



**FEDERAL AVIATION ADMINISTRATION
Mike Monroney Aeronautical Center
Office of Facility Management**

**ORDER
AC 1600.86**

Effective Date:
06/01/2020

SUBJECT: MMAC Visitor Control Policy

1. Purpose of the Order. This Order establishes the Mike Monroney Aeronautical Center (MMAC) visitor policy and describes the processes and procedures for visitors to access MMAC. MMAC visitors are defined as non-PIV holder, non-FAA employee/contractors. This policy does not apply to visits by Department of Transportation (DOT)/FAA Employees (Government, Contractor, and Consultants) wearing valid DOT/FAA Identification media.

2. Audience. The audience for this Order is all MMAC employees, students, contractors, other government employees, and military personnel assigned to the MMAC.

3. Where You Can Find This Order. The published Order is located on the FAA.GOV website at https://www.faa.gov/regulations_policies/orders_notices/ or on the MyFAA Employee website at http://www.faa.gov/regulations_policies/orders_notices.

4. Related Publications and References. See Appendix B, AC 1600.21xx

5. Definitions. See Appendix C, AC 1600.21xx

6. Explanation of Policy Changes.

- a. Establishes a separate policy under Order AC 1600.21xx for visitor control.
- b. Updates the visitor procedures for foreign national visitors to MMAC, IAW FAA Order 1600.69xx.
- c. Adds policy and procedures for hosting visits by Federal Executives, other State and Local Government Officials, Foreign Dignitaries and Heads of State.
- d. Revises policies and procedures for identity verification of visitors to comply with the Public Law (PL) 109-13, 119 Statute 302, REAL ID Act of 2005.
- e. Revises Roles and Responsibilities to reflect new policies and procedures for hosting visitors at MMAC.
- f. Provides required policies and procedures for cooperating with Law Enforcement Agencies (LEAs) and process servers.

7. Background. In support of the FAA's continuing mission to provide the safest, most efficient aerospace system in the world, the MMAC promotes academic and industry partnerships and has

a keen interest in international cooperation in the research, development, and acquisition of aviation systems and technologies that enhance aviation safety. These efforts involve official and unofficial visits by a wide range of people including U.S. persons (i.e., U.S. citizens and U.S. nationals), foreign nationals, and foreign representatives.

8. Scope. This Order must be distributed to program director level at the Aeronautical Center and to all tenant heads.

9. Roles and Responsibilities.

a. Managers.

(1) Implements proper visitor control procedures that comply with this policy for their area(s) of responsibility.

(2) Notifies SSE through the International Visitor Program (IVP) of any foreign national visitors.

(3) Notifies the Aeronautical Center Director (AMC-1), Quality Systems and Business Staff (AMC-3), SSE, and Operations and Maintenance (AMP-300) of any visit requests by U.S. Senators and Members of the U.S. House of Representatives, Governors, elected State officials and local government officials, and declared candidates for elected offices during the election cycle, as well as staff of these officials.

b. MMAC Employees

(1) Adheres to and implements the policies contained within this Order.

(2) Curtails immediately a visitor's access and notifies his/her supervisor, office manager, and SSE when circumstances change or arise that could possibly compromise information, systems, and operations.

(3) If an unescorted visitor is discovered in a non-public space, reports the unescorted visitor immediately to his/her supervisor or security officers where he/she is present.

10. Policy. The following policy applies to all MMAC facility visits. Additional guidance for hosting visits by Federal executives, State and local government officials, foreign dignitaries, and Heads of State visits is located in Appendix A. Additional guidance for hosting visits by foreign nationals is located in Appendix B. Guidance for cooperating with Law Enforcement Agencies (LEAs) and process servers is located at Appendix C.

a. U.S. persons may be allowed access to FAA facilities without prior SSE approval when the visit does not involve circumstances or information described under paragraph 11, Visits Requiring Access to Classified National Security Information (CNSI), Areas and Equipment, and if the Facility Manager approves the visit and ensures compliance with the security requirements of this Order and all applicable FAA orders and directives. Any conflicting

guidance contained in this Order and any other applicable DOT/FAA order or directive will be referred to SSE for resolution.

