



Controlling Access to OIG Workspace

To protect OIG people, property, and information, we need to work together to make sure everyone in our workspace has a reason to be in our workspace. This Directive explains how we control access to the 740 15th Street building. Field managers need to establish similar access procedures and coordinate with their building managers as appropriate.

Which visitors have a reason to be in our workspace?

Visitors with good reasons can include those here for meetings, assistance, coordination, official deliveries, systems installations, interviews, investigations, etc.



How do visitors typically get in to our workspace?

Upon arrival, visitors with a reason to be in our workspace usually sign-in at the lobby concierge desk and call their contact or an OIG office for escort. In some cases, these approved visitors arrive to the workplace along with their escorting OIG employees.

Less frequently, visitors inappropriately access our workspace by tagging along with others or after someone with floor access clears them in at the elevator card reader.

As an OIG employee, what do I need to do to show that I have a reason to be in our workspace?

Please display your Treasury building pass/credential at all times. If you don't, you could lose unaccompanied access to our workspace.

How should I control my visitors' access to our workspace?

Accompany each visitor throughout OIG workspace or if you believe it appropriate, arrange to issue to her or him a temporary visitor badge and building pass for unaccompanied access. These are available from the Office of Management and in certain cases, from other offices. Please make sure to get the building pass back to whoever provided it when your visitor no longer needs it.

What should I do if I see someone in our workspace without a Treasury or OIG temporary building pass?

Please say, "Excuse me, I'm sorry, but I don't recognize you and I noticed you are not wearing a building pass. May I ask you where you work? May I escort you to your office so you can get your/a building pass?"

After you have escorted the person, please report the instance to the Office of Management, Asset Management Division.

If I have a question about this policy, whom can I contact?

Please contact in the Office of Management at (202) 927-5200 or send an email to OIG-OM@oig.treas.gov.