

**USGS EROS ADMINISTRATIVE PROCEDURE****SUBJECT / TITLE:** In-Processing of Non-Federal Personnel**1.0 References.**

410 Addition to the Interior Property Management Directives DM 114-60  
USGS Physical Security Program, Survey Manual 440.2  
USGS Physical Security Handbook 440-2-H  
USGS Network and Computing Handbook  
USGS Survey Manual 370.405.1

**2.0 Purpose.**

This procedure establishes U.S. Geological Survey (USGS) Earth Resources Observation and Science (EROS) Center's in-processing policy for contractor personnel and long term visitors. It also applies to sponsored personnel located at either EROS or remote site facilities if they require regular access to the EROS facility or access to EROS IT systems. This procedure addresses physical security standards, computing resources protection, personal conduct requirements, and ensures familiarity with EROS.

**3.0 Definitions.**

In-Processing Personnel – A person who is, or soon will be, working at EROS as a contract employee or long term visitor. This does not include federal employees of the USGS EROS or other federal agency employees.

Long Term Visitor – A person who stays at EROS for usually longer than two weeks and is not an EROS contractor or federal employee. They may be U.S. citizens or non-citizens, and work part time or full time. If there is doubt about whether or not a visitor is long term, the EROS Sponsor will make the determination. However, if the visitor is granted access to EROS systems they are considered to be long term regardless of the length of their visit. Examples include UNEP visiting scientists, visiting scientists to EROS Divisions/Offices/Branches, USGS Volunteers, and DOI interns.

Transferring Personnel – A person who is transferring from one employer to a different employer (e.g., contractor personnel becomes USGS employee, or employee working for one contract company becomes the employee of a different contract company). Note: personnel who transfer from one position to another without changing contracts (e.g., Technical Support Services Contract (TSSC) Operations to TSSC System Engineering) do NOT complete in/out-processing; however, the prior manager/sponsor and acquiring manager/sponsor shall ensure appropriate changes in personnel computers, databases and

cardkey access are implemented. Personnel transferring from one EROS employer to another are required to out-process and then in-process.

#### 4.0 Procedure.

##### 4.1 Roles and Responsibilities

- 4.1.1 For the purpose of this procedure, long term visitors will complete all actions assigned to “contract personnel.”
- 4.1.2 For the purpose of this procedure, USGS Sponsors will complete all actions assigned to “Contract Human Resources (HR) Offices.”
- 4.1.3 USGS Contracting Officer Representatives are responsible for ensuring that the in-processing of any contractor personnel within their oversight takes place in accordance with this procedure and ensuring personnel are fully in-processed prior to being given access to EROS facilities or systems.
- 4.1.4 Organizations that may take personnel in-processing actions include, but are not limited to, Contractor HR Offices, Facilities, Security Guards, Help Desk, System Administrators, Network Administrators, Digital Archivist, Web Masters, Book Librarian, and Financial/Procurement staffs.
- 4.1.5 Contractor HR Offices are responsible for initiating the in-processing and will assist the processing by initiating the “EROS In-Processing of Non-Federal Personnel Checklist” before the contract employee arrives onsite. If a contract employer does not have an HR representative onsite, the USGS Contracting Officer Representative for that contract will be responsible for ensuring all HR office in-processing functions are completed.
- 4.1.6 In-processing personnel will immediately begin work with his/her manager to complete all the requirements of the “EROS In-Processing of Non-Federal Personnel Checklist” within the first week of employment.
  - 4.1.6.1 Transferring Personnel must follow all requirements of the checklist to ensure that all appropriate steps are taken, including reinitiating system access, reissuing of identification badges, and updating phone book records.
  - 4.1.6.2 Both In-Processing Personnel and Transferring Personnel must sign the checklist as acknowledgement of having completed all necessary in-processing steps.

4.1.7 Security Guards are responsible for completing their portion of the checklist. Security will assist new personnel with finger printing and property pass issuance for personal property.

4.1.8 The USGS EROS IT Security Officer is responsible for evaluating the USGS EROS in-processing of non-federal personnel procedure and making appropriate recommendations as necessary to protect the computing resources of EROS.

4.1.9 The USGS EROS Facility Manager is responsible for evaluating the USGS EROS in-processing of non-federal personnel procedure and making appropriate recommendations as necessary to protect the physical security of EROS. The Facility Manager is also responsible for managing functions of the USGS EROS Badging Office as identified within this procedure.

4.1.10 The USGS EROS Facility Manager and the EROS IT Security Officer shall direct a semi-annual survey to evaluate whether the in-processing of non-federal personnel has appropriately occurred.

