d. **Administrative Officer:**

(1) Accompany Police Service representative conducting annual review of Security Program to assess training, compliance, and security issues, etc.

(2) Will request employee access from the Police. Areas of access are listed from Research 1 to Research 15.

Research 1	All Areas 24/7
Research 2	All Areas 7 a.m. to 5:30 p.m.
Research 3	2nd Floor Doors & 3A 24/7
Research 4	2nd Floor Doors & 3B 24/7
Research 5	2nd Floor Doors 24/7 (commonly used)
Research 6	2nd Floor Doors 7 a.m. to 5:30 p.m.
Research 7	3A Doors 24/7
Research 8	3A Doors 7 a.m. to 5:30 p.m.
Research 9	3B Double Doors 24/7
Research 10	3B Double Doors 7 a.m. to 5:30 p.m.
Research 11	W200 – Personalized Medicine 24/7
Research 12	W200 – Personalized Medicine 7 a.m. to 5:30 p.m.
Research 13	VMU 24/7 (last 4 used as PIN)
Research 14	VMU 7 a.m. to 5:30 p.m. (last 4 used as PIN)
Research 15	VERDICT – F300 Suite

(3) Will, update, add, or remove employees from the Research access list as needed or requested.

(4) Will review security access ati Will revie 0.00003l12.14 senta TJ in.64 Tm 0 G [(Research)-2(13)] TJ

d.

(3) Human Resources Management Service will fingerprint, initiate background investigations, issue the WOC appointment approval memo, and request ID card.

(4) Upon notification from the investigator that a VA employee or WOC employee is leaving, the Research Office will initiate the departure clearance (ePAS) notice to cancel flash ID card access

(5) Vendors/contractors are restricted from lab areas unless they have approval from the Administrative Officer or ACOS for Research, sign in and obtain a visitor badge from a Research staff member. Service contractors arriving to perform repairs, calibration or services on equipment should have already made arrangement for these services with a point of contract within Research such as the AO. A purchase order number should be validated prior to allowing services to be performed on equipment

(6) Identification Cards. All persons within the VHCS facility must wear a clearly visible VA identification badge at all times. Identification cards should always be worn above the waist and not at or below the beltline

11. REFERENCES: VHA Handbook 1200.06 & 1200.08, Appendix E; VA Handbook 0710 (see subpar. 7c (2)); 42 CFR 73.10, 7 CFR 331.10 or 9 CFR 121.10