b. Legal permanent resident (LPRs) may visit MMAC if both the Facility Manager and SSE approve the visit. SSE will verify the visitor's status with the U.S. Citizenship and Immigration Services and advise the requestor of the decision. SSE and the Facility Manager may approve the LPR visitor for a period of up to one year.

c. All visitors (both official and unofficial, including family members) must be sponsored by an FAA employee or an FAA contractor who has been favorably adjudicated background investigation has been completed. Occupational Safety and Health Administration (OSHA) inspectors, Air Traffic Safety Inspectors, the Inspector General (IG), etc., visiting MMAC on official business must be granted access. However, AMP-300 is required to verify their identity and ensure that a bona fide need has been established for the individual to visit. If the visitor's identity cannot be verified or a bona fide need established, then the visitor may be denied access.

d. All visitors to the MMAC must be identified either through current Government-issued ID such as a driver's license or personal recognition for family members under 18 years old that may not have an ID. The Government-issued ID must be current (not expired), legible, and have a clear picture of the individual.

e. The following are acceptable forms of ID for visitors:

- (1) U.S. passport
- (2) Foreign passport
- (3) Permanent resident card or alien registration receipt card
- (4) Driver's license or ID card issued by a State or territory. (All state Licenses or IDs must be REAL ID Act compliant or have an active waiver in place.)
- (5) U.S. Military CAC or Dependent's ID card
- (6) Other Federal Government-issued CAC/PIV card

f. Unescorted Access Procedures: All visitors to the MMAC must have a valid Sponsor and be escorted at all times while on the MMAC grounds unless the Sponsor has received prior Office of Facility Management approval to be unescorted. To receive unescorted access to the MMAC all visitors must be approved 24 hours in advance of their visit, not including weekends and holidays. Sponsors must submit, by email, FAA MMAC Visitor Request Form 1600.50 to 9-AMC-PASS-ID-CENTER and the AMP-300 Facility Security Specialist to receive approval. All visitors without a 24 hour approval must be escorted by a valid Sponsor. The Sponsor must be physically present on the MMAC and meet the visitor at the MMAC entry point, i.e. SCC Visitor Center.

g. All visitors must sign in on the DOT/FAA Visitor Register, FAA Form 1600-8, providing all required information (See Appendix D for a copy of the form). Minors without ID will be signed in by their parent or guardian to document their presence at the facility. This includes minors that may be accompanying an FAA employee to their workplace for a special event or to visit the facility. If there is a large group of visitors, the visitors' information may be filled in prior to the visit. However, the visitors must sign next to their information to confirm their presence at the facility and verify that their information is correct.

h. All visitors are to be issued and are required to wear approved one day visitor ID media pass. Long term 30 day visitor ID media passes may be issued with the appropriate approval by AMP-300. The visitor ID media must be worn above the waist and below the neck in the front of their person on the outermost garments. Long Term ID media passes must not exceed 30 days. Any visitor requiring access to the Aeronautical Center for more than 30 (consecutive or aggregate) in a calendar year must be evaluated for by AMP-300 to determine if continued access meets need for investigative requirement. AMP-300 will coordinate with the SSE.

i. Sponsors/Escorts must maintain visual and voice control of all visitors at all times. Sponsors/Escorts, and all FAA employees must not allow visitors access to any FAA information technology (IT) or National Airspace System (NAS). This includes access to computers, computer networks, or live NAS equipment or systems (e.g., radio communications equipment, RADAR, etc.).

j. The sponsoring Line of Business must ensure a sufficient number of knowledgeable escorts are assigned to each visitor group in order to properly monitor and control visitor conduct and movement. SSE and/or AMP-300 may limit the number of visitors to minimize any adverse impact on facility operations.

k. Visitors are restricted from the use of cameras (including cellular phone cameras) and recording devices during their visit unless approval has been granted by the Facility Manager, SSE, or AMP-300. However, the sponsor may provide for or allow courtesy photographs with the visitor(s) in executive offices or reception/conference areas without prior approval provided that the areas are cleared of any classified and controlled/sensitive unclassified information (SUI) and indicators of sensitive activities.

l. All visitors are subject to inspection while in or on FAA property. MMAC will use screening equipment as authorized in FAA Order 1600.69.

