

2023 USDA EXPLANATORY NOTES – OFFICE OF SAFETY, SECURITY AND PROTECTION

Table of Contents

Agency-Wide 2
 Purpose Statement 2
 Available Funds and FTEs 3
 Permanent Positions by Grade and FTEs 3
Account 1: Salaries and Expenses 4
 Appropriations Language 4
 Lead-Off Tabular Statement 4
 Project Statement 4
 Geographic Breakdown of Obligations and FTEs 6
 Classification by Objects 6
 Status of Programs 7

AGENCY-WIDE

PURPOSE STATEMENT

The Office of Safety, Security and Protection (OSSP) was established on October 13, 2019, to improve facility emergency management and response. OSSP provides Department-wide leadership, policy, and management in the safeguarding of property and personnel. OSSP is committed to identifying and addressing all security risks that may affect USDA personnel, infrastructure, and facilities. Funding is currently in Agriculture Buildings and Facilities, Departmental Administration, and Office of Homeland Security. Direct appropriated funding for OSSP was first requested in FY 2021, this request was a combination of a new appropriations request, as well as transferred appropriations from the Agriculture Buildings and Facilities and Departmental Administration appropriations levels.

OSSP is located in Washington, D.C. As of September 30, 2021, there were 39 permanent full-time employees located in Washington, D.C.

OSSP has no open Government Accountability Office or Office of Inspector General Audits.

AVAILABLE FUNDS AND FTEs

Table OSSP-1. Available Funds and FTEs (thousands of dollars, FTEs)

| Item | 2020 | | 2021 | | 2022 | | 2023 | |
|-----------------------------------|--------|-----|----------|-----|-----------|-----|-----------|-----|
| | Actual | FTE | Actual | FTE | Estimated | FTE | Estimated | FTE |
| Salaries and Expenses: | | | | | | | | |
| Discretionary Appropriations..... | - | - | \$23,218 | 20 | \$23,218 | 25 | \$25,528 | 31 |
| Transfers Out..... | - | - | -500 | - | - | - | - | - |
| Total Adjusted Appropriation..... | - | - | 22,718 | 20 | 23,218 | 25 | 25,528 | 31 |
| Lapsing Balances..... | - | - | -647 | - | - | - | - | - |
| Subtotal Obligations, OSSP..... | - | - | 22,071 | 20 | 23,218 | 25 | 25,528 | 31 |
| Other USDA: | | | | | | | | |
| Security Detail..... | - | - | 4,170 | 15 | 4,335 | 17 | 4,370 | 17 |
| Physical Security..... | - | - | 3,828 | 5 | 4,051 | 6 | - | - |
| Total, Other USDA..... | - | - | 7,998 | 20 | 8,386 | 23 | 4,370 | 17 |
| Total Available, OSSP..... | - | - | 30,069 | 40 | 31,604 | 48 | 29,898 | 48 |

PERMANENT POSITIONS BY GRADE AND FTEs

Table OSSP-2. Permanent Positions by Grade and FTEs

| Item | 2020 | | | 2021 | | | 2022 | | | 2023 | | |
|-------------------------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|
| | D.C. | Field | Total | D.C. | Field | Total | D.C. | Field | Total | D.C. | Field | Total |
| SES..... | - | - | - | - | - | - | 1 | - | 1 | 1 | - | 1 |
| GS-15..... | - | - | - | 3 | - | 3 | 5 | - | 5 | 5 | - | 5 |
| GS-14..... | - | - | - | 8 | - | 8 | 9 | - | 9 | 9 | - | 9 |
| GS-13..... | - | - | - | 11 | - | 11 | 16 | - | 16 | 16 | - | 16 |
| GS-12..... | - | - | - | 8 | - | 8 | 8 | - | 8 | 8 | - | 8 |
| GS-11..... | - | - | - | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| GS-9..... | - | - | - | 6 | - | 6 | 6 | - | 6 | 6 | - | 6 |
| GS-8..... | - | - | - | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| Total Perm. FT EOY..... | - | - | - | 39 | - | 39 | 48 | - | 48 | 48 | - | 48 |
| FTE..... | - | - | - | 40 | - | 40 | 48 | - | 48 | 48 | - | 48 |

ACCOUNT 1: SALARIES AND EXPENSES

APPROPRIATIONS LANGUAGE

The appropriations language follows (new language underscored; deleted matter enclosed in brackets):

For necessary expenses of the Office of Safety, Security, and Protection, [~~\$27,034,000~~]\$25,528,000.

