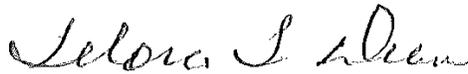


For: FSA Offices

Mandatory Secure Container Data Call

Approved by: Acting Deputy Administrator, Management



1 Submitting FSA-292

A Background

The authority for this guidance is derived from Executive Order 13526 as amended; Classified National Security Information (CNSI); the Information Security Oversight Office (ISOO) Directive I, and Department Regulation 3440-001.

USDA conducts an annual security container data call of all security containers, and/or safes. As part of this request, FSA is required to report the following information:

- single-lock or multi-lock container
- 2, 4, or 5 drawer container
- serial number on the container
- location of the container, including whether the location is accredited or not
- responsible POC for the container
- last time the combination was changed

Because FSA has not collected this information in recent years, the agency no longer has accurate data to report. FSA-292 has been developed for offices to report information.

B Purpose

This notice requires that all offices report secure container inventory by completing FSA-292 (Exhibit 1).

C Scope

The notice applies to **all** FSA mission areas and offices, and their contractors, who possess, handle, distribute, process, transmit, transport, and/or store classified and non-classified information.

Disposal Date	Distribution
December 1, 2013	All FSA Offices; State Offices relay to County Offices

Notice AS-2259

1 Submitting FSA-292 (Continued)

D Action

Each office must complete FSA-292 including all information for each secure container located in the office and submit FSA-292 to the Records Management Staff by email to FSA.RecordsMgmt@wdc.usda.gov.

State Offices shall submit their FSA-292 by **September 20, 2013**.

County Offices shall submit FSA-292 to the State Office by **September 20, 2013**. State Offices shall submit County Office FSA-292's to MSD, Records Management Staff by **September 27, 2013**.

Note: Negative reports are **required**.

E Contact

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

- Liz Ashton by either of the following:
 - e-mail to liz.ashton@wdc.usda.gov
 - telephone at 202-690-3739
- Felicia Sabir by either of the following:
 - e-mail to felicia.sabir@wdc.usda.gov
 - telephone at 202-690-1523.

Example of Completed FSA-292

This form is available electronically. Page 1 of __

FSA-292 (09-18-13)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency				<input type="checkbox"/> Check this box if "NEGATIVE REPORT" (REQUIRED) and sign Item 12.						
SECURE CONTAINER INVENTORY												
<p>NOTE: USDA-FSA mission areas, agencies, and offices and their contractors who possess, handle, distribute process, transmit, transport, and/or store classified information. Please provide the information as indicated below regarding any/and all secure containers within your area of responsibility. Indicate types of classified materials (top secret, secret, confidential). Item 4 can be described as "2, 4 or 5-drawer (color and description of drawer). Additionally, this form is to collect data for not only security containers, but also locks on any doors for an accredited facility approved for the use of Classified National Security Information. The authority for this guidance is derived from Executive Order 13526 as amended; Classified National Security Information (CNSI); the Information Security Oversight Office (ISSO) Directive 1, Department Regulation 3440-001.</p>												
2. Program Area	3. Container Serial Number	4. Container Type (File drawer (2, 4, or 5 drawer), or Secured Room))	5. Lock Type (Single-lock/ multi-lock container)	6. Location (Building/ Room No.)	7. Check this box if the room where the security container is located is accredited for storage	8. Type of Classified Materials (Check all that apply)			9. Last Combo Changed Date (If applicable)	10. Point of Contact	11. Point of Contact Telephone No. (Include Area Code)	12. SF-700 (Security Container Information) is Stored Where?
						Secret	Top Secret	Confidential				
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
13A. Prepared By Name					13B. Title			13C. Telephone No. (Including Area Code)		13D. Date Prepared		