m. Sponsors will discourage visitors from bringing in any item unless it is deemed necessary for the visit such as a briefcase, toolbox, etc. Upon exit of the facility, visitors should be reminded to gather up and remove all of the items that they brought into the facility when they arrived.

n. If a suspicious item is discovered during an inspection or if a visitor refuses an inspection, the visit will be cancelled and the visitor denied access to MMAC. If the suspicious item

discovered during an inspection poses a perceived imminent threat, appropriate first responders (e.g., law enforcement) will be contacted immediately with follow-up notification to AMP-300. In all instances of denied visits or suspicious item discovery, the security officer and sponsor manager must notify AMP-300 and complete an incident report. If the visitor is part of a larger group visiting MMAC, AMP-300, in coordination with the sponsor, will determine if the rest of the group may proceed with the visit or if the entire group will be denied access to the facility.

o. Although a visitor may be granted access to MMAC, sponsors will restrict visitors from accessing sensitive information or operations. Information access must be commensurate with the purpose of the visit and be considered before the visit is approved. The sponsor will ensure procedures are instituted that eliminate any unauthorized access to sensitive information or operations during a visit.

p. If a visitor is denied entry for any reason(s), as much of the following information as possible must be noted and documented prior to asking the visitor to leave and must be provided to AMP-300:

- (1) The identity of the denied visitor by logging his/her ID, such as state-issued driver's license, or passport.
- (2) The license plate number, issuing state, and expiration date of the denied visitor's vehicle.
- (3) Other characteristics of the visitor's vehicle: make, model, and color.
- (4) The physical characteristics of the visitor(s) including, but not limited to, the estimated height and weight, hair color, and any other distinguishing features (e.g., scars, tattoos).
- (5) The name of the organization the denied visitor claimed to represent and the stated purpose of the visit.
- (6) If applicable, the denied visitor's sponsor's name, organization and routing symbol, and phone number.
- (7) Any other pertinent information.

11. Visits Requiring Access to Classified National Security Information (CNSI) Areas and Equipment.

a. U.S. persons on official business may be allowed access to CNSI areas and equipment only after the visitor has been vetted by the Classified Information Security Manager (CISM) and COMSEC Responsible Officer (CRO). The CISM and CRO will coordinate through the SSE to determine the level of CNSI the visitor may access. The requestor/sponsor must provide the CISM with the proposed visitor's name, social security number, and agency ID at least

ten (10) working days before the visit. The CISM will request the SSE conduct the required agency verifications and advise the requestor/sponsor of the level of CNSI the visitor is cleared to access.

b. Unless approved by the CISM and CRO no visitors, including students, will be allowed access to:

(1) Any area where access will subject CNSI or communications security (COMSEC) materials or equipment to possible compromise.

(2) Any facility or area actively supporting classified military operations.

(3) Any facility or area where sensitive civil operations are underway and access will compromise sensitive but unclassified information or proprietary business information.

c. Visits requiring access to CNSI will only be authorized if they are also in full compliance with the provisions of the current editions of FAA Orders 1600.72 (Contractor and Industrial Security Program), 1600.1 (Personnel Security Program), and 1600.2 (Classified National Security Information, CNSI).

12. Authorized Exceptions to Visitor Entry and Escort Procedures.

a. Emergency response agencies, such as fire, ambulance, and police, who are responding to an emergency, will be allowed unescorted access to MMAC to resolve the emergency. However, these personnel should be escorted by a Security Officer if the nature of the incident permits and their identities verified.

b. There are no additional restrictions placed on utility personnel who are issued keys to remote sites for maintenance purposes. These personnel must check in with Security Personnel prior to entering the facility and notify them when they depart.

c. On a case-by-case basis, and approved by the Facility Manager, bonded non-emergency maintenance and delivery service personnel considered exempt from the investigative requirements outlined in FAA Order 1600.72, may be granted unescorted access.

d. Under controlled conditions and contingent upon Facility Manager concurrence, a visit may proceed even if all of the requirements of a visit are not met. An example includes observance and participation in national programs and special events such as "Bring Your Children to Work Day."

e. Students Attending FAA/TSI Courses. Prior to admittance and attendance as a student at the MMAC, the following policies apply:

(1) Students who are U.S. persons will be provided access to FAA facilities without prior approval. Students who are LPRs will be provided access to FAA facilities if the MMAC

Facility Manager, following coordination with the SSE, approves the visit. Foreign national students must follow the approval process listed in Appendix B.

