

PART 2006 - MANAGEMENT

Subpart 00 - Rural Development Visitor Policy

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PART 2006 - MANAGEMENT

Subpart 00 - Rural Development Visitor Policy

§ 2006.2001 General.

(a) Executive Order (EO) 12977 established the Interagency Security Committee to enhance the quality and effectiveness of security in and protection of buildings and facilities in the United States occupied by Federal employees for nonmilitary activities (''Federal facilities''), and to provide a permanent body to address continuing government-wide security for Federal facilities.

(b) The Interagency Security Committee (ISC) developed a standard that provides an integrated, single source of physical security standards and countermeasures.

(c) The Rural Development (RD) mission of helping improve the economy and quality of life in rural America requires interaction with the public, while also protecting the information of our customers and providing security for our employees. RD recognizes the need to provide control of employees, visitors, and contractors in the non-public spaces of our facilities. These individuals can be attending conferences or meetings, applying for RD programs, or supporting the maintenance and improvement of our facilities. As such, it is necessary for RD to draft and enforce a comprehensive visitor policy at all RD facilities.

(d) This Instruction is not intended to conflict with any Federal Laws or regulations. This policy covers all visitor categories (i.e., U.S. citizens, foreign nationals, and students).

(e) All RD locations must implement visitor and tour of duty controls to discourage unauthorized persons from attempting to enter RD sites and to reduce the risk of outside threats to RD employees, facilities, and assets.

(f) This Instruction applies to:

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§ 2006.2001 (Con.)

- (1) RD facilities;
- (2) RD employees and on-site contractors;
- (3) facilities owned; leased; operated; or otherwise controlled by RD, whether in the continental United States (CONUS), or abroad (OCONUS);
- (4) facilities owned; leased; operated; or otherwise controlled by an RD contractor whether in the continental United States (CONUS), or abroad (OCONUS);
- (5) any person herein defined as a visitor; and
- (6) Exempted from this policy are any activity or facility (or sections thereof) which is "open to the public."

§ 2006.2002 **Authorities and References.**

- (a) Title 41, Code of Federal Regulations, Part 102-74, Subpart C. Conduct on Federal Property;
- (b) Executive Order (EO) 12977 - Interagency Security Committee, October 19, 1995;
- (c) The Risk Management Process for Federal Facilities: An Interagency Security Committee Standard, November 2016 (ISC Standard);
- (d) Items Prohibited From Federal Facilities: An Interagency Security Committee Standard, February 2013;
- (e) National Archives and Records Administration, General Records Schedule 5.6 Security Records, July 2017;
- (f) USDA Departmental Manual 4620-002, Common Identification Standard for US Department of Agriculture Employees and Contractors, dated January 14, 2009;
- (g) RD Instruction 2021-A - Space Policies and Procedures; and
- (h) RD Instruction 2051-F - Hours of Duty.

§ 2006.2003 Visitor Policy.

- (a) Visitors are defined in the ISC Standard.
- (b) All employees, visitors, and contractors entering RD facilities must have a reason to conduct government business in the facility and must present proper identification prior to entry to non-public spaces. Those who fail to comply will be denied access into the facility.
- (c) Only RD employees can sponsor and sign-in RD visitors.
- (d) Visitors are only allowed during official hours for the facility as defined in RD Instruction 2051-F, § 2051.252(1).
- (e) Visitors must follow the directions of the sponsor during emergencies or other activations of the facility Occupant Emergency Plan.
- (f) Any suspicious activities or anomalies involving visitors must be reported as appropriate to local management, local law enforcement, and the Enterprise Office, Security and Emergency Management Division as described in RD Instruction 2021-A, § 2021.35(e) (5).
- (g) For the purposes of this policy, RD recognizes two distinct types of visitors: those who may be allowed unescorted access in non-public spaces and those who require escorted access in non-public spaces.

(1) Unescorted Access - Under certain circumstances, visitors may be allowed unescorted access to non-public spaces in RD facilities. In order to be considered for unescorted access, the visitor must have successfully completed an approved background investigation and have a legitimate need for this type of entry. These individuals must also present identification and display the identification at all times while in the facility consistent with the requirements in Departmental Manual (DM) 4260-002 "Common Identification Standard for U.S. Department of Agriculture Employees and Contractors." Examples of visitors that may qualify under this category include, but not limited to, the following:

- (i) Visitors from other USDA agencies with a valid LincPass;

(ii) Long-term visitors or collaborators from other federal agencies with a federal Homeland Security Presidential Directive-12 (HSPD-12) compliant ID card; and

(iii) Federal, state, or local law enforcement officers on official business;