LEAD-OFF TABULAR STATEMENT

Table OSSP-3. Lead-Off Tabular Statement (In dollars)

| Item | Amount |
|-------------------------|-------------------|
| Estimate, 2022 | \$23,218,000 |
| Change in Appropriation | + 2,310,000 |
| Budget Estimate, 2023 | <u>25,528,000</u> |

PROJECT STATEMENT

Table OSSP-4. Project Statement (thousands of dollars, FTEs)

| Item | 2020 | | 2021 | | 2022 | | 2023 | | Inc. or Dec. | FTE Inc. or Dec. | Chg Key |
|---|--------|-----|----------|-----|-----------|-----|-----------|-----|--------------|------------------|---------|
| | Actual | FTE | Actual | FTE | Estimated | FTE | Estimated | FTE | | | |
| Discretionary Appropriations: | | | | | | | | | | | |
| Office of Safety, Security and Protection | \$ - | - | \$23,218 | 20 | \$23,218 | 25 | \$25,528 | 31 | +\$2,310 | +6 | (1) |
| Total Appropriation..... | - | - | 23,218 | 20 | 23,218 | 25 | 25,528 | 31 | +2,310 | +6 | - |
| Transfers Out: | | | | | | | | | | | |
| Departmental Administration..... | - | - | -500 | - | - | - | - | - | - | - | - |
| Total Available..... | - | - | 22,718 | 20 | 23,218 | 25 | 25,528 | 31 | +2,310 | +6 | - |
| Lapsing Balances..... | - | - | -647 | - | - | - | - | - | - | - | - |
| Total Obligations..... | - | - | 22,071 | 20 | 23,218 | 25 | 25,528 | 31 | +2,310 | +6 | - |

Table OSSP-5. Project Statement (thousands of dollars, FTEs)

| Item | 2020 | | 2021 | | 2022 | | 2023 | | Inc. or Dec. | FTE Inc. or Dec. |
|--|--------|-----|----------|-----|-----------|-----|-----------|-----|--------------|------------------|
| | Actual | FTE | Actual | FTE | Estimated | FTE | Estimated | FTE | | |
| Discretionary Obligations: | | | | | | | | | | |
| Office of Safety, Security and Protection..... | - | - | \$22,071 | 20 | \$23,218 | 25 | \$25,528 | 31 | +\$2,310 | +6 |
| Lapsing Balances..... | - | - | 647 | - | - | - | - | - | - | - |
| Total Available..... | - | - | 22,718 | 20 | 23,218 | 25 | 25,528 | 31 | +2,310 | +6 |
| Total Transfers Out: | - | - | 500 | - | - | - | - | - | - | - |
| Total Appropriation..... | - | - | 23,218 | 20 | 23,218 | 25 | 25,528 | 31 | +2,310 | +6 |

Office of Safety, Security and Protection (OSSP)

OSSP is responsible for all physical security, security procedures, standards, and access control at USDA’s HQ complex, George Washington Carver Center, and USDA-leased facilities in the National Capital Region (NCR). OSSP provides guidance and oversight to USDA’s contracted Special Police force who stands ready as the agency’s first line of defense. OSSP provides oversight and management on all Life-Safety services that ensure all National Capital Region facilities’ life safety systems are operational, maintained, and meet all federal and jurisdictional regulatory requirements, codes, and industry standards.

OSSP is responsible for the operation, support, troubleshooting, and maintenance of all electronic security systems at USDA NCR locations. These systems are vital tools to the security and safety of USDA employees and facilities. OSSP manages USDA's enterprise physical access system (ePACS) to help maintain, troubleshoot, assist, and operate the ePACS Infrastructure which consists of over 9,000 card readers at over 800 locations. These locations include irradiators, research labs, agency headquarters, and many other critical assets to USDA's operation. OSSP manages USDA's HSPD-12 program across the nation. This program continues to assist USDA employees with the issuance, renewal, and troubleshooting with LincPass' Logical Resources (computers, networks, printers, etc.) as well as physical resources (buildings, turnstiles, network closets, server rooms, etc.)

Due to the elevated threat of possible violence faced by Presidential Cabinet-level Secretaries, both within the United States and abroad, as well as the need for Continuity of Operations / Continuity of Government in the event of a national emergency, OSSP will continue to provide executive protection duties for the Secretary, the Deputy Secretary of Agriculture, and other designees as directed by the Secretary.

The numbers and letters of the following listing relates to values in the Change (Chg) Key column of the Project Statement:

(1) A net increase of \$2,310,000 (\$23,218,000 and 25 FTEs available in 2022).

The funding change is requested for the following items:

A) An increase of \$88,000, which includes \$61,000 for pay inflation and \$27,000 for FERS.