(2) All students must be provided a letter of acceptance signed by an FAA official to attend the course.

(3) All students must present an acceptable form of ID as outlined in paragraph 10.e. above and receive a long-term student ID from the Security Command Center for the duration of the course, as outlined in AC 1600.21xx. This ID media must be returned at the end of the course.

(4) Students do not require a continuous escort, but the restrictions outlined in paragraph 10 apply with the exception of paragraph 10.h.

f. North American Aerospace Defense (NORAD) Command personnel on official business who are foreign nationals are exempt from the foreign national visitor approval procedures contained in Appendix B.

(1) Sponsors will notify International Affairs (API), AMP-300, and SSE of visits by foreign national NORAD officials prior to the visit. If possible, notification should be made by email and take place at least 24 hours in advance of the visit.

(2) No specific advance notification and timeframe is required unless the visit involves access to CNSI. In this case, the procedures contained in paragraph 11 above apply.

(3) NORAD officials will be provided facility access required to complete their task(s) after producing a Department of Defense (DOD) or NORAD photo ID.

g. Long-Term Visitors (over 7 days) must register their personally owned vehicles with the MMAC Security Control Office.

13. If a Sponsor/Escort believes any visitor to be suspicious or when visit circumstances change in a way that could possibly compromise information, systems or operations, the escort must terminate the visit, ensure that the visitor is escorted off of the MMAC and notify the security dispatcher at (405) 954-4566.

14. Forms Retention. All forms and documentation required and obtained to process visitors, including visitor requests, must be kept on file for a minimum of one (1) year after the visit. These documents may be kept electronically.

Kevin O'Connor for
Michelle Coppedge
Director, Aeronautical Center, AMC-1

Appendix A:
Guidance for Hosting Visits by Federal Executives, Other State and Local Government Officials, Foreign Dignitaries, and Heads of State

A-1. This appendix provides guidance for hosting Department of Transportation (DOT) executives, other Federal, State, and local government officials, foreign dignitaries and Heads of State visits to the Mike Monroney Aeronautical Center (MMAC). These requirements do not apply to visits from the media. All requests for visits from the media will be provided to the FAA Office of Communications (AOC). Media may not accompany officials unless approval from AOC has been obtained (see paragraph 4).

A-2. Information regarding the movement of certain officials may be sensitive in nature. As such, all information regarding the visit should be safeguarded and afforded the appropriate level of protection depending upon the classification of the information.

A-3. The FM is responsible for ensuring that the SSE is notified of any visits involving these categories of persons. The sponsoring Line of Business is responsible for ensuring AMP-300 and SSE are notified of any visit request by DOT executives, other Federal, State, and local government officials, foreign dignitaries and Heads of State. Initial notification to AMP-300 and SSE may be made telephonically. However, the sponsor will provide written notification (via email) to AMP-300 and SSE as soon as possible prior to the visit. The sponsor is also responsible for notifying the appropriate executives within his/her Line of Business/Staff Office (LOB/SO).

A-4. For visits involving US Government Officials, the FM will also notify the Office of Government and Industry Affairs (AGI) and Office of Communications (AOC). For visits by United States (U.S.) Senators and Members of the U.S. House of Representatives; Governors, State officials and local government officials, declared candidates for elected offices during the election cycle, and staff of these officials, AMC-3 is responsible for notifying AGI and AOC. Media may not accompany these officials.

A-5. The SSE is responsible for working with the FM to ensure adequate visitor processing procedures are established and any additional protective measures are implemented. SSE is responsible for working with AMC-3 and AMP-300 to ensure adequate visitor processing procedures are established and any additional protective measures implemented.

A-6. All DOT executives and their protective detail members (if any) are not require to have MMAC escorts IF they possess and produce valid, current, HSPD-12, Personal Identity Verification ID Media (PIV Cards). Any persons not able to produce such media must be escorted at all times while on MMAC, unless they have been approved for unescorted access or SSE waives the requirement to accommodate visits by the Secretary of Transportation, the Deputy Secretary of Transportation, and other DOT/FAA executives.

