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❖ If you have a government or company email address it must be used on the FNS-674 first. Only users who only have a personal email address that work from home will be accepted.

User Guide for Obtaining Access to FNS Systems

In order to gain access to FNS Systems you are required to complete a 674 for each system you are requesting access to. Below are instructions on the proper way to fill out the FNS-674 forms along with examples for each system you are requesting access to. Each system that FNS controls access to is listed in this guide. Please follow the instructions in order to speed –up your requested access. Forms not properly filled out or missing information may be returned for information and slow down the process. This guide includes instructions for obtaining access to the following systems:

EDRS	FPRS	ROAP	ALERT
NET GSS	NFC systems	NDB	IPAS
NITC systems	STARS	ECOS	SNAP QCS
EPPIC	IAS	Local Admin Accounts	TRIPS
WIC – TIP	WIC-ME TOOLS	Network Security Tools	FDW,FFIS,TOP

This is a living document and changes can occur. Updates will be made as needed. Please send any comments or suggestions on how to make this guide a better user friendly document to one of the security officers listed below.

Also included in this guide are instructions on gaining EAuthentication ID's and Passwords. Access to most systems requires a level 2 EAuth ID.

We have also included a list of Authorizing Officials that must sign FNS-674s in order to be processed. Each Region has an Authorizing Official and each system has an Authorizing Official.

If you still need help in gaining access for any of the FNS systems please feel free to email the securityofficers.mailbox@fns.usda.gov or call one of the security officers listed below.

John Ferraina – MARO – 609-259-5036 Stephanie Means – MWRO – 312- 353-7270 Rosa Bartholomew – HQ – 703-605-0804

Electronic Disqualified Recipient System (eDRS)

EDRS provides authorized users with a single, user-friendly and web-based interface for accessing the most up-to-date and comprehensive data on disqualified Food Stamp recipients. This system will centralize and improve upon the earlier Disqualified Recipient System (DRS), which was deployed in 1991, as the first available national database system to support the collection and management of data on disqualified recipients of Food Stamps throughout the United States. With the new EDRS system, users can conveniently and securely access information from their own personal computers (PCs) and can perform all necessary functions related to disqualification data through one web site. Mainframe batch data processing is also supported.

In order to receive access to the EDRS system you must first have a Level 2 Eauthentication ID and Password. Attachment A in this Guide provides instructions on obtaining a level 2 ID and password if you do not already have one.

Once the level 2 ID is obtained you must complete an FNS-674 form.

Processing Time: 24 to 48 hrs.

NOTE: all processing times are subject to the FNS-674 being submitted is correct and all information is included on the form.

Please complete the 674 as described in the instructions below.

- a. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - Block 3. Enter the current date.
 - d. Block 4. Enter your Email address
 - e. Block 5. Enter your E-Auth Level 2 ID
 - f. Block 6. Enter the type of user such as (Federal, or State etc.)
 - g. Block 7 thru 13. Enter your Phone and organization information.
 - h. Block 14. Enter the system name : EDRS

- i. Block 15. Enter the type of access: Query or Disqualifier etc.
- j. Block 16. N/A
- k. Block 17. Enter the Action Requested: ADD or Modify
- I. Block 18. Enter the locality Code: for EDRS this will be the actual County Name. (EDRS does not recognize codes you must include the actual county name you need access to.
- m. Block 19. N/A
- n. Block 20. This is only for new NFC accounts Only
- o. Block 21. This is for JP Morgan Accounts Only
- p. Block 22. Enter any comments you have.
- q. Block 23. User must sign the form.
- r. Block 24A. Users Supervisor must sign the form.
- s. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for EDRS is attached to the Guide.)
- t. Block 24 C. This Block is for the Security Officer to sign.
- u. Block 24D. Your state security officer can sign here if available.
- v. Block 25. Please check off if you have completed the CSAT training this year.

