

2024 USDA EXPLANATORY NOTES – OFFICE OF SAFETY, SECURITY, AND PROTECTION

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PREFACE

This publication summarizes the fiscal year (FY) 2024 Budget for the U.S. Department of Agriculture (USDA). Throughout this publication any reference to the “Budget” is in regard to the 2024 Budget, unless otherwise noted. All references to years refer to fiscal year, except where specifically noted. The budgetary tables throughout this document show actual amounts for 2021 and 2022, enacted levels for 2023, and the President’s Budget request for 2024. Amounts for 2023 estimated levels include: non-enacted amounts such as Full-Time Equivalent levels, fleet levels, information technology investment levels, recovery levels, transfers in and out, balances available end of year, and obligation levels.

Throughout this publication, the “2018 Farm Bill” is used to refer to the Agriculture Improvement Act of 2018. Most programs funded by the 2018 Farm Bill are funded through 2023. Amounts shown in 2024 for most Farm Bill programs reflect those confirmed in the baseline.

Pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985, sequestration is included in the numbers for mandatory programs in 2021, 2022, 2023 and 2024.

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 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, 2022, there were 51 permanent full-time employees located in Washington, D.C.

OIG AND GAO REPORTS

OSSP did not have any Government Accountability Office evaluation reports during the past year.

Table OSSP-1. Completed OIG Reports

ID	Date	Title
50601-0004-23	01/20/2022	2020 Physical Security Fieldwork

AVAILABLE FUNDS AND FTEs

Table OSSP-2. Available Funds and FTEs (thousands of dollars, FTEs)

Item	2021		2022		2023		2024	
	Actual	FTE	Actual	FTE	Estimated	FTE	Estimated	FTE
Salaries and Expenses:								
Discretionary Appropriations	\$23,218	20	\$23,306	28	\$21,800	35	\$22,020	35
Transfers Out	-500	-	-	-	-	-	-	-
Total Adjusted Appropriation	22,718	20	23,306	28	21,800	35	22,020	35
Lapsing Balances ^a	-647	-	-921	-	-	-	-	-
Subtotal Obligations, OSSP	22,071	20	22,385	28	21,800	35	22,020	35
Other USDA:								
Security Detail	4,170	15	4,211	17	4,335	17	4,335	17
Physical Security	3,828	5	4,013	6	4,051	6	4,051	6
Total, Other USDA	7,998	20	8,224	23	8,386	23	8,386	23
Total Available, OSSP	30,069	40	26,792	51	30,186	58	30,406	58

^a The lapsing balances as shown in the above table do not include the \$184 thousand in reimbursable lapsing balances.

PERMANENT POSITIONS BY GRADE AND FTEs

Table OSSP-3. Permanent Positions by Grade and FTEs

Item	2021			2022			2023			2024		
	D.C.	Field	Total	D.C.	Field	Total	D.C.	Field	Total	D.C.	Field	Total
SES.....	-	-	-	1	-	1	1	-	1	1	-	1
GS-15.....	3	-	3	5	-	5	5	-	5	5	-	5
GS-14.....	8	-	8	9	-	9	9	-	9	9	-	9
GS-13.....	11	-	11	17	-	17	20	-	20	20	-	20
GS-12.....	8	-	8	8	-	8	8	-	8	8	-	8
GS-11.....	2	-	2	3	-	3	7	-	7	7	-	7
GS-9.....	6	-	6	8	-	8	8	-	8	8	-	8
GS-8.....	2	-	2	-	-	-	-	-	-	-	-	-
Total Permanent.....	40	-	40	51	-	51	58	-	58	58	-	58
Total Perm. FTE												
EOY.....	40	-	40	51	-	51	58	-	58	58	-	58
FTE.....	40	-	40	51	-	51	58	-	58	58	-	58

ACCOUNT 1: SALARIES AND EXPENSES

APPROPRIATIONS LANGUAGE

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

Salaries and Expenses

For necessary expenses of the Office of Safety, Security, and Protection, [\$21,800,000]\$22,020,000.

