

FOB Policy

Document Version: 1.0.0

Change Record

Date	Version	Author	Changes Made / Section(s)
February 4, 2019	1.0.0	ISSM	Initial Document
February 11, 2020	4.0.0	ISSM	Added Platform One

1.0 Overview

The FOB policy will lay out how to request FOB to access the Space Camp facilities. The policy will lay out when your initial request will be submitted and when to expect to receive your FOB. Also laid out in this policy is what to do if your FOB is locked out after 30 days.

2.0 Policy

1. **Initial FOB request** – New Space Camp or Platform One members needing access to Space Camp or Platform One facilities will put in a request for the FOB either ahead of Camp or Platform One Orientation or when signing in for Camp or Platform One Orientation. The FOB will be issued if the employee will be at least working out of Space Camp for 30 days.
2. **Team requesting FOB** – Once new request is put in for the FOB via the sign in sheet at Camp or Platform One Orientation, the team will email the list to Braxton Security to have the FOB's created.
3. **Distribution of FOB's** – Once Braxton Security returns the new FOB's to the Camp team, they will be handed out and signed for by the requesting employee.
4. **FOB Tracking** – The newly assigned FOB's will be tracked by the Cybersecurity team. Once the FOB's are distributed to new campers, the security team will upload the initial request form to the security GitLab repository into the documentation folder.
5. **Unlocking FOB's** – If an employee doesn't access the Space Camp or Platform One facility within 30 days, the FOB is locked out for inactivity. It is the responsibility the locked-out employee to open their own IT Issue Request to have the FOB turned back on. The information needed to do so will be the camper's name and the first set of numbers on the back of the FOB
6. **Lost FOB Fee** – If an employee loses their FOB or fails to turn it in when off-boarding Space Camp or Platform One, there will be a \$25 fee applied to the employee.

(EACH EMPLOYEE FILL OUT)

I, _____, (print full name) have received the following:

FOB for building(s) Space Camp & Platform One areas

Keys of office number(s) _____

Building FOB:

1) Your FOB gives you exterior/interior access to the building during business hours as well as after hours.

2) If you lose your Building FOB a replacement cost of \$25 will apply.

Signature _____

Start Date _____

Organization _____

End Date _____

Date _____

Work Email _____

Phone Number _____

SpaceCAMP or Platform One? _____

- IF YOUR FOB IS INACTIVE FOR 30 DAYS, IT WILL AUTOMATICALLY BE DEACTIVATED BY OUR SECURITY OFFICE
- TAIL-GATING THROUGH THE DOOR WILL COUNT TOWARD THE 30-DAY INACTIVATION TIME PERIOD
- DO NOT GIVE OR SHARE YOUR FOB WITH ANYONE
- FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN REMOVAL FROM FACILITY AND FOB ACCESS