

For: FSA Employees

FSA Physical Security Program

Approved by: Deputy Administrator, Management



1 Security of FSA Facilities

A Background

Federal regulations require that every facility be:

- assigned a facility security level (FSL)
- routinely assessed based on that FSL.

The Interagency Security Committee (ISC) has identified a standard to be used in assigning these FSL's. The Emergency Preparedness Division (EPD) is responsible for overall security concerns for FSA facilities, and MSD is responsible for overall facility and leasing concerns for FSA facilities.

EPD and MSD are working together to ensure the security of FSA facilities nationwide. In addition, EPD is also responsible for administering the Enterprise Physical Access Control System (ePACS). ePACS is the USDA-wide physical access control system that allows use of the LincPass credential to gain access to FSA facilities.

B Purpose

This notice:

- provides an overview of how FSL's will be determined
- requires that EPD be involved in the design phase of any new or upgraded card access systems.

Disposal Date	Distribution
September 1, 2011	All FSA employees; State Offices relay to County Offices

Notice AO-1475

1 Security of FSA Facilities (Continued)

C Contact

If there are any questions about this notice, contact either of the following:

- Josh Bornstein, Deputy Director, EPD, at either of the following:
 - e-mail at josh.bornstein@wdc.usda.gov
 - telephone at 202-690-4770
- John Sianez, Space Management Specialist, MSD, at either of the following:
 - e-mail at john.sianez@kcc.usda.gov
 - telephone at 816-926-1988.

D Physical Security Operations

MSD will:

- be responsible for following established ISC criteria to determine the baseline level of protection for all State and County Offices and Service Centers
- assess and assign FSL's to State Offices and Service Centers in which FSA has the delegated lease authority
- assess and assign FSL's to approximately 250 offices per year starting in FY 2011, as well as conduct routine assessments as required by FSL
- attempt to combine the assessment with other leasing duties to provide minimal disruption to the office.

EPD will continue to coordinate with USDA's Office of Homeland Security and Emergency Coordination (OHSEC) to conduct security assessments on large offices, such as Kansas City, St. Louis, and Salt Lake City.

Note: USDA's OHSEC is responsible for all National Capital Region assessments.

All FSA facilities shall inform EPD if they plan to procure a new card access system or upgrade an existing card access system. EPD will work with the location to ensure that the new or upgraded system meets Homeland Security Presidential Directive 12 (HSPD 12) and ePACS requirements.