LEAD-OFF TABULAR STATEMENT

Table OSSP-4. Lead-Off Tabular Statement (In dollars)

Item	Amount
Enacted, 2023	\$21,800,000
Change in Appropriation	+220,000
Budget Estimate, 2024	<u>22,020,000</u>

PROJECT STATEMENTS

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

Item	2021		2022		2023		2024		FTE		
	Actual	FTE	Actual	FTE	Estimated	FTE	Estimated	FTE	Inc. or Dec.	Inc. or Dec.	Chg Key
Discretionary Appropriations:											
Office of Safety, Security and Protection.....	\$23,218	20	\$23,306	28	\$21,800	35	\$22,020	35	+220	-	(1)
Total Appropriations.....	23,218	20	23,306	28	21,800	35	22,020	35	+220	-	-
Transfers Out:											
DA.....	-500	-	-	-	-	-	-	-	-	-	-
Total Transfers Out.....	-500	-	-	-	-	-	-	-	-	-	-
Total Available.....	22,718	20	23,306	28	21,800	35	22,020	35	+220	-	-
Lapsing Balances ^a	-647	-	-921	-	-	-	-	-	-	-	-
Total Obligations.....	22,071	20	22,385	28	21,800	35	22,020	35	+220	-	-

^a The lapsing balances as shown in the above table do not include the \$184 thousand in reimbursable lapsing balances.

Table OSSP-6. Project Statement on Basis of Obligations (thousands of dollars, FTEs)

Item	2021		2022		2023		2024		FTE	
	Actual	FTE	Actual	FTE	Estimated	FTE	Estimated	FTE	Inc. or Dec.	Inc. or Dec.
Discretionary Obligations:										
Office of Safety, Security and Protection.....	\$22,071	20	\$22,385	28	\$21,800	35	\$22,020	35	+220	-

Item	2021		2022		2023		2024		Inc. or Dec.	FTE Inc. or Dec.
	Actual	FTE	Actual	FTE	Estimated	FTE	Estimated	FTE		
Total Obligations	22,071	20	22,385	28	21,800	35	22,020	35	+220	-
Lapsing Balances ^b	647	-	921	-	-	-	-	-	-	-
Total Available	22,718	20	23,306	28	21,800	35	22,020	35	+220	-
Total Transfers Out:	500	-	-	-	-	-	-	-	-	-
Total Appropriations.....	23,218	20	23,306	28	21,800	35	22,020	35	+220	-

^b The lapsing balances as shown in the above table do not include the \$184 thousand in reimbursable lapsing balances.

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, sever 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) An increase of \$220,000 (\$21,800,000 and 35 FTEs available in 2023).

The funding change is requested for the following items:

- A) An increase of \$220,000 for 2024 Pay.

This increase will support the annualization of the 2023 4.6 percent Cost of Living pay increase and the 2024 5.2 percent Cost of Living pay increase. If this funding is not provided, 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 the safety and security of property and personnel, as well as continued operations of the Department.

GEOGRAPHIC BREAKDOWN OF OBLIGATIONS AND FTEs

Table OSSP-7. Geographic Breakdown of Obligations and FTEs (thousands of dollars, FTEs)

State/Territory/Country	2021		2022		2023		2024	
	Actual	FTE	Actual	FTE	Estimated	FTE	Estimated	FTE
District of Columbia	\$22,071	20	\$23,306	28	\$21,800	35	\$22,020	35
Obligations	22,071	20	23,306	28	21,800	35	22,020	35
Lapsing Balances	647	-	-921	-	-	-	-	-
Total, Available	22,718	20	22,385	28	21,800	35	22,020	35

CLASSIFICATION BY OBJECTS**Table OSSP-8 Classification by Objects (thousands of dollars)**

Item No.	Item	2021 Actual	2022 Actual	2023 Estimated	2024 Estimated
	Personnel Compensation:				
	Washington D.C.....	\$2,728	\$2,967	\$2,967	\$3,023
11	Total personnel compensation.....	2,728	2,967	2,967	3,023
12	Personal benefits	1,055	1,180	1,180	1,296
13.0	Benefits for former personnel	2	-	-	-
	Total, personnel compensation, and benefits.....	3,785	4,147	4,147	4,319
	Other Objects:				
21.0	Travel and transportation of persons	8	39	19	30
22.0	Transportation of things	5	5	5	5
23.3	Communications, utilities, and misc. charges	100	134	118	136
24.0	Printing and reproduction.....	64	42	64	42
25.1	Advisory and assistance services	806	1,916	506	506
25.2	Other services from non-Federal sources	23	29	58	29
25.3	Other goods and services from Federal sources	3,202	1,523	3,000	2,866
25.4	Operation and maintenance of facilities.....	11,635	11,917	11,418	11,622
25.5	Research and development contracts	20	23	20	20
26.0	Supplies and materials	84	223	95	95
31.0	Equipment.....	2,339	2,373	2,350	2,350
42.0	Insurance Claims and Indemnities	-	14	-	-
	Total, Other Objects	18,286	18,238	17,653	17,701
99.9	Total, new obligations.....	22,071	22,385	21,800	22,020
	Information Technology Investments:				
	DASO-DA-Enterprise IT Facilities and Physical Security Related Mission Area PPA #1				
11	Internal Labor.....	-	137	264	142
	External Labor (Contractors)	-	1,450	-	417
	Total Major Investment 1	-	1,587	264	559
	Identity & Access Management (IAM)(EPACS).....				
11	Internal Labor.....	-	269	271	278
	External Labor (Contractors)	-	2,466	2,466	2,528
	Total Major Investment 2	-	2,735	2,737	2,806
25.3	Mission Area WCF Transfers	-	1,159	16,495	19,859
	Total Non-Major Investment	-	1,159	16,495	19,859
	Total IT Investments.....	-	5,481	19,496	23,224
	Position Data:				
	Average Salary (dollars), ES Position.....	\$185,000	\$197,000	\$204,240	\$212,409
	Average Salary (dollars), GS Position	\$110,000	\$116,964	\$121,262	\$126,113
	Average Grade, GS Position	13	12.3	12.3	12.3

