Version	Date	Author	Description of Change
1.1	5/10/10	[redacted]	Review and Update Release – • vol/index changed from DMD to OPS series; • added explanation under 1.0 References; and • minor changes to Visitor Access Log (Appendix A).
1.2	7/23/12	[redacted]	2-Year Review Cycle Update • expanded scope statement (2.0 Purpose) to include visitors.

USGS EROS ADMINISTRATIVE PROCEDURE

COORDINATION: [redacted]

EROS Director | Deputy Director | Administrative Officer

SUBJECT / TITLE: Computer Room Visitor Access

DATE: July 23, 2012

VOL / INDEX #: EROS-OPS-02

PREPARED BY: **Copies will be provided to:** [redacted]

Preparer Date Supervisor Date

OTHER COORDINATION: GS-N-EDC Federal Employees
CORs distribute to contracts.

STATUS: _x_ Permanent
___ Temporary

EXPIRATION DATE: July 22, 2014

PROCEDURE / MEMO: ___ Original
_x_ Supersedes (EROS-OPS-02, Procedure for Computer Room Visitor Access, 5/10/10, v1.1)

ATTACHMENT TO: N/A

PURPOSE: To describe visitor entry and exit process into USGS EROS computer rooms.

UTILIZATION: _x_ Daily, __Weekly, __Monthly, __Other

TEXT: Procedure follows on next page.

1.0 References.

DOI Information Technology Security Policy Handbook, v3.1, Sec. PE-8. The policy statement states:

> Bureaus and offices shall maintain visitor access records to the facility where DOI information systems reside (except for those areas within the facility officially designated as publicly accessible) that includes:
>
> 1. Name and organization of the person visiting;
> 2. Signature of the visitor;
> 3. Form of identification;
> 4. Date of access;
> 5. Time of entry and departure;
> 6. Purpose of visit; and
> 7. Name and organization of person visited.

2.0 Purpose.

To describe the process associated with the entrance and exit of visitors into any of the USGS EROS computer rooms. A visitor is anyone who does not have a USGS EROS issued card key that gains him/her access to a USGS EROS computer room. The scope of this procedure is Center-wide for all federal employees, contractor employees, and visitors.

3.0 Overview.

Department of the Interior (DOI) policy (as defined in the DOI Information Technology Security Policy Handbook, v3.1, Sec. PE-8) requires the logging of all personnel who enter DOI computer rooms. The USGS EROS card key system accomplishes this logging for those whose card keys allow him/her into computer rooms. Manual entrance and exit (logging) is required for all others. This procedure defines that logging process.

4.0 Definitions.

Visitor. A visitor is anyone who does not have a USGS EROS issued card key that gains him/her access (opens the door) to a USGS EROS computer room.

Authorized Staff. An authorized staff member is either a USGS EROS federal or contractor employee who has been issued a USGS EROS card key allowing him/her access to a computer room.

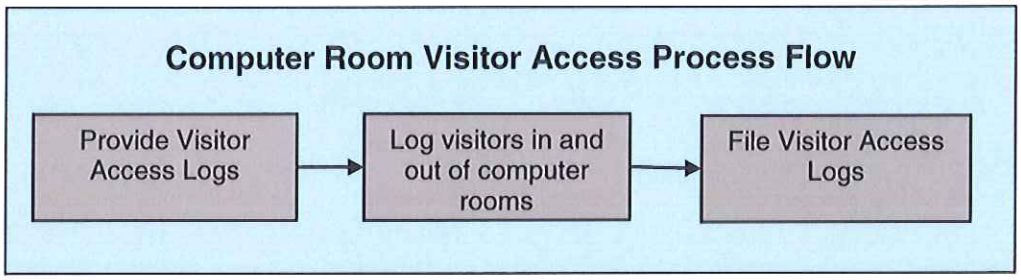
5.0 Procedure.

5.1 Roles and Responsibilities.

All USGS EROS federal and contractor staff have the responsibility to understand and follow this procedure. Designated visitor access log points of contact (POCs) are responsible for ensuring that an access notice is posted outside the entrance/exit of each computer room and for maintaining a log for all visitors to sign in and out.

Any person who allows one or more visitors into a computer room is responsible for ensuring that the visitor(s) are logged in and logged out as they enter and exit the computer room.

5.2 Process.



5.2.1 Provide Visitor Access Logs.

The designated visitor access log POC will ensure a log (Appendix A) is always accessible for visitors at the entrance/exit(s) of each computer room. New logs will be provided on a periodic basis.

5.2.2 Log Visitors In and Out of Computer Rooms.

Authorized staff (whose card key allows computer room access) will accompany incoming visitors and guide him/her to the appropriate visitor access log.

Note that per DOI, USGS, and EROS procedures, visitors must be monitored at all times while in the computer rooms. It is the responsibility of their sponsor/host to ensure this is accomplished.

A computer room access notice (Appendix B) will be posted outside each entrance/exit of each computer room to remind USGS EROS federal and contractor staff and visitors of this requirement.

Authorized staff will ensure visitors complete the access log with the required information. Authorized staff will ensure visitors sign out (indicate time out) when exiting the computer room.

For those who may host large tours of the computer rooms it is permissible to save time by prefilling a visitor log and bringing that prefilled log to the respective computer room(s). The signature block and the Time In entry should be completed when the tour enters the computer room and Time Out entries should be completed once everyone has exited. The tour's visitor access log should be left attached to the clipboard.