Sample FNS-674 form

						OMB Control Number 0584-0532 Expiration Date: XX/XX/XXXX
	U.S	. Department of Agr	iculture - I	ood, Nutrition and	Consumer Services	Expiration Date: XX/XX/XXXX
According to the Bananuark Ba		User A	Access	Request F	orm	
valid OMB control number for t	this information col	5, no persons are red lection is 0584-0532.	quired to res . The time r	spond to a collection equired to complete	of Information unless it di	isplays a valid OMB control number. The is estimated to average 10 minutes per
(Versease)			. occurred, §	langer rue nami Haadi	ou, and complete and revie	w the information collection.
1. Last Name	First Na	me M	iddle Nam	e 2. Title		
Doe	John	Т		- 1.5.0	ter Specialist	3. Date of Request 08/17/2011
4. Email John.Doe@fns.usda.gov		5.	USDA E-	Auth ID, (if applic		100/1//2011
6. Type of User (select one	7. Telephone	1.5	doe123			
Federal	555-555-121	8. Contract	Expiration	Date (if applicable	e) 9. Temporary Empl	loyee Expiration Date (if applicable
10. Company	11. Division			12. Department		
USDA	OIT			ISO		
13. Office (select one) MARO		Address				Suite #
City	300 C	orporate Blvd State				
Robbinsville			NJ	ZIP C 0869		
14. System Name		15. Type of Acces			16. Form (applicable t	for EDDS)
EDRS		Query/Disquali			N/A	
17. Action Requested		18. State/Locality				
ADD					19. Login ID (Agency t	use only)
20. Enter SSN for new NFC	access Only:	Camden County		04 5-4-11		
22. Comments, Special Ins					IP Code for JP Morga	in access Only:
requirements pri	understand the I sonnel matters in esented in these at systems require	Privacy Act Statem rvolving disciplinar rules and I am aw	nent and the ry action wi rare of my c ct user and	e FNCS Rules of E Il be based on the	Behavior.	amiliar with the security
User Signature				nt Name		
		293.2 W. 1977	116		A STATE OF THE PARTY OF THE PAR	Date
4. a. Supervisor	15000		App	rovais		
Print Name You	r Supervisor si	gns here		Approv	e Deny	
Phone Number		Date		Signature	c Deny	
b. System - Authorizir	ng Officials					
		here to grant yo	u access			
Phone Number		Date		Approvi	e Deny	
c. Information Security	Office					
		Officer signs here	e	Approve	Deny	
Phone Number		Date		Signature		
d. State Computer Sec	urity Officer (if					
Print Name				Approx	Dom:	
Phone Number		Date		Approve	Deny	İ
			rig rigazenie	_ Signature _		
5. Has the Security and Priv	vacy Training	26 Data Bar	eted by I			10 10 10 10 10 10 10 10 10 10 10 10 10 1
en completed? X YES		26. Date Rec	eived	27. Person Rece	lving Request	28. Date Completed
RM FNS-674 (08-09) Previo		olete	SE	RU		Page 1

Once the FNS-674 is filled out and signed you or your Authorizing Official must forward it to the Securityofficers.mailbox@fns.usda.gov for processing. You will receive notice from the appropriate party when your access has been completed.

Food Programs Reporting System (FPRS)

The Food Programs Reporting System (FPRS) is the primary FNS tool for collecting, storing, tracking and analyzing Supplemental Nutrition Assistance Program (SNAP) and Special Nutrition information. SNAP is the primary source of nutrition assistance for over 40 million people. The Special Nutrition Programs support the administration of nutrition assistance programs which provide nutritious diets to low and marginal income people. These programs operate as a partnership between FNS, the State, and local organizations that interact directly with program participants.

In order to receive access to the FPRS system you must first have a Level 2 Eauthentication ID and Password. Attachment A in this Guide provides instructions on obtaining a level 2 ID and password if you don't already have one. Once the level 2 ID is obtained you must complete an FNS-674 form along with a 674-A form.

Processing Time: 24 to 48 hrs.

NOTE: all processing times are subject to the FNS-674 being submitted is correct and all information is included on the form.

Please complete the 674 as described in the instructions below.

- a. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - c. Block 3. Enter the current date.
 - d. Block 4. Enter your Email address
 - e. Block 5. Enter your E-Auth Level 2 ID
 - f. Block 6. Enter the type of user such as (Federal, or State etc.)
 - g. Block 7 thru 13. Enter your Phone and organization information.
 - h. Block 14. Enter the system name: FPRS

- i. Block 15. Enter the type of access: View, Entry, Certify or Post. (Certifiers must include the FNS-4)
- j. Block 16. Enter "see attached 674-A (Sample form included with guide)
- k. Block 17. Enter the Action Requested: ADD or Modify
- I. Block 18. Enter the locality Code:
- m. Block 19. N/A
- n. Block 20. This is only for new NFC accounts Only
- o. Block 21. This is for JP Morgan Accounts Only
- p. Block 22. Enter any comments you have.
- q. Block 23. User must sign the form.
- r. Block 24A. Users Supervisor must sign the form.
- s. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for FPRS is attached to the Guide.)
- t. Block 24 C. This Block is for the Security Officer to sign.
- u. Block 24D. Your state security officer can sign here if available.
- v. Block 25. Please check off if you have completed the CSAT training this year.