A-7. FMs may alter procedures and these personnel may be exempted from screening and may be entered into a facility's visitor log by the FM or designee rather than have the individual personally complete the entry. Other procedural changes may be necessary. All such changes must be coordinated with the SSE. In accordance with the Aeronautical Center Order, all

visitors are required to sign in on the Facility's Visitor Log. However, special circumstances may warrant that the visitors may not sign in if SSE approves other means of capturing/documenting the visit and the visitors identity (i.e., SSE may authorize those visitors to be listed on the visitor log in advance of arriving and have the sponsor sign in/out the visitor(s)). In addition, SSE will determine if it is necessary to issue visitor ID media during the visit.

A-8. Special Provisions for Visitors with Protective Details. Often, a prominent official who is subject to threats requires a large and comprehensive protective detail. In addition, the U.S. has the responsibility under international law to protect visiting foreign dignitaries and resident foreign diplomats in this country. As a result, it is not unusual for DOT executives, other Federal, State, and local government officials, foreign dignitaries and Heads of State to either have a private protective detail or a protective detail provided by the Department of State, the Secret Service, U.S. Marshals Service or other Federal law enforcement entity and State/local police agencies. When an individual with a protective detail visits the MMAC will help facilitate the visit and assist the protective detail as requested. To ensure we afford adequate protection of MMAC resources and do not introduce any new threats to the visitor, the following guidance is provided:

- a. AMP-300 will obtain point of contact information for the protective detail (name, telephone and email address) and provide the information to the SSE.
- b. The SSE will contact the protective detail point of contact and other local law enforcement entities to obtain all relevant information about any relevant threats, current or past, concerning the individual being protected. The SSE will then determine and document (via email to AMP-300 the security measures to be implemented at the facility during the time of the visit (i.e., cancel/postpone scheduled deliveries, reduce or eliminate other non-official visits, etc.). The SSE will work with AMC-3 and AMP-300 to ensure the measures identified are implemented.
- c. When the visitor's protective detail is being provided by a private security firm, then the SSE is required to collect detailed information on the protective detail and provide the information to the Personnel Security Division at MMAC and AMP-300.

Appendix B. Visitor Procedures for Foreign National Visitors

B-1. Foreign nationals on official business may visit the Mike Monroney Aeronautical Center (MMAC) if the visit is approved using the processes outlined below. These procedures also apply for foreign national students wanting to attend training.

B-2. Every foreign national visitor must have an FAA Federal Employee sponsor. FAA contractors cannot sponsor a foreign visitor. Requests must be electronically submitted through the FAA's automated International Visitors Program (IVP) by the sponsor at least ten (10) working days prior to the visit to allow time for processing. For those instances where a request cannot be submitted ten (10) working days prior to the visit, the sponsor is still required to submit the request through the IVP. The FAA's automated IVP is located on the FAA's Intranet at <https://destination.faa.gov/LandingPage.aspx>. The IVP tracks foreign visitors allowing concerned parties; i.e., API, AXF, FM, and the sponsor to collaborate on clearing and approving the visit. Consistent with facility access policy contained in this order, the FM has final authority on whether to allow a visit. These procedures also apply for foreign national students wanting to attend training at MMAC. Submit completed requests to the Office of International Affairs (API) at least ten (10) working days prior to the visit. If the sponsor has any questions, he/she can contact API at (202) 385 8889.

B-3. Visits by legal permanent residents (LPRs) including Foreign National Contractors may be processed through a combination of the IVP and/or the Vendor Application Procedure (VAP). If the individuals do not meet the requirements of the SSE to be vetted through the VAP system the sponsoring Line of Business must ensure all required documentation and information is processed through the IVP to ensure that their status is valid.

B-4. Foreign Dignitary Visits, can be approved by the FM following coordination with the sponsor, API, and the SSE. All visit must be in compliance with the security requirements of FAA Order 1600.69x and all applicable FAA orders and directives. Visits by foreign dignitaries and representatives who are assigned to embassies or consulates accredited by the U.S. do not require prior approval by SSE or AXF-100.