(2) Escorted Access - All visitors who do not qualify for unescorted access always require escort while in non-public spaces in RD facilities. These visitors must present any form of government issued photo identification acceptable to the U.S. Department of Homeland Security, Transportation Security Administration. The current list of acceptable identification is available at: <https://www.tsa.gov/travel/security-screening/identification>. After their photo identification has been approved, visitors will be issued a visitor badge meeting the requirements of DM 4260-002 that must always be worn in the facility. Consistent with the requirements of the ISC Standard, employees escorting visitors must maintain a visual line of sight, physical proximity, or other means of control of the visitor(s). Sponsors of these visitors are responsible for ensuring their visitors follow all applicable RD and Departmental regulations while visiting the facility. The sponsors must also ensure the visitors sign the Visitor Log as they enter and leave the facility.

(h) Allowing access to Foreign Nationals is a risk management decision based on the sensitivity and vulnerabilities of the facility, program, activity, or operation compared to known or perceived threats. Access must be balanced with the need to protect information as well as other proprietary, sensitive, or not-for-public release data, information, or technology. Local management must ensure that requests for access to facilities owned or operated by RD are relevant to the mission and that such requests do not represent an unnecessary risk or misuse of RD resources. Refer to Department Guidance.

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(i) High school ID's are not be accepted as a form of identification for individuals over the age of 16 years old. Individuals under the age of 16 years old are not required to present identification when accompanied by a parent, teacher, or guardian. Birth Certificates will only be accepted as identification if the individual possesses no other form of proper identification. Except for a "Take your Children to Work Day", if the visitor is a minor child of an employee, then the employee's supervisor must be notified in advance by the employee explaining the circumstances why the employee seeks to bring the child on the premises, as well as the proposed duration of the visit. The supervisor determines if the visit of the minor child is appropriate. At no time is another employee asked to supervise the minor child.

(j) All visitors will follow the requirements of Title 41, Code of Federal Regulations, Part 102-74, Subpart C, Rules and Regulations Governing Conduct on Federal Property, and Items Prohibited from Federal Facilities: An Interagency Security Committee Standard.

(k) Records Management - Temporary employee, contractor, and visitor identification access credentials are destroyed upon immediate collection once the temporary credential is returned.

§ 2006.2004 Visitor/Employee/Contractor Logs.

(a) Visitor Logs - RD facilities must keep hard-copy or electronic visitor logs for all unescorted and escorted visitors allowed access to non-public spaces (Refer to Exhibit A).

(b) Employee Logs - All employees are required to wear and display their LincPass as described in DM 4620-002. If an employee does not have their LincPass and reports to an RD facility, they sign-in on the Employee Log and are issued a visitor badge. Consistent with the requirements of the ISC Standard, all employees sign in and out when working in the facility after business hours, on weekends, and on holidays. (Refer to Exhibit B)

(c) Contractor Log - All contractors who do not have a LincPass sign in and out on the Contractor Log and are issued a visitor badge. (Refer to Exhibit C)

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(d) Records Management - All Visitor, Employee and Contractor Logs are maintained for a period of five years from the last sign out date. Paper logs may be scanned and maintained electronically.

(e) USDA Visitor badges are described in DM 4260-002.

§§ 2006.2005 - 2006.2050 [Reserved]

Attachments: Exhibits A, B and C.

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Exhibit A - VISITOR LOG

RECORD OF TIME ARRIVAL AND DEPARTURE FROM BUILDING		BUILDING	YEAR	MONTH					
DATE MM/DD	PRINT NAME (LAST, FIRST, M.)	SIGNATURE	EMPLOYEE SPONSOR	SPONSOR TELEPHONE #	ROOM #	TIME OF ARRIVAL	TIME OF DEPARTURE	ASSISTANCE NEEDED IN EVENT OF EVACUATION Y/N	VISITOR BADGE #

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Exhibit B - EMPLOYEE LOG

RECORD OF TIME ARRIVAL AND DEPARTURE FROM BUILDING		BUILDING	YEAR	MONTH		
DATE MM/DD	PRINT NAME (LAST, FIRST, M.)	SIGNATURE	TELEPHONE #	ROOM#	TIME IN	TIME OUT

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Exhibit C - CONTRACTOR LOG

RECORD OF TIME OF ARRIVAL AND DEPARTURE FROM BUILDING			BUILDING			YEAR	MONTH		
DATE MM/DD	PRINT NAME (LAST, FIRST, M.)	SIGNATURE	COMPANY NAME	CONTACT PERSON	TELEPHONE #	BADGE #	TIME IN	TIME OUT	ASSISTANCE NEEDED Y/N

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