Sample FNS-674 form

FORM FNS-674 (08-09) Previous editions obsolete

OMB Control Number 0584-0532 Expiration Date: XX/XX/XXXX U.S. Department of Agriculture - Food, Nutrition and Consumer Services **User Access Request Form** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of Information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0532. The time required to complete this information collection is estimated to average 10 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. User Information Middle Name **First Name** 2. Title 3. Date of Request Doe John Computer Specialist 08/17/2011 5. USDA E-Auth ID, (if applicable) John.Doe@fns.usda.gov 6. Type of User (select one) 7. Telephone 8. Contract Expiration Date (if applicable) 9. Temporary Employee Expiration Date (if applicable) 555-555-1212 10. Company 11. Division 12. Department USDA ISO 13. Office (select one) Street Address 300 Corporate Blvd Suite # MARO **ZIP Code** Robbinsville 08691 15. Type of Access 14. System Name 16. Form (applicable for FPRS) **FPRS** Certify See attached form 18. State/Locality Codes 17. Action Requested 19. Login ID (Agency use only) ADD 0369552 20. Enter SSN for new NFC access Only: 21. Enter Home ZIP Code for JP Morgan access Only: 22. Comments, Special Instructions (attach separate sheet if more space is needed) Add any additional Comments here! **Privacy Act Statement** The privacy act is stated for individuals requesting access to the National Finance Center (NFC). The authority in collecting this information is 5 U.S.C. 301. The use of the requesting person's Social Security Number (SSN) is for identification purposes only. Existing NFC users requesting modification or termination of access to the NFC are not required to provide their SSN. 23. User Acknowledgement (Users requesting system access must read, sign and date prior to submitting this form) I have read and understand the Privacy Act Statement and the FNCS Rules of Behavior. Decisions in personnel matters involving disciplinary action will be based on the assumption that I am familiar with the security requirements presented in these rules and I am aware of my obligation to abide by them. I understand that systems require security to protect user and system files from unauthorized access I have completed this form to the best of my abilities. User Signature Print Name Date **Approvals** 24. a. Supervisor your Supervisor signs here Approve Print Name Phone Number Date b. System - Authorizing Officials The AO must sign here to grant you access Approve c. Information Security Office Print Name Federal Security Officer signs here Approve Signature d. State Computer Security Officer (if applicable) Approve To be Completed by IT Customer Support 25. Has the Security and Privacy Training 27. Person Receiving Request 28. Date Completed 26. Date Received

SBU

Once the FNS-674 is filled out and signed you or your Authorizing Official must forward it to the Securityofficers.mailbox@fns.usda.gov for processing. You will receive notice from the appropriate party when your access has been completed.

Regional Office Administered Program (ROAP)

ROAP is a web-based payment system which allows participating recipient organizations (RO's) to enter claims for reimbursement and applications. The system stores information unique to each RO, accepts the claims for reimbursement, calculates each RO's reimbursement, runs pay lists, and generates a number of reports. The system pays over \$50 million in federal grant money to 850 sponsors for five grant programs. Sponsors include school systems and childcare facilities.

In order to receive access to the ROAP system you must first have a Level 2 Eauthentication ID and Password. Attachment A in this Guide provides instructions on obtaining a level 2 ID and password.

Once the level 2 ID is obtained you must complete an FNS-674 form along with a 674-A form.

Processing Time: 24 to 48 hrs.

NOTE: all processing times are subject to the FNS-674 being submitted is correct and all information is included on the form.

Please complete the 674 as described in the instructions below.

- a. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - c. Block 3. Enter the current date.
 - d. Block 4. Enter your Email address
 - e. Block 5. Enter your E-Auth Level 2 ID (if applicable)
 - f. Block 6. Enter the type of user such as (Federal, or State etc.)
 - g. Block 7 thru 13. Enter your Phone and organization information.
 - h. Block 14. Enter the system name : ROAP
 - i. Block 15. Enter the type of access: SNP/CC etc...

