



Restricted Access Procedures and Guidelines

A Mandatory Reference for ADS Chapter 545

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Information System Security

Restricted Access Procedures and Guidelines

for Users, Help Desk Staff, System Administrators, System Owners and Information System Security Officers

1. Introduction

This document defines the processes to be followed for controlling access to a facility that houses a USAID information system.

2. Restricted Spaces

Any facility, room, or space that houses any USAID information system is a limited access area. Any such area that houses infrastructure components (e.g., servers, network equipment, telecommunications equipment, etc.) is referred to as a “restricted space.” As a System Owner, you must authorize access to the restricted space that contains your information systems.

3. Authorized Access List

As a System Owner, you must develop and maintain a list, referred to as an “authorized access list,” of the personnel authorized to have unescorted physical access to your restricted spaces. There must be an authorized access list for every restricted space; common spaces may use common access lists.

You must also post the authorized access list at the entrances to computer, server rooms, and other restricted space. Each authorized access list must include personnel to be allowed access, and personnel to be contacted in an emergency. Only individuals on the authorized access list or escorted by staff on the authorized access list will be admitted to a restricted space.

4. Visitors Log

As a System Owner, you must maintain a visitor log to record all persons entering the restricted space who do not have unescorted access privileges. The visitors log should include such fields as:

- Visitor's name
- Visitor's signature
- Visitor's company
- Purpose of visit
- If the restricted space visited is a computer room, you must include the person visited.
- Date and time of entry
- Date and time of exit

5. Admitting Personnel

Personnel on the authorized access list may enter restricted spaces unescorted. As someone with authorized access, you must make sure that visitors and maintenance personnel (escorted personnel) adhere to the following guidelines while in restricted spaces:

- **Visitors.** Visitors must have a valid purpose for entering a restricted space. All visitors must sign the visitors log prior to entering a restricted space. After signing, the visitor is assigned an escort who is related to the purpose of the visit. The escort admits the visitor to the restricted space. A staff member on the authorized access list must keep all visitors under continual visual observation while they are in the restricted space. Visitors must sign out upon leaving the restricted space.
- **Maintenance Personnel.** Maintenance personnel must follow the same procedures as for admitting visitors to the restricted space. A staff member on the authorized access list must keep all maintenance personnel under continual visual observation while they are in the restricted space.

Only staff on the authorized access list for the restricted space may escort visitors. As someone with authorized access, you are required to verify that personnel in restricted spaces who do not display proper credentials, or who are unescorted, are authorized for the space. You are responsible for escorting your visitors while they are in restricted space.