



United States
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April 26, 2007

KS FAC NOTICE: 2007-3

TO: All Kansas FSA, NRCS, Rural Development Offices
FROM: State Food and Agricultural Council (FAC)
SUBJECT: Kansas USDA Service Center Building Keys and Instructions

With the implementation of Homeland Security Presidential Directive-12 (HSPD-12), security of our employees and buildings has been moved to the forefront. Background investigations of employees and vendors are now required. To aid in ensuring that proper building and employee security is provided and maintained, SAC has implemented policy and instructions regarding the safe-guarding of building keys.

Effective immediately, the Lead Agency Representative (LAR) will have all service center employees that have been issued a service center building key complete the "Key Request" form. The LAR will establish a USDA Service Center Key Log and also maintain all Key Request forms. The LAR will be responsible for issuing new office keys and collecting keys from employees leaving the agency,

The following attachments provide guidance in detail and distribute the form and log to be used:

- a. USDA Service Center Building Keys, Policy and Instructions
- b. USDA Service Center - Key Request (*form*)
- c. USDA Service Center Key Log

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USDA Service Center Building Keys

Policy and Instructions

Inventory of Office Keys –

- The Lead Agency Representative (LAR) which is usually the FSA County Executive Director (CED) will be responsible for assigning and maintaining the inventory of USDA Service Center building keys.
- LAR will be responsible for assigning one “master” key to each agency.
- To implement this new policy an initial *Key Request* form must be completed by all employees and submitted through their agency manager to the LAR.
- LAR will establish a file to maintain *Key Request* forms and a *USDA Service Center Key Log* to ensure accountability of keys at all times.

New Office Keys-

- When new building keys are required, the LAR shall ensure the new keys are imprinted with “DO NOT DUPLICATE”.
- New keys shall also be imprinted with a sequential number for identification and tracking purposes.

Requesting Key for New Employee –

- Agency managers will submit a completed *Key Request* form to LAR. Applicable agency manager will also ensure their employee understands that duplication of building keys is not permitted or authorized.
- LAR will issue key to employee. Employee will sign and date the *Key Request* form to acknowledge issuance and receipt of key.
- LAR will enter key issuance information on *USDA Service Center Key Log*.

Returning Key when Employee Leaves the Agency –

- Agency manager will notify LAR as soon as information is known when an employee is leaving the agency. Agency manager and LAR will coordinate key return date.
- To acknowledge and document the date key is returned, LAR will obtain employee signature on bottom portion of the originally completed *Key Request* form.
- LAR will enter key return information on *USDA Service Center Key Log* and retain completed *Key Request* form in file.

Changing Keys/Locks

- When all keys/locks must be changed to maintain building security, it is recommended that mechanical key pads be installed. Key pads will eliminate the need for numerous keys and the key pads can be reprogrammed as needed to maintain security in the future.
- The agency which initiates the need for the changes shall be responsible for the entire cost.
- Employee must immediately notify supervisor when key is lost. Agency manager must immediately notify LAR. Employee’s agency is responsible for all costs associated with replacement locks and keys.

USDA Service Center - Key Request

_____ City

_____ County

Submit completed key request to Lead Agency Representative (LAR). In most cases, this is the County Executive Director (CED):

Request Date:

Manager Requesting:

Employee Name:

Position Title:

Agency:

I hereby assume responsibility for the key assigned to me and understand it cannot and will not be duplicated for any reason while in my possession. I will immediately notify my supervisor if my assigned key is lost or stolen.

Signature of Employee

Date

LAR Use Only

Date Issued: _____

Key # Assigned: _____

When employee leaves the agency, notify LAR and return key.

Return Date: _____

Manager

Returning: _____

Employee

Signature: _____

LAR Use Only

Date Key returned to LAR: _____

Key #: _____

Destroy this form three years after key is returned to LAR.

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