- j. Block 16. Enter N/A
- k. Block 17. Enter the Action Requested: ADD or Modify
- I. Block 18. N/A
- m. Block 19. N/A
- n. Block 20. This is only for new NFC accounts Only
- o. Block 21. This is for JP Morgan Accounts Only
- p. Block 22. Enter any comments you have.
- q. Block 23. User must sign the form.
- r. Block 24A. Users Supervisor must sign the form.
- s. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for ROAP is attached to the Guide. For ROAP the AO will sign once the form is received by the security office.)
- t. Block 24 C. This Block is for the Security Officer to sign.
- u. Block 24D. Your state security officer can sign here if available.
- v. Block 25. Please check off if you have completed the CSAT training this year. (if applicable)

Sample FNS-674 form

According to the Peperwork Revailed OMB control number for tresponse, including the time to a second of the control number of the co	duction Act of 1995 his information colle eview instructions, s. First Nam John 7. Telephone 555-555-1212 11. Division OIT Street A	no persons are required to cution is 0584-0532. The time aearch existing data resources Be Middle No. T S. USDA jdoe123 8. Contract Expirati	respond to a collection of required to complete its, gather the data needed. Information 2. Title Compute E-Auth ID, (if applica	onsumer Services FM I Information unless it display is information collection is es, , and complete and review the er Specialist	
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I. Last Name Doe I. Email ohn.Doe@fins.usda.gov I. Type of User (select one) Federal II. Company JSOA JSOA JSOA JSOA JSOA JSOA JSOA JSOA	First Nam John 7. Telephone 555-555-1212 11. Division OIT Street A	e Middle Na T 5. USDA jdoe123 8. Contract Expirati	Information Ime 2. Title Compute E-Auth ID, (if applica	er Specialist	3. Date of Reque
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ohn.Doe@fins.usda.gov . Type of User (select one rederal 0. Company SDA 3. Office (select one) IARO ity obbinsville 4. System Name	555-555-1212 11. Division OIT Street A	jdoe123 8. Contract Expirati			
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ISDA 3. Office (select one) IARO City Lobbinsville 4. System Name	OIT Street A			9 9. Temporary Employe	e Expiration Date (if applicat
MARO Sity Lobbinsville 4. System Name	Street A 300 Co		12. Department ISO		
Obbinsville 4. System Name ROAP		ddress orporate Blvd			Suite #
4. System Name ROAP		State NJ	ZIP Co 0869		
ROAP		15. Type of Access	0809		000
/. Action Requested		SNP/CC		16. Form (applicable for F	PRS)
		18. State/Locality Codes		19. Login ID (Agency use	only)
ADD					
D. Enter SSN for new NF	C accord Only:		24 Enter Home 7	P Code for JP Morgan a	O-1
 Decisions in perequirements price of understand the 	nt (Users request I understand the I rsonnel matters in resented in these at systems require	ing system access must i	read, sign and date pri the FNCS Rules of E n will be based on the my obligation to abide	Sehavior. assumption that I am fami by them.	liar with the security
User Signatu	re		Print Name		Date
AND STATE	28 (C		pprovals	988 SA	
. a. Supervisor	24		ppiovais		
Print Name YO	ur Supervisor si	gns here	Approv	e Deny	
Phone Number		Date	Signature		
b. System - Authoriz	ing Officials				
Print Name Th	e AO must sign	here to grant you acce	ess Approv	e Deny	
Phone Number		Date	Signature		
c. Information Securi	y Office				
Print Name F	deral Security	Officer signs here	Approv	e Deny	
Phone Number		Date	Signature		
4 84-4-6	curity Officer (if	applicable)	-		
 o. State Computer Se 			Approv	e Deny	
d. State Computer Se		Date		e	
Print Name			Signature		
	The Market Control of	To be Completed	hy IT Cuetoway C.	THE RESERVE THE PROPERTY OF THE PERSON NAMED IN COLUMN TO SERVE TH	
Print Name — Phone Number					The state of the s
Print Name		26. Date Received		ipport eiving Request	28. Date Complete

Once the FNS-674 is filled out and signed you must forward it to the Securityofficers.mailbox@fns.usda.gov for processing. You will receive notice from the appropriate party when your access has been completed.

Anti-Fraud Locator using EBT Retailer Transactions (ALERT)

FNS has the primary responsibility for monitoring any fraudulent activity by retailers and the individual States for recipients. While traditional methods of fraud, Identified under the coupon distribution/redemption system, are reduced through the use of EBT, the nature of electronic transactions also introduces previously unknown approaches to committing fraud. Methods of detecting (and ultimately preventing) food stamp fraud by EBT enabled retailers are essential to the successful management of the benefit redemption process.

The ALERT system receives monthly transaction records from EBT processors and conducts analysis of patterns in the data, which indicate potential fraudulent activity by stores. FNS investigators and compliance offices use these reports to support case management. Other users include USDA Office of the Inspector General (OIG) investigators and the staff members of Regional and Field offices.