B-5. Through the IVP, API will review the request and it will be forwarded to AXF. AXF will conduct other agency checks on the visiting individuals and may provide additional guidance to the SSE concerning the visit. The SSE will coordinate with the FM to ensure all required visitor procedures are in place and determine if any additional restrictions are necessary. Upon receipt, API will refer the request to the Personnel Security Division (PSD). The PSD will advise API and SSE if the visit is cleared or not cleared through appropriate agency checks. If questionable information is developed that may impact the visit, AXF-100 will immediately notify API, AMC-1, and SSE. API, in consultation with ASH, will determine whether to deny the visit or implement additional visitor control procedures.

B-6. In accordance with FAA Order 1370.121, Per the SOC, International visitors cannot access the FAA networks. They may only use the GUEST Wireless Network. For requests that include access to export-controlled information or technology, the Chief Counsel (AGC) will review the

request to ensure consistency with the Export Administration Regulations (EAR) and the International Traffic in Arms Regulation (ITAR). AGC will advise ASH of its determination. If access is not consistent with the EAR/ITAR, API, in consultation with AGC and ASH, will determine whether to deny the visit or restrict the visitor's access. The sponsor must determine what information and technology is used or stored within the facility to be visited by any foreign national and whether that information and technology must or will be released or disclosed to the foreign national as part of the visit, or whether that information or technology may be inadvertently accessed by the foreign national during the visit.

B-7. Once the visit has been approved all policies and procedures of AC1600.32xx restrictions apply.

B-8. When approval has been received, a copy of the approval with all pertinent information regarding the visit will be forwarded to AMP-300. AMP-300 will notify the guard service of the approved access by the foreign visitor. When arriving to meet a visitor at the Security Command Center, a temporary badge requiring escort at all times will be given to the visitor.

B-9. Questions on obtaining a security clearance for a foreign national visit may be directed to the Operations and Maintenance Staff (AMP-300) at (405) 954-4571.

Appendix C.
Guidance for Cooperating with Law Enforcement Agencies and Civilian Process Servers

C-1. Guidance for Cooperating with Law Enforcement Agency Officers (LEAO) and Process Servers. The FAA's general policy is to cooperate with LEAs acting within the scope of their official duties. Issues that arise that are not addressed in this paragraph should be referred to the SSE and AGC through the responsible Headquarters (HQ), Region, or Center office.

This appendix provides guidance regarding the service of complaints, summonses, subpoenas (civil or criminal), warrants, and other legal process (collectively legal process) on Federal, contract, and military personnel while they are present on the Mike Monroney Aeronautical Center (MMAC). As described in this guidance, it is the FAA's general policy to cooperate with Law Enforcement Agency Officers (LEAO) acting within the scope of their official duties. However, civilians serving legal process do not have the same authority as an LEAO and, accordingly, are not entitled to the same access to the MMAC. Because of this distinction, this guidance is divided into two parts to address procedures concerning LEAOs and civilian process servers separately.

- a. The State of Oklahoma has not ceded criminal or civil jurisdiction over the property currently leased to the MMAC. All law enforcement agencies may enter the MMAC to perform their official functions. Law enforcement personnel and court-appointed servers of civil processes may enter the MMAC to serve subpoenas and warrants, to conduct lawful search and seizure, to review records, and to make arrests.

C-2. This appendix cannot address or anticipate all of the issues that may arise in connection with the service of legal process. In the absence of a definitive procedure, Contract Security Officers (CSOs) will exercise their best judgment and discretion to minimize disruption to FAA activities and contact SSE for guidance. If the purpose of the visit is to effect an arrest or serve a warrant and access has been approved, the officer will be escorted to the SSE.

C-3. Law Enforcement Agency Officers (LEAOs)

LEAOs may enter any building to conduct authorized duties providing they do not interfere with critical functions. LEAOs on official duty are allowed to carry weapons on the MMAC. The FM and SSE will be notified whenever a LEAO requests access to an FAA facility.

