

# GUIDANCE TO HCHB OCCUPANTS DURING A GOVERNMENT SHUTDOWN


Building Security/Access .....	1
Facilities Operations.....	2
HCHB Parking Passes.....	2
Mailings – Internal Process .....	2
Food Services .....	3
Department of Commerce Federal Credit Union (DOCFCU) .....	3
Department of Commerce Child Care Center.....	3
Fitness Center (CoHo) .....	3

## Building Security/Access

1. Effective 10/1/2025 after orderly shutdown and until further notice, entry to the HCHB, to include the parking courts, will be limited to excepted personnel. Only personnel identified as excepted by their respective organizations are authorized access to HCHB during the period of a lapse of appropriation.
2. Excepted personnel may only use the following entrances/exits effective midnight 10/1/2025.
  - a. Main Entrance off 14th Street – 24 hours
  - b. VIP Entrance on 15th Street – Monday through Friday, 6:30 a.m. to 7:30 p.m.
  - c. North Courtyard – 14th Street Side – Excepted PERMIT HOLDERS ONLY – 24 hours
  - d. South Courtyard – 15th Street Side – Excepted PERMIT HOLDERS ONLY – Monday through Friday, 5:00 a.m. to 9:00 p.m.
  - e. The entrance at the Ronald Reagan Building Tunnel will be closed.
3. In the event of a building emergency, Emergency Response Team members will not be available to clear floors. A limited staff of Protective Security Officers and Headquarters Security Staff will perform this function similar to what is done during non-duty hours.
4. All building emergencies should be reported 24/7 to the HCHB Dispatcher at 202-482-2222, [eoc@doc.gov](mailto:eoc@doc.gov).
5. Personnel are reminded to properly secure all documents containing classified national security information (Confidential, Secret and Top Secret) in a General Services Administration (GSA)-approved security container (safe). Documents containing Controlled Unclassified Information (CUI) and Personally Identifiable Information (PII) should be stored in a locked office, locked drawer, or locked file cabinet. Those with SIPRNet and JWICS terminals should ensure accounts are logged out and classified rooms/Sensitive Compartmented Information Facilities (SCIFs) are properly secured, to include arming the alarm.

6. Questions concerning HCHB access may be referred to Mr. Lee Hughes, Director for Headquarters Security Operations, at [lhughes@doc.gov](mailto:lhughes@doc.gov) or [eoc@doc.gov](mailto:eoc@doc.gov).

## Facilities Operations

1. Cleaning services will continue in accordance with the General Services Administration (GSA). Additional services can be requested by calling 202-482-1340. Please leave trash receptacles in the common hallways for collection.
2. The business cafes on the 5<sup>th</sup> floor, corridor 2, and level C will remain open however supplies will not be replenished during the duration of the shutdown.
3. Building Management and Pest Control may be requested by calling 202-482-1340. 

## HCHB Parking Passes

1. Parking at the Ronald Reagan Building will remain open.
2. North and South Courtyard parking remains open for excepted personnel. Users are required to display parking permits on the vehicle's dashboard upon entering and while parked the courtyard. Space permitting, temporary courtyard parking may be available upon request and approval from Jeff Behler, Director, OFEQ, [jbehler@doc.gov](mailto:jbehler@doc.gov).

## Mailings – Internal Process

1. Bureau mail POCs should provide mailing supplies to their Bureau excepted personnel. Questions about mail supplies can be sent to Tamika Saunders, [Tsaunders1@doc.gov](mailto:Tsaunders1@doc.gov).
2. Listed below are the closest FEDEX and UPS drop boxes and the nearest U.S. Post Office to HCHB. Bureau Mail POCs should also provide the following information to the Bureau excepted personnel.
  - a. USPS - MARTIN LUTHER KING JR  
1400 L ST NW Lobby 2, Washington DC 20005-9997
  - b. UPS – DROP BOX  
UPS Store, 1300 Pennsylvania Avenue NW, Washington DC 20004
  - c. FEDEX – DROP BOX  
FEDEX drop box OUTSIDE of 1401 Constitution Avenue NW, Washington DC 20230
3. For information pertaining to the DOC's courier account and courier arrangements in the Washington Metropolitan region, please contact Tamika Saunders, [Tsaunders1@doc.gov](mailto:Tsaunders1@doc.gov).

## Food Services

The Business Cafes on Corridor 2, 5<sup>th</sup> floor, and Level C Swing Space will remain open as long as vending supplies are available; however, they will not be replenished during the furlough. The HCHB cafeteria will be closed.



## Department of Commerce Federal Credit Union (DOCFCU)

In the event of a government shutdown, the DOCFCU will continue to provide telephone and internet services, and members will still be able to use ATMs. Only employees with Excepted Access to facilities will be able to access facility ATMs. The Silver Spring Branch located at 1325 East West Highway Silver Spring, MD will remain open to service members. To locate the shared branch or an ATM closest to you, use the ATM locator on the bottom of the home page at <https://www.docfcu.org/https://www.docfcu.org/>. You can call DOCFCU at 202-808-3600 or toll free at 888-626-9845. Please refer the DOCFCU FAQs document and the DOCFCU website and Facebook fan page for additional information in the event of a government shutdown.

## Department of Commerce Child Care Center

The Childcare Center will be closed in the event of a lapse in appropriation.

## Fitness Center (CoHo)

CoHo will be closed in the event of a lapse in appropriation.