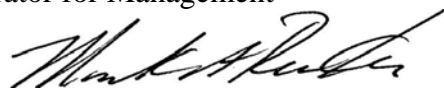


For: State Offices and Service Centers

Physical Security Assessments (PSA's) for State Offices and Service Centers

Approved by: Deputy Administrator for Management



1 Overview

A Background

In accordance with the Interagency Security Committee (ISC), chaired by the Department of Homeland Security, all occupied Federal facilities are required to undergo PSA's every three to five years, depending on the security level of the facility. State offices and service centers have been determined to be security level I or II facilities. Both levels **require** PSA every five years.

The physical security assessment requirements for the United States Department of Agriculture (USDA) are in accordance with 7 CFR 2.95(b). The Secretary's Strengthening Services Administrative Solutions (SSAS) initiative is also incorporating PSA's to ensure that USDA employees and assets are secure in the work place. FSA follows the ISC's Physical Security Standards that are recognized by all Federal Departments and Agencies. PSA's are now part of the Secretary's five-year strategic plan and the number of PSA's conducted will be reported to the Department on a quarterly basis.

For FSA, the Emergency Preparedness Division (EPD) is responsible for ensuring that physical security assessments are completed in a timely manner for facilities where FSA is the lead Agency for leasing.

B Purpose

This notice informs State offices and service centers that EPD will begin conducting PSA's for FY 2015 selected FSA facilities beginning **January 2015**. PSA's will be conducted by using a self-assessment template provided by EPD and completed by local leadership at the facility.

Note: Not all FSA facilities will be selected in FY 2015.

C Contact

For questions regarding this notice, contact Jerry Epting at either of the following:

- e-mail to jerry.epting@wdc.usda.gov
- telephone at 202-380-5010.

Disposal Date

January 1, 2016

1-26-15

Distribution

State Offices; State Offices relay to Service Centers

2 PSA Process

A PSA Template (PSAT) Process

The following table provides the steps and actions for the PSAT process.

Step	Action
1	EPD and Management Services Division (MSD) will select field offices that will receive a self-assessment physical security template in FY 2015.
2	The State offices and Real Property Leasing Officers (RPLO's) can comment on the selections and make recommendations for offices within their State that have a higher priority than those previously selected.
3	EPD will finalize the FY 2015 list and provide the list to State offices of offices in their State that are required to complete PSAT's.
4	EPD will forward PSAT to the selected field offices to complete and return to EPD.
5	County Executive Director or the POC for the office shall conduct PSA jointly with other USDA tenants that are located within the facility and that are under the FSA lease agreement.
6	If a State office is the selected location, State Executive Director or their representative shall conduct PSA jointly with other USDA tenants that are located within their facility and that are under the FSA lease agreement.
7	After the PSAT is completed, the PSAT shall be returned to EPD according to instructions provided.

Note: EPD will provide instructions on where to send the completed assessment when the assessment is e-mailed to the offices that have been selected.

B Risk Analysis Review With Recommendations for Completed PSA's

When the completed PSAT is received from field offices, the following steps will be taken.

Step	Action
1	EPD will review the PSA and complete a risk analysis based on the information provided in the PSA. A risk-based methodology will be used for the analysis. Threats, vulnerabilities, and risks will be analyzed and recommendations will be made to the facility on how to mitigate any threats, vulnerabilities, and risks.
2	A final report will be generated for each facility and a copy sent to the State office, which will identify threats, vulnerabilities, and risks, and the recommendations to mitigation these.
3	State offices will work with RPLO's and PSA submitting offices to mitigate any identified threats, vulnerabilities, and risks.

C Completed PSA's and Risk Analyses

The reports and the information contained within them are protected under the Freedom of Information Act exemption II, and are considered sensitive security information. Each copy that is made shall be tracked to ensure accountability and **only** limited copies shall be produced. The assessments shall be secured in a locked file when they are unattended and shredding is **required** when the PSA and the risk analysis is no longer needed.