- a. LEAOs may enter any building to conduct authorized functions or duties, providing they do not interfere with critical functions. Visiting armed Federal law enforcement officers must be required to display a credential or ID card issued by their parent organization. Presentation of a badge alone will not suffice. A careful examination of the credential will be made, as well as verifying the visit with the sponsoring office or person. If a law enforcement officer refuses to provide this information, entry must be denied, and SSE will be contacted immediately.

b. If an LEAO appears at the MMAC to serve an arrest warrant or a search warrant or is in pursuit of an individual who has illegally accessed MMAC (e.g., jumped a fence, run into an open entry way), FAA employees will cooperate fully and not impede the LEAO's ability to accomplish the mission so long as it does not interfere with MMAC critical functions. The urgency associated with the service of an arrest warrant or search warrant and the pursuit of an unauthorized person is such that an LEAO may require immediate access to MMAC facilities and work areas.

c. If an LEAO appears at MMAC to serve legal process other than an arrest warrant or a search warrant, the LEAO should be allowed access to the MMAC in accordance with applicable Visitor and Security orders and policies. AMP-300 and SSE must be notified immediately of any law enforcement officer requesting access to MMAC.

d. The intent of this guidance is to avoid interference with law enforcement duties, as well as to limit disruption to FAA work and activities, before escorting an LEAO into the workspace, AMP-300 should contact the employee being sought, advise the employee of the LEAO's visit unless otherwise directed by the LEAO, and request that the employee meet the LEAO in a private location within MMAC. If the employee refuses to meet or if there are exigent circumstances, the LEAO may be escorted into the workspace to locate and serve the employee.

e. Because safety is the FAA's first priority, if the LEAO serving legal process other than an arrest warrant or a search warrant requires access to an employee engaged in a critical function, the employee's on-site manager will work with the Facility Manager and LEAO to make the employee available as soon as possible depending on the nature and urgency of the matter.

C-4. Civilian Process Servers. If a civilian process server appears at an FAA facility to serve legal process, he or she must not be allowed access to the MMAC. For process serving activity, the FM should contact the employee being sought and request that the employee meet the server in a private location within the facility as determined by the FM. If the employee refuses or there are exigent circumstances, the server may be escorted into the workspace to locate and serve the employee as long as the activity doesn't interfere with critical functions. If the activity would interfere with critical functions, arrangements should be made to conduct the activity as soon as the employee can be made available.

C-5. Other Provisions. FAA employees are not authorized to accept service of process on behalf of other employees, the FAA, or the Administrator unless authorized by regulation, order, or prior approval of AMC-7 or Office of the Chief Counsel. If the LEAO or civilian process server is attempting to serve a summons on the FAA itself or the Administrator (in his or her official capacity) or other process on the FAA for agency records, documents, or testimony, direct the server to AMC-7 at the MMAC. In any event, if an employee is served with a subpoena for records, documents or testimony on an FAA-related matter, the employee will immediately notify his or her manager who will advise AMC-7.

a. Although all employees are subject to FAA and Aeronautical Center orders, policies, and internal procedures, these orders, policies, and procedures are not binding on Federal, state, and local law enforcement agencies (LEA) and should not be construed to prevent or inhibit LEA personnel from performing their official duties and functions.

b. SSE is the point of contact and liaison between MMAC employees and all law enforcement agencies.

Appendix D (Official Tours)

D-1. General. Official tours of the Mike Monroney Aeronautical Center (MMAC) must be arranged and conducted in accordance with the procedures contained in AC Order 1210.1xx, Arranging Tours of Aeronautical Center Facilities. All official tour visitors will have to process through the Security Command Center, display their official visitor badges, and adhere to all security and safety policies while touring the Aeronautical Center facilities.

D-2. During Administrative Duty Hours. During administrative duty hours, the individuals or organizations having jurisdiction over a specific area must be responsible for controlling access by drop-in visitors who will be present for short periods of time and who are not on an official tour.

D-3. During Other than Administrative Duty Hours. Official tours of facilities during other than administrative duty hours are subject to the following conditions:

- a. A written request for a tour must be forwarded to the Quality Systems and Business Staff (AMC-3) by the organization having jurisdiction over the area to be visited.
- b. AMC-3 must coordinate with SSE and the affected Office Director or Tenant Head for approval or disapproval.
- c. Upon approval, AMC-3 must coordinate with the Aeronautical Center security guards, through the contracting officer's representative (COR), and the Operations and Maintenance Division (AMP-300), prior to the date of the tour.