

For: State and County Offices

**Office of Chief Information Officer (OCIO)/Information Technology Services (ITS)
ADP Site Survey**

Approved by: Deputy Administrator, Management



1 Overview

A Background

OCIO/ITS, in conjunction with the 3 Service Center Agencies (SCA's), has been tasked with the following:

- improving ADP physical security for equipment located in SCA's
- optimizing the information technology infrastructure used by SCA's.

To collect data in support of these activities, OCIO/ITS has created an ADP Site Survey (see Exhibit 1). The OCIO/ITS staff will collect the data required; however, support from SCA employees may be required at some locations. The ADP Site Survey will be conducted from February 21, 2007, through March 16, 2007.

B Purpose

This notice informs SCA's about the upcoming ADP Site Survey.

C Contacts

The following provides contact information.

IF there are questions about...	THEN contact...
this notice	<ul style="list-style-type: none"> • Ragh Singh, DAFO, at ragh.singh@wdc.usda.gov or 202-720-7094 • Jerry Kleiman, FSA-ITSD, at jerry.kleiman@kcc.usda.gov or 816-926-2680.
Exhibit 1	ITS Help Desk at 800-255-2434.

Disposal Date	Distribution
June 1, 2007	State Offices; State Offices relay to County Offices

Notice IRM-386

2 Action

A OCIO/ITS Action

OCIO/ITS will:

- contact SCA's to request assistance at locations where it is needed
- collect the ADP Site Survey data by working independently or with the aid of SCA
- enter the data into an online data collection process for each site.

B SCA Action

When contacted by OCIO/ITS, SCA's shall assign a point of contact to support OCIO/ITS.

C SCA Points of Contact Action

If assigned, the SCA points of contact shall:

- become familiar with the ADP Site Survey
- support OCIO/ITS employees by supplying survey information upon request.

OCIO/ITS ADP Site Survey

OIP Site ID: _____ Preparer: _____
 Date: _____ Phone: _____

SECTION 1: ADP ROOM ENVIRONMENT

1. Does your office have an ADP room that only houses servers, LAN, and telephone equipment?
 Yes____ No____

Note: The ADP room is not used as a multi-purpose/storage room, does not house faxes, file cabinets, copiers, etc. Also reference DR 3901-001 “ADP room houses the computer equipment. Special electrical circuits and ventilation are required.”

If the answer to question number one is **no**, this concludes this section of the survey.
 Please proceed to Section 2 of the survey.
 If the answer to question number one is **yes**, please continue.

2. Is the LAN patch panel for your ADP equipment housed in the ADP room? Yes____ No____

3. Are all doors leading into the ADP room capable of being locked? Yes____ No____
 If no, skip to 3d.

- 3a. If yes, are the locks manual (key)? Yes____ No____
- 3b. If no, are the locks operated by push-button code or a key card (automated system)? Yes____ No____
- 3c. Does the landlord have a master key or code/key card? Yes____ No____
- 3d. Are the door(s) solid core? Yes____ No____
- 3e. Are there any windows in the door? Yes____ No____
- 3f. Do the door(s) hinges have non-removable pins? Yes____ No____

4. Has the state FAC issued a policy covering access to the ADP room? Yes____ No____

- 4a. If yes, is this policy being followed? Yes____ No____
- 4b. If no, how do you determine who gets access to the ADP room?

5. Is access to the ADP room restricted to authorized personnel only? Yes____ No____

6. Is a log maintained that shows who enters the ADP room? Yes____ No____

- 6a. If yes, is this log electronic or manual? _____
- 6b. If electronic, can access reports be generated? Yes____ No____

7. Are visitors that are allowed access into the ADP room required to sign in before they gain access to the room? Yes____ No____

7a. While in the ADP room, are they escorted by USDA personnel? Yes____ No____

OCIO/ITS ADP Site Survey (Continued)

SECTION 1: ADP ROOM ENVIRONMENT (Continued)