This increase supports the pay increase which went into effect January 1st 2022 of a 2.7 percent Cost of Living pay increases for civilian employees, and a 1.1 percent increase to cover the expenses for the mandated increase of USDA's contribution to FERS.

An increase of \$194,000 for 2023 Pay.

This increase will support the annualization of the 2022 2.7 percent Cost of Living pay increase and the 2023 4.6 percent Cost of Living pay increase.

Without this increase the OSSP would struggle to continue to meet its objective in ensuring the operations and security of USDA facilities, employees, and visitors. This critical increase is needed to support and maintain current staffing levels to meet the demands and statutory requirements and operational demands imposed on OSSP. Failure to receive this increase would prevent us from fully performing our mission, which is necessary to ensure continued operations, the safety and security of property and personnel.

B) An increase of \$3,728,000 in the Office of Safety, Security and Protection to realign the Physical Security program from the Shared Costs Programs.

After analysis conducted by the USDA's Advisory Committee of the Shared Costs Programs, USDA determined that the realignment of resources associated with the following programs would better serve and meet the needs of the Department by improving oversight, transparency, and accountability, in addition to a realization in management efficiencies by reducing workload and administrative expenses.

Physical Security manages and coordinates the protection of all USDA facilities, personnel, and assets inside the National Capital Region. HSPD-12 requires government-wide standard for secure and reliable ID for all its employees and employees of federal contractors to access federally controlled facilities and networks. Based upon this directive, the National Institute for Standards and Technology (NIST) developed Federal Information Processing Standards Publication (FIPS Pub) 201. USDA's LincPass card is designed to link a person's identity to an ID credential and the credential to a person's ability to physically and logically access federally controlled buildings and information systems, respectively. In addition, the Facilities Protection Program consisting of the development of physical security policies, procedures, standards, training, oversight, and tools to include the USDA Physical Security Assessment Database and Report Repository as well as the USDA Standard Physical Security Assessment Process.

Until appropriated funds are enacted for the purpose of the Physical Security, this program will continue to be funded through the Shared Costs Programs mechanism.

C) A decrease of \$1,700,000 of USDA's security contract refunded to OSSP.

This reduction is due to \$1,700,000 of USDA's security contract refunded to OSSP through an Inter-Agency Agreement.

GEOGRAPHIC BREAKDOWN OF OBLIGATIONS AND FTEs

Table OSSP-6. Geographic Breakdown of Obligations and FTEs (thousands of dollars, FTEs)

| State/Territory/Country | 2020 | | 2021 | | 2022 | | 2023 | |
|---------------------------|--------|-----|----------|-----|-----------|-----|-----------|-----|
| | Actual | FTE | Actual | FTE | Estimated | FTE | Estimated | FTE |
| District of Columbia..... | - | - | \$22,071 | 25 | \$23,218 | 25 | \$25,528 | 31 |
| Lapsing Balances..... | - | - | 647 | - | - | - | - | - |
| Total, Available..... | - | - | 22,718 | 25 | 23,218 | 25 | 25,528 | 31 |

CLASSIFICATION BY OBJECTS

Table OSSP-7. Classification by Objects (thousands of dollars)

| Item No. | Item | 2020 Actual | 2021 Actual | 2022 Estimated | 2023 Estimated |
|-------------------------|--|-------------|-------------|----------------|----------------|
| Personnel Compensation: | | | | | |
| | Washington D.C..... | - | \$2,728 | \$2,798 | \$3,907 |
| 11 | Total personnel compensation..... | - | 2,728 | 2,798 | 3,907 |
| 12 | Personal benefits..... | - | 1,055 | 1,079 | 1,449 |
| 13.0 | Benefits for former personnel..... | - | 2 | 2 | - |
| | Total, personnel comp. and benefits..... | - | 3,785 | 3,879 | 5,356 |
| Other Objects: | | | | | |
| 21.0 | Travel and transportation of persons..... | - | 8 | 8 | 19 |
| 22.0 | Transportation of things..... | - | 5 | 5 | 5 |
| 23.3 | Communications, utilities, and misc. charges.... | - | 100 | 100 | 118 |
| 24.0 | Printing and reproduction..... | - | 64 | 64 | 64 |
| 25.1 | Advisory and assistance services..... | - | 806 | 806 | 506 |
| 25.2 | Other services from non-Federal sources..... | - | 23 | 23 | 58 |
| 25.3 | Other goods and services from Federal sources | - | 3,202 | 3,202 | 4,749 |
| 25.4 | Operation and maintenance of facilities..... | - | 11,635 | 12,688 | 12,188 |
| 25.5 | Research and development contracts..... | - | 20 | 20 | 20 |
| 26.0 | Supplies and materials..... | - | 84 | 84 | 95 |
| 31.0 | Equipment..... | - | 2,339 | 2,339 | 2,350 |
| | Total, Other Objects..... | - | 18,286 | 19,339 | 20,172 |
| 99.9 | Total, new obligations..... | - | 22,071 | 23,218 | 25,528 |
| Position Data: | | | | | |
| | Average Salary (dollars), ES Position..... | - | \$185,000 | \$185,000 | \$185,000 |
| | Average Salary (dollars), GS Position..... | - | \$110,000 | \$110,000 | \$111,500 |
| | Average Grade, GS Position..... | - | 13.3 | 13.3 | 13.3 |