5.2.3 File Visitor Access Logs.

The designated visitor access log POC will provide the previous period's visitor logs to the USGS IT Security Manager (or his/her designee) by mutually agreed upon times and dates. The USGS IT Security Manager will file and maintain the visitor logs according to USGS IT Security and Records Management policies.

Activity Summary		
Inputs	**Activities**	**Outputs**
• Individual(s) without proper card key access to a computer room	1. Provide Visitor Access Logs 2. Log visitors in and out of computer rooms 3. File Visitor Access Logs	• Completed Visitor Logs • Filed Visitor Logs
Forms/Templates		
• Computer Room Visitor Access Log Form • Computer Room Access Notice		
Tools (***Required; **Recommended; *Suggested)		
Tool	**Use**	
• Visitor Access Log***	• To log and track the entrance and exit of personnel who do not have card key access to a computer room	
Measurements		
• Number of visitors for any given period		

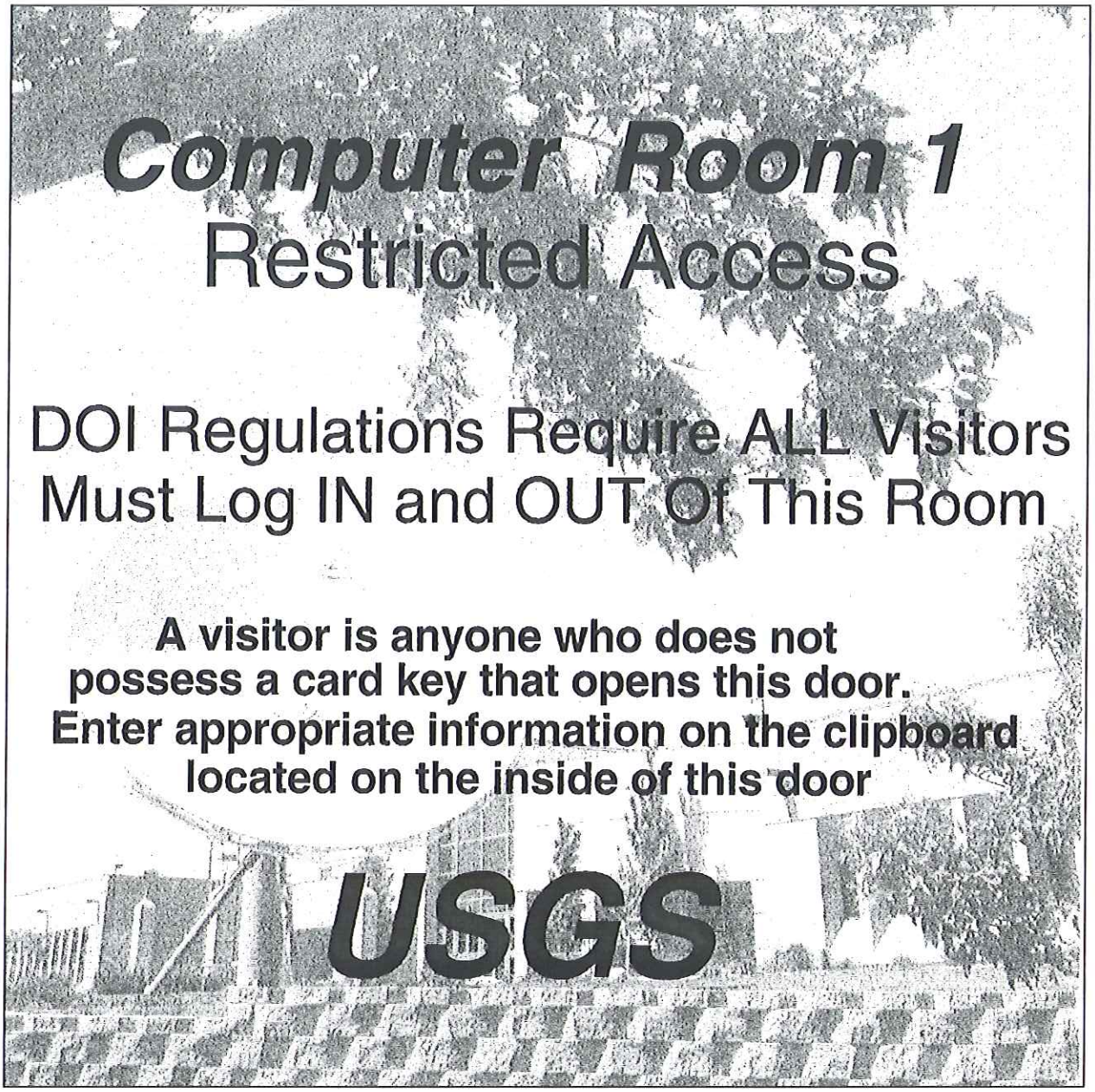
6.0 Appendices.

Appendix A. Example - USGS EROS Computer Room Visitor Access Log.
Appendix B. Example - USGS EROS Computer Room Access Notice.

Appendix A. Example - USGS EROS Computer Room Visitor Access Log

EROS Computer Room Visitor Log

Computer Room:_____ **Door:**_____ **Month/Year:**_____

Visitor Name/Organization	Visitor Signature	Purpose of Visit	Host Name	Date	Time In	Time Out

Appendix B. Example - USGS EROS Computer Room Access Notice