- 8. Is the size of the ADP room a minimum of 100 square feet? Yes___ No___
 - 8a. If the ADP room is less than 100 square feet, what is the actual size? ___Square Feet
- 9. Is there a three (3) foot clearance on all sides of the patch panel (attached to wall)/computer cabinet (attached to floor) in the ADP room? Yes___ No___
- 10. Is the cabling system and associated cable runs in the ADP room properly secured and accurately labeled? Yes___ No___
- 11. Does the ADP room have emergency lighting in case the room needs to be evacuated during a power outage? Yes___ No___
- 12. Is the ADP room supported by a working Uninterruptible Power Supply (UPS) that supports all of the associated computer equipment? Yes___ No___
- 13. Does the ADP room have separate temperature controls? Yes___ No___
 - 13a. Is the ADP room air-conditioned? Yes___ No___
 - 13b. Is there a thermostat or a thermometer in the ADP room? Yes___ No___
 - 13c. If yes, is the temperature maintained at 78 degrees or below? Yes___ No___
- 14. What kind of flooring is in the majority of the ADP room?
(e.g. tile, carpet, concrete, etc.) _____
 - 14a. Is carpeting utilized anywhere as a floor covering in the ADP Room? Yes___ No___
- 15. Is there overhead plumbing or interior wall water pipes in the ADP room? Yes___ No___
- 16. Are fire sprinklers installed inside of the ADP room? Yes___ No___
 - 16a. Is there a fire extinguisher in the ADP room? Yes___ No___
 - 16b. Is there a fire suppression system such as Halon or dry powder (in addition to fire extinguishers) in place in the ADP room? Yes___ No___
- 17. Is there a "point of contact list" maintained for emergency situations? Yes___ No___
 - 17a. If yes, which agency is responsible for updating and maintaining the list?

- 18. Does the ADP room contain storage space (maps, old files, extra junk)? Yes___ No___
 - 18a. If yes, which Service Center Agencies use this space? (Please check any that apply)
FSA___ NRCS___ RD___ Other___

OCIO/ITS ADP Site Survey (Continued)

SECTION 1: ADP ROOM ENVIRONMENT (Continued)

19. Does the ADP room have any windows? Yes ___ No ___

If yes, complete the following questions:

19a. How many windows? _____

19b. Do they face outside? Yes ___ No ___

19c. Do they open? Yes ___ No ___

19d. Are window coverings utilized on these windows? Yes ___ No ___

20. Is the ADP room away from public access? Yes ___ No ___

21. Does the ADP room have at least one 3/4 in. 4 x 8 sheet of plywood, attached to a wall for mounting extended demarcation points and/or phone equipment? Yes ___ No ___

21a. Has it been painted with fire retardant paint? Yes ___ No ___

22. Are any of the office telephone outside lines terminated within the ADP room? Yes ___ No ___

23. Any other comments you would like to mention about your ADP room:

24. Does this site have an AS400? Yes ___ No ___

If no, skip to Section 4.

24a. If yes, is the AS400 inside the ADP room? Yes ___ No ___

If yes, Skip to section 3.

If no, complete Section 2 concerning the AS400.

OCIO/ITS ADP Site Survey (Continued)

SECTION 2: NON-ADP ROOM SPECIFICS

If there is no dedicated ADP room, please explain where the CCE server and the AS/400 server are located in your office space in relationship to the LAN Router and Switching equipment. (e.g. distance from)

AS/400:

CCE Server:

NON-ADP ROOM SERVER LOCATIONS

1. Is the space where the servers sit used by any of the Service Center Agencies? (Used as a map room, to store old files, as an extra junk room, contains cubicles, etc.)

1a. **AS/400 Server:** Yes___ No___

1b. If yes, which Service Center Agencies use this space? (Please check any that apply)
 FSA___ NRCS___ RD___ Other___

1c. **CCE Server:** Yes___ No___

1d. If yes, which Service Center Agencies use this space? (Please check any that apply)
 FSA___ NRCS___ RD___ Other___

2. Does the space where the servers sit have doors? Yes___ No___
 If no, then skip to Question 3.

2a. **AS/400 Server:** Yes___ No___

2b. How many? _____

2c. Do all doors have locks? Yes___ No___

2d. Is access to ADP Room restricted? Yes___ No___

2e. Are the door(s) solid core? Yes___ No___

2f. Do the door(s) hinges have non-removable pins? Yes___ No___

2g. Do the doors have windows? Yes___ No___

2h. **CCE Server:** Yes___ No___

2i. How many? _____

2j. Do all doors have locks? Yes___ No___

2k. Is access to ADP Room restricted? Yes___ No___

2l. Are the door(s) solid core? Yes___ No___

2m. Do the door(s) hinges have non-removable pins? Yes___ No___

2n. Do the doors have windows? Yes___ No___

OCIO/ITS ADP Site Survey (Continued)