STATUS OF PROGRAMS

The Office of Safety, Security and Protection (OSSP) was established on October 13, 2019, to improve facility emergency management and response. OSSP provides Department-wide leadership, policy, and management in the safeguarding of property and personnel. OSSP is committed to identifying and addressing all security risks that may affect USDA personnel, infrastructure, and facilities. Inter-agency agreements were used during FY 2020 while funding was in Agriculture Buildings and Facilities, Departmental Administration, and Office of Homeland Security.

Current Activities

OSSP directly manages all facility security and emergency response, asset protection and personnel safety for USDA's Headquarters complex which includes the Whitten, South, Yates building, and the George Washington Carver Center as well as having primary authority to fully coordinate facility safety, security and protection in the National Capitol Region. OSSP is responsible for standardizing facility security and personnel safety policies and procedures, including establishing consistent risk-based specifications for countermeasures that USDA facilities nationwide will be expected to implement based on their functions and vulnerabilities.

- Replacing USDA's existing closed-circuit television (CCTV) cameras located throughout USDA's Headquarters Complex. The current CCTVs were identified in a recent vulnerability assessment that it provided inadequate coverage and was beyond its life cycle. OSSP is in the final phase of installing a state-of-the-art Video Surveillance System that will meet Department of Homeland Security's Interagency Security Committee requirements; and
- OSSP is in the process of installing an enhanced Visitors Management System (VMS) for the Whitten, South and Yates buildings. This new VMS will allow USDA to follow the HSPD-12 mandate that all Federal Departments implement a single, standard credential for access to both physical and logical access.

Selected Examples of Recent Progress

- Completed two GAO audits recommendations from 2017. USDA now has the proper mechanisms in place to accurately and effectively manage Physical Security vulnerability assessments in accordance with Information Security Center (ISC) standards. Working with Office of the Chief Information Officer, OSSP is in the final stage of development of a USDA-wide Assessment completion and tracking system that would provide ISC compliant security assessment for all USDA agencies and allow that vital data to be utilized for the CXO Dashboard, and other emergency USDA management application projects; and
- Migrated the HQ-Physical Access System in the Whitten Building into USDA's Enterprise Physical Access System to achieve USDA Policy Compliance with DR/DM-4620 (common identification for U.S. Department of Agriculture employees and contractors) and ensure continued compliance with Federal Information Security Management Act requirements;
- Updated and maintained the Agriculture Automated Warning and Information Response System (Ag-AWaIRS). This system enables OSSP to broadcast emergency information and fulfills USDA's need for a reliable, rapid, and broad-based method to deliver time-sensitive emergency alerts to USDA personnel. Ag-AWaIRS notifications include, but are not limited to, manmade or natural disasters, threat level changes, active shooter warnings, severe weather, or recall procedures;
- Modernized and renovated the USDA Badging office. The new office design promotes a more pandemic friendly and secure environment allowing us to service customers in a more timely and efficient manner;
- OSSP established a workplace violence working group to include mission areas from across USDA. This working group developed workplace violence training for USDA employees and supervisors explains what constitutes workplace violence, that USDA has a zero policy for workplace violence, and what support is in place for employees who witness or are victims of workplace violence. The working group has also established a 24-hour hot line for employees to utilize to report instances of workplace violence;
- Reestablishment of the Facility Security Committee: This committee will address facility-specific security issues and approving the implementation of security measures and practices;
- Modernized USDA's Emergency Control Center (ECC); This area has been modernized and IT equipment upgraded to ensure greater capabilities and resources exist during catastrophic/emergency

events. The ECC monitors all life safety activities including the Fire and the Public Address system at USDA's Headquarters Complex;

- Installation of 6 new Guard booths located at C Street South Building Courtyards. These outdated booths were in severe need of repair and updating. The new booths have been upgraded to ensure the greatest level of safety for Officers by providing ballistic shielding, upgraded controls and a modernized setting for the officer;
- Reinstated Incident Command Structure (ICS) at USDA. Assignments were made and all participants were required to attend the proper training. Radios were purchased and issued out to all members of ICS.