance, or upgrades.

5.2 Authorized Personnel

- The following individuals are authorized access to DoD Supply Company information systems to include switch closets, datacenters, and wireless access management areas:

Table 5.2: Authorized Personnel

Name	Title	Access
Samuel Security	FSO	All Access
John Smith	Information Owner	IT Department/ Exec Suite/Datacenter
William Smith	CISO	IT Department/ Exec Suite
Janis Overworked	SSO	IT Department/ Exec Suite
Robert Technical	IT Manager	IT Department/ Datacenter/ IT Closet 1 & 2
Michelle Kerberos	IT Technician	IT Department/ Datacenter/ IT Closet 1
Larry Lockedout	IT Technician	IT Department/ IT Closet 2
Michael Gethired	HR Supervisor	HR Department
Jill Overpaid	HR Technician	HR Department

5.3 Escort Visitors (PE.L1-3.10.3)

- All DoD Supply Company visitors will be escorted. This includes, but is not limited to contractors, vendors, government personnel, and maintenance personnel. A DoD Supply Company employee will escort the visitor to their pre-designated area for that day. No visitor shall come on premise without prior coordination.
- All visitors will be issued and display the DoD Supply Company "Visitor" , **escort required** badge (see paragraph 6). At no time will the visitor remove the badge or display the badge in an area that can not be seen clearly by DoD Supply Company employees and security staff. Placement of badges are shown in paragraph six.
- All visitors will sign in at the front door (Main Office Door on Securityville Ave.). When signing in the front desk security guard will verify identification using state or government issued ID card (State license, Government ID Card, Passport). The security personnel will verify/annotate the reason for visit and notify escort. Visitor badge number, time of arrival, and reason/purpose for visit will be documented on the visitor log. Upon exit of any visitor, the security personnel will collect the visitor badge and annotate the time of departure on the visitor log.

5.4 Physical Access Logs (PE.L1-3.10.4)

- All visitor logs will be retained for three (3) years on the DoD Supply Company, Intranet, Security Portal, under Physical Security Audit Logs. All physical access badging system (door access card system) logs for each proximity badge reader will be exported, stored, and retained in the DoD Supply Company, Intranet, Security Portal, under Physical Security Audit Logs for a minimum of three (3) years.

5.5 Manage Physical Access (PE.L1-3.10.5)

- All DoD Supply Company Physical Protection assets (devices) will be identified, controlled, and manage by the Facilities Security Officer (FSO). Any changes, purchases of new equipment, software/firmware updates, issuance of new badges, or any other changes to the Physical Protection assets will be approved by the FSO.
- All assets listed below have been approved for use within the DoD Supply Company corporate environment:

Table 5.5: Physical Assess Devices

Asset	Model Number	Managed By
ID Card System	IDCARD-L11	HR Department/FSO
ID Suite v11 software	ID-Elite-v11	HR Department/FSO
Visitor Pass Secure Software	VP-SECURE	HR Department/FSO
SR3 Mobile Access Reader	SR3-US-0001	HR Department/FSO
HD Pro Webcam ID Card Camera	CAM-000764	HR Department/FSO
Premium Blank PVC Cards	ACS-8030WTHC	HR Department/FSO
Backlit Signature Capture Terminal	T-LBK460-HSB-R	HR Department/FSO
USB Megapixel ID Camera with Flash	CAMUSBFLASH	HR Department/FSO

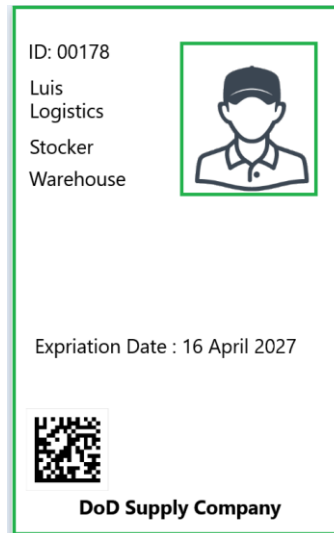## 6. Electronic Badges

6.1 Physical Access Badges

The following are examples of DoD Supply Company Badges with the appropriate designations and markings. If you have any questions or concerns, please contact the company FSO, dodsupplycoFSO@dodsupplyco.com:

Visitor Badge

Arrival Date:
12/12/2021
Name:
James
Johnson

Visitor

Escort Required

General Employee

ID: 00178

Luis
Logistics

Stocker

Warehouse

Expriation Date : 16 April 2027

DoD Supply Company

Proprietary/FCI Badge

ID: 00014

Michelle
Kerberos

IT Technician

IT Department

Proprietary/FCI Data Access

Expriation Date : 24 January 2027

DoD Supply Company

Corporate/Management

ID: 00007

William
Smith

CISO

C-Suite

Proprietary/FCI Data Access
Corporate/Management

Expriation Date : 05 July 2025

**DoD Supply Company**

6.2 Wearing of Physical Access Badges

The following is an example of how to wear a DoD Supply Company physical access badge. The DOD Supply Company physical access badge will be clipped to the outside of left breast pocket (or directly to the shirt/coat). DoD Supply Company employees can wear badges on a lanyard around the neck if they choose. If you have any questions, concerns or limitation(s) that would prohibit the wearing of the badge in the prescribed manner, please contact the company FSO, dodsupplycoFSO@dodsupplyco.com:
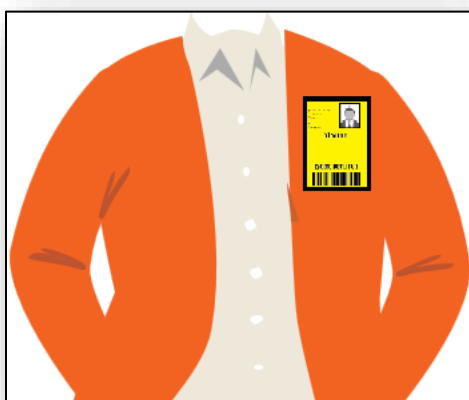
Visitor Badge	**Internal Staff**
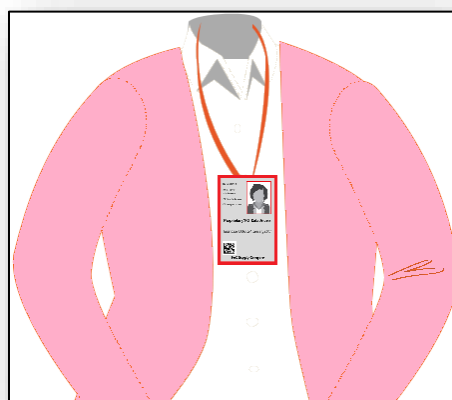
7. Policy Compliance

General Compliance

The FSO will develop and implement processes to ensure that this policy and any procedural guides are applied consistently to all aspects of physical security to ensure physical safeguards remain in place in all operating units.

8. Exceptions

Any exception to the policy must be documented and approved by the DoD Supply Company FSO.

9. Enforcement

The FSO will regularly perform manual and automated testing to ensure all systems are compliant with this policy.

10.   Related Standards, Policies and Processes

- IT Security Policy
- Facilities Security Procedures

11.   Revision History

The revision history shall be maintained throughout the entire life of this policy. Each published update shall be recorded. Full revisions (1.0) are considered a complete reissuance of the policy and are greater than or equal to 10% of the document. Partial revision (1.1) is considered minor corrections and don't require reissuance.

Revision History:

Version Number	Change criteria	Date
1.0	Initial document draft approval/release	09/11/21
1.1	Updates to correct CMMC v2.0 changes	1/16/22

12.   Approval and endorsement by management

This policy is fully endorsed by all levels of the DoD Supply Company Management and Leadership Team, to include the company owner who is responsible for all contracts and associated customer, proprietary, and FCI data.

John Smith

John Smith
Owner, DoD Supply Company