SECTION 2: NON-ADP ROOM SPECIFICS (Continued)

- 3. Is the space where the servers sit near windows? Yes___ No___
If no, then skip to Question 4.
 - 3a. **AS/400 Server:** Yes___ No___
 - 3b. Do they face outside? Yes___ No___
 - 3c. Do they open? Yes___ No___
 - 3d. Are window coverings utilized on these windows? Yes___ No___
 - 3e. **CCE Server:** Yes___ No___
 - 3f. Do they face outside? Yes___ No___
 - 3g. Do they open? Yes___ No___
 - 3h. Are window coverings utilized on these windows? Yes___ No___

- 4. Is the flooring utilized in this location a hard surface?
 - 4a. AS/400 Server: Yes___ No___
 - 4b. CCE Server: Yes___ No___

- 5. Is carpeting utilized as a floor covering in this location?
 - 5a. AS/400 Server: Yes___ No___
 - 5b. CCE Server: Yes___ No___

- 6. Are there any water pipes in the spaces where the servers sit?
 - 6a. AS/400 Server: Yes___ No___
 - 6b. CCE Server: Yes___ No___

- 7. Is there a fire suppression system (in addition to fire extinguishers) in place within the server space?
 - 7a. AS/400 Server: Yes___ No___
 - 7b. CCE Server: Yes___ No___

- 8. Is the office phone system located in this same space?
 - 8a. AS/400 Server: Yes___ No___
 - 8b. CCE Server: Yes___ No___

- 9. Is the space where the servers sit away from public access?
 - 9a. AS/400 Server: Yes___ No___
 - 9b. CCE Server: Yes___ No___

- 10. Is the space where the servers sit air-conditioned?
 - 10a. AS/400 Server: Yes___ No___
 - 10b. CCE Server: Yes___ No___

OCIO/ITS ADP Site Survey (Continued)

SECTION 2: NON-ADP ROOM SPECIFICS (Continued)

11. Does this room have separate temperature controls from normal office space?

11a. AS/400 Server: Yes___ No___

11b. CCE Server: Yes___ No___

12. Is there at least one 3/4 in. 4 x 8 sheet of plywood, attached to a wall for mounting extended demarcation points and/or phone equipment? Yes___ No___

12a. Has it been painted with fire retardant paint? Yes___ No___

13. Are any of the office telephone outside lines terminated within the USDA office space?
Yes___ No___

14. Are there any other comments you would like to mention about your Office concerning the location of the AS/400 Server or the CCE Server?

SECTION 3: AS/400 USAGE SPECIFICS

If your office does contain an AS/400 Server, please answer the following questions.
If it does not, you may skip to section 4.

1. How many of the following printers are currently utilized in your Office:

1a. IBM 4214 _____

1b. IBM 4224 _____

1c. IBM 4232 _____

1d. IBM 4317 _____

2. Estimate how many pages per month are generated with the following printers in your Office:

2a. IBM 4214 _____

2b. IBM 4224 _____

2c. IBM 4232 _____

2d. IBM 4317 _____

3. Do you use the S/36 CSF400 Menu to Connect to the KCMO Mainframe? Yes___ No___

OCIO/ITS ADP Site Survey (Continued)

SECTION 3: AS/400 USAGE SPECIFICS (Continued)

4. Do you create your own S/36 Queries for use in your office? Yes___ No___

4a. If yes, estimate how many you create per year. ____

5. Is the AS/400 used as a means to backup or store any files located on user workstations or the CCE file server? Yes___ No___

5a. If Yes, please briefly explain:

6. Out of the 8 hour business day, how many minutes is the AS/400 unavailable to the office due to activities requiring a dedicated system, e.g. backups, software installs, etc. _____

7. Any other comments concerning your AS/400 that you would like to make:

SECTION 4: EMERGENCY ELECTRICAL SHUTDOWN

1. Is there a capability of cutting off the main power to any of the information technology components that may be malfunctioning (e.g., due to an electrical fire) or threatened (e.g., due to a water leak) without endangering personnel by requiring them to approach the equipment? (e.g., a main breaker panel for all equipment) Yes___ No___

1a. If no, please explain:

FSA, OCIO/ITS would like thank everyone for their time & patience in filling out this survey.