STATUS OF PROGRAMS

The Office of Security, Safety and Protection (OSSP) ensures unified effective, efficient delivery of facility and emergency response, and personnel safety across USDA operations. OSSP serves as the primary point of oversight, planning, coordination and implementation of USDA security and safety assessments, facility emergency management, training and protection for USDA facilities, property, and personnel.

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.

OSSP is in the final installation phase of replacing USDA's Headquarters complex Video Surveillance System (VSS). To ensure compliance with Homeland Security Presidential Directive -12, (HSPD-12), and Interagency Security Committee (ISC), Risk Management Process (ISC/RMP) standards at the Whitten, Yates, and South Buildings, OSSP is currently upgrading and integrating the existing VSS system. The existing USDA security posture consists of a combination of exterior and interior VSS devices. There are perimeter cameras strategically placed around the perimeter of the facility that provide real-time surveillance of the building and its surrounding areas. The replacement of the Camera System will create efficiencies by allowing the Security/Guard force to view more of the complex, with fewer staff. This will be accomplished by using intelligent video management software that can detect objects, can detect traffic flow in corridors and other smart video capabilities.

OSSP in the final stages of implementing a state-of-the art Visitor Management System (VMS) to ensure that Visitors to our facility are being vetted, logged, and using a secure credential to enter the USDA HQ Complex. This requires the installation of both Hardware at the Whitten, South and Yates Building entrances as well as installation of Software at OSSP's hosting facility in Kansas City. OSSP is upgrading the existing ePACS application to be fully compliant with NIST 800-116 and FIPS 201-2. This will allow ePACS to use the secure PKI Card Authentication Key Certificate on USDA LincPass for access, rather than deprecated and insecure Cardholder Unique ID that it is currently using.

OSSP in conjunction with OCIO is developing a USDA Physical Security Assessment System and Repository Portal. This system will allow USDA Security Specialists to conduct, monitor and record Physical Security Assessments at all USDA Locations either through onsite inspections or with the assistance of local personnel. This system will ensure USDA is complying with the Department of Homeland Security Inter-Agency Security Committee Risk Management Process. Additionally, this system will allow USDA Security Personnel and Senior Leadership to review collected data rapidly and easily from all assessed locations, examples of this data are number and types of employees, numbers and types of assets, and numbers and types of security deficiencies.

OSSP is in the process of conducting market research and providing an IGCE to senior management which will retrofit and enhance existing windows in the HQ's Whitten and South buildings with Blast mitigation film. This modification will ensure that USDA complies with the Interagency Security Committee (ISC) standards and meets the GSA TS01-2003 & ASTM F1642 3b Blast Standards.

Modernize Duress Alarm system located in the USDA Executive Suites. OSSP will replace the outdated, antiquated existing system. The upgraded duress alarm system uses technology that directly supports the highest level of protection, enhancing our security posture while leveraging advanced technology to maintain secure areas and prevent unwanted access. The duress system provides notification and lockdown capabilities in the event of an emergency and complies with the Interagency Security Committee standards. This new upgraded duress alarm technology will also be integrated with the new and improved Video Surveillance System (VSS).

OSSP has begun the process up upgrading our land mobile radio (LMR) platform utilized at headquarters and GWCC facilities. The enhanced two-way radio system will consolidate the existing maintenance and the security systems into a single multichannel system based on the OSSP/EPO platform, offering critical connectivity between the headquarters and George Washington Carver Center, and preserving to the best, all the investments made on the existing hand-held radios.