#### 4.2 Process

4.2.1 The contractor's HR office will take the following actions:

4.2.1.1 When notified of a non-federal personnel's first expected date of employment or access, the contract HR Office will send an EROS e-mail notification to the Lotus group "GS-N-EROS Emp In-Processing" in the following format:

**E-mail Subject Line:** In-Processing (Employee's Name), (Effective Date)

**Body of Message:**

In-Processing

Name: xx

Company: xx

Department: xx

Effective Date: xx

Supervisor/Sponsor: xx

Comments: (If appropriate)

- 4.2.1.2 The contract HR office or contract manager will greet new personnel at the EROS front entrance (Door S2). They will have a security guard issue a visitor sticker.
  - 4.2.1.3 Personal property entering EROS with new personnel will be inventoried and reported on a property pass.
  - 4.2.1.4 New personnel will be oriented on expectations of personnel conduct.
  - 4.2.1.5 The contract HR Office will provide the "*EROS In-Processing of Non-Federal Personnel Checklist*" to the person and ensure the form is completed.
  - 4.2.1.6 The contract HR office will ensure that the completed checklist is returned to the EROS Badging Office for filing.
  - 4.2.1.7 The contract HR office will also provide their new employees with the Rules of Behavior for the Computer Systems of the U.S Geological Survey (USGS) Center for Earth Resources Observation and Science (EROS), Background Check paperwork, and Finger Print Form.
- 4.2.2 The In-Processing/Transferring Person will work to complete the checklist within five working days of arrival. Each of the various blocks on the checklist requires the printed name and signature of an area representative authorized to complete and/or oversee the tasks delineated in the respective block.
- 4.2.2.1 Once new personnel have turned in initial background check paperwork, they will be eligible to be issued a temporary ID until completion of the background check facilitates the issue of a permanent ID. The new employee will be required to leave a government-issued picture ID (e.g., state driver's license) with the security guard until the temporary ID is returned. (This will be done daily until a permanent ID is issued.)
  - 4.2.2.2 Upon completion, the In-Processing Checklist must be returned to the USGS Badging Office.

Appendices: EROS In-Processing of Non-Federal Personnel Checklist.



**Appendix A to EROS-GEN-07 In-processing of Non-Federal Personnel**

**In-processing Checklist Instructions:** This form must be completed for non-government personnel requiring access to EROS facilities on an ongoing basis including contractors and long term visitors. Contract Human Resource Offices and Government Sponsors are responsible for making sure newly reporting personnel are aware of and complete the EROS In-Processing Checklist within 5 working days of arrival to the Center.

**Name:** \_\_\_\_\_ **Ext:** \_\_\_\_\_ **Affiliation:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_  
 (print name)

<b>ACTION</b>	<b>Initials</b>
<b>Human Resource Office (affiliation specific) or Government Sponsor (for Long Term Visitors)</b>	
Print Name of HR Representative: _____	
In-processing notification email sent to GS-N-EDC Emp In-Processing LOTUS Group.	
Organization specific HR paperwork and procedures completed.	
EROS online directory updated.	
Personal Identity Verification (PIV) paperwork initiated.	
IT Security Training completed & submitted to Mission Support Team	
Finger prints. (Daily at 10am only) EROS Badging Office Room 1108	
<b>Security Guards (Room 320)</b>	
Print Security Guard Name: _____	
Complete EROS Security Training to include: <ul style="list-style-type: none"> <li>• Facility restrictions (entry/exits/visitors/after hours entry)</li> <li>• Card key issues (how to use it/when to wear it)</li> <li>• Dept of Homeland Security issues</li> <li>• Emergency procedures - phone number (6911)</li> <li>• Procedures for bomb threats/treatment of suspicious packages</li> <li>• Emergency plan, inclement weather policy, and safety instructions</li> <li>• Continuity Of Operations orientation/awareness</li> </ul>	
<b>Contract Work Manager or Government Sponsor (for Long Term Visitors)</b>	
Print Name: _____	
Workstation, computer, phone identified (as applicable), and DI-105 filled out for equipment.	
Property pass prepared for all personal equipment brought into or govt equipment taken out of EROS i.e. laptops, thumb drives, etc.	
System Access Form submitted to the Help Desk.	
Building layout explained – restrooms, cafeteria, smoking areas, etc.	
PIV paperwork signed by Government Sponsor/COR.	
<b>Property Office (Cube 1462)</b>	
EROS property management procedures explained. Receipt for Property (Form DI-105) submitted.	
Property Pass (Form DI -1934) submitted.	
<b>PIV Registrar (Room 1330)</b>	
PIV paperwork registration (must have two forms of valid ID with you). Registrar will forward completed PIV documents to the Badging Office.	
<b>Badging Office (Room 1108)</b>	
Photo ID/cardkey/directory update	
Parking tag/parking instructions	
Background check paperwork submitted. Badging Office will notify Security via email that temporary ID may be issued. (Turned in daily)	

I certify that I have completed the EROS In-Processing Checklist in accordance with the EROS-GEN-07 Procedure.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (In-processed personnel)

Original will be maintained by the EROS Badging Office. The Badging Office will provide a copy to the contract employee's HR Office or the long term visitor's Government Sponsor.