Selected Examples of Recent Progress

Completed the migration of 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. The estimated year over year savings on this effort is estimated to save USDA approximately \$25,000 per year.

Updated and maintained the Agriculture Automated Warning and Information Response System (Ag-AWaIRS). This system enables OSSP to broadcast emergency information to over 9000 USDA personnel and fulfills USDA's need for a reliable, rapid, and broad-based method to deliver time-sensitive emergency alerts. Ag-AWaIRS notifications include, but are not limited to, manmade or natural disasters, threat level changes, active shooter warnings, severe weather, or recall procedures.

OSSP established a workplace violence working group to include mission areas from across USDA. This working group developed workplace violence training for all USDA employees and supervisors. The training 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. To date, over 90,000 USDA employees has completed this training. The working group has also established a 24-hour hot line for employees to utilize to report instances of workplace violence.

Replacement of USDA's Deaf and Hard of Hearing Fire Alarm Messaging Service (formally HIPS). OSSP's rapid response layered communications strategy is used to notify USDA's deaf and hard of hearing community of a fire alarm at HQ via text messaging and email. This platform is also capable of monitoring and interfacing with other facility automation systems, and can be easily expanded to include oversight, performance monitoring and predictive maintenance of mission critical systems.

Reinstituted 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.

Established the USDA Physical Security Working group, consisting of Physical Security Specialists across all USDA Agencies. The Working Group is being utilized to improve the Physical Security Program at USDA. The Working Group meets quarterly to discuss Physical Security topics such as DHS ISC Risk Management Process revisions and their impacts to USDA, streamlining procurement of Physical Security countermeasures and services across USDA, developing a USDA Departmental Manual for Physical Security addressing standard operating procedures, best practices, and implementation guidance to meet DHS ISC standards for Physical Security at Federal Facilities and developing standardized physical security system installation specifications.

Updated and maintained OSSP's HSPD-12 Program Management Office and Enterprise Access Control Systems, which are both vital to USDA's compliance with many Federal Policies and mandates. The HSPD-12 PMO oversees getting PIV Cards in the hands of USDA Employees and Contractors, while ePACS allows those Employees and Contractors to use their PIV Card to access their physical work locations.

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 officers.

OSSP updated and maintained the annual Occupant Emergency Plans (OEP) for USDA facilities in the National Capital Region (NCR). The OEP provides direction and guidance to occupants on emergency response instructions and procedures in the event of an emergency or disaster caused by a wide range of threats and hazards. Also developed and implemented an Occupant Emergency Training Program. Training is essential to ensure that Occupant Emergency Organizations and USDA facility occupants know what to do when there is an emergency, or disruption of business operations, to include understanding a site's emergency response plan and emergency management system, as well as their specific roles and responsibilities.

Completed an equipment refresh of 125 Mobile Credentialing Units at USDA hosted stations nationwide. This refresh replaced underperforming credentialing units that were inhibiting the efficient completion of credentialing activities due to technical limitations.

Completion of USDA Badging Office of renovations offering a more pandemic friendly and secure environment. The streamlined layout and security enhancements have significantly improved workflow processes and operations to include on premise printing of Linc pass credentials allowing us to service customers in a more timely and efficient manner.

Renovation of USDA's Special Police Officer's space. Addressed numerous structural and safety issues to modernize and improve working conditions for our officers. Renovations delivered additional and updated resources. Provided officers with breakroom area, new lockers, training area, added improved weapons storage measures.

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.

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AGENCY-WIDE PERFORMANCE

INTRODUCTION

The Office of Security, Safety and Protection (OSSP) ensures unified effective, efficient delivery of facility and emergency response, and personnel safety across USDA operations. OSSP serves as the primary point of oversight, planning, coordination and implementation of USDA security and safety assessments, facility emergency management, training and protection for USDA facilities, property, and personnel.

ALIGNMENT TO USDA 2022-2026 STRATEGIC PLAN

OSSP directly supports 2022-2026 USDA Strategic Plan, Goal 6: Attract, Inspire, and Retain an Engaged and Motivated Workforce, Objective 6.1 Foster a Culture of Civil Rights, Diversity, Equity, Inclusion, Accessibility, Transparency, and Accountability. Objectives will be met by prioritizing employee safety, modernizing the workplace to center customer-experience, and championing USDA’s zero-tolerance policy for unlawful discrimination and harassment by facilitating Workplace Violence Prevention within the USDA.