In order to receive access to the ALERT System you must fill out an FNS-674 form.

Processing Time: 24 to 48 hrs.

NOTE: all processing times are subject to the FNS-674 being submitted is correct and all information is included on the form.

Please complete the 674 as described in the instructions below.

- a. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - c. Block 3. Enter the current date.
 - d. Block 4. Enter your Email address
 - e. Block 5. Enter your E-Auth Level 2 ID (if applicable)
 - f. Block 6. Enter the type of user such as (Federal, or State etc.)
 - g. Block 7 thru 13. Enter your Phone and organization information.
 - a. Block 14. Enter the system name: ALERT **ALERT NOTE:** if you need a VPN ID and password you must also put VPN in the line below the ALERT line.

This will notify the security office to request a VPN account for you from the Telecommunication Branch. They will send you your VPN account info.

- h. Block 15. Enter the type of access: Inquire etc..
- i. Block 16. Enter N/A
- j. Block 17. Enter the Action Requested: ADD or Modify
- k. Block 18. N/A
- I. Block 19. N/A
- m. Block 20. This is only for new NFC accounts Only
- n. Block 21. This is for JP Morgan Accounts Only
- o. Block 22. Enter any comments you have. (example: all regions, no special privileges)
- p. Block 23. User must sign the form.
- q. Block 24A. Users Supervisor must sign the form.
- r. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for ALERT is attached to the Guide.
- s. Block 24 C. This Block is for the Security Officer to sign.
- t. Block 24D. Your state security officer can sign here if available.
- u. Block 25. Please check off if you have completed the CSAT training this year.
 (if applicable)

Sample FNS-674 form

		. Danasi					EXDIFATION	on Date: XX/XX/Y
	0.1	e. Department of مما ا	Agriculture	Food, Nuti	ition and C	Consumer Services		on Date: XX/XX/XX
According to the Paperwork	Reduction Act of 19	US6	r Acces	s Requ	est Fo	rm		
According to the Paperwork valid OMB control number for response, including the time	or this information co to review instructions	es, no persons ar election is 0584-0 , search existing of	e required to : 532. The time sata resources	respond to a required to s. pather the	collection of complete ti	of Information unless his information collect	it displays a valid tion is estimated t	OMB control number average 10 minute
The second secon	100 MARK 1997		User	Informati	on .	a, and complete and	review the informati	on collection.
1. Last Name	First Na	me	Middle Na	me	2. Title			Ta 20
Doe	John		T			er Specialist		3. Date of Req
l. Email John.Doe@fns.usda.go			5. USDA E jdoe123	E-Auth ID,	if applica	nble)		08/17/2011
. Type of User (select of ederal		8. Contra	ct Expiration	on Date (if a	pplicable)	9. Temporary E	mployee Expirat	tion Date (if applic
0. Company	555-555-12	12				-		Date (ii applic
JSDA	11. Division OIT			12. Depa	rtment			
3. Office (select one) MARO	Street 300 C	Address Corporate Blvo	— -	ISO			Suite #	
ity		State	•					
obbinsville		-min	NJ		ZIP Co 08691			
t, System Name		15. Type of Ac					olo for FDDD	
LERT		Inquire				16. Form (applicat	ne for FPRS)	
7. Action Requested		18. State/Local	ity Codes			19. Login ID (Agen	Overno and i	
DD						og ID (Agen	cy use only)	
. Enter SSN for new NF	C access Only:			24 E-4-		Code for JP Moi		
privacy act is stated for	ting person's Cast	sting access to al Security Num quired to provide	the National	Finance Ce	ent		collecting this in	formation is 5 U.S
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Once the FNS-674 is filled out and signed you must forward it to the Securityofficers.mailbox@fns.usda.gov for processing. You will receive notice from the appropriate party when your access has been completed.

FNS NET General Support System (GSS)

FNS NET GSS is a general support system. It is the primary network that provides telecommunication support to FNS systems for the management and the administration of FNS programs. The system also hosts the administrative automated systems that serve FNS headquarters with office automation and local dedicated applications. When granted access to the FNS Network you will also be given access to the email system and the shared drive.

In order to receive access to the NETGSS system you must complete an FNS-674 form.

Processing Time: 24 to 48 hrs. E-mail account time: up to 7 days

NOTE: all processing times are subject to the FNS-674 being submitted is correct and all information is included on the form.

Please complete the 674 as described in the instructions below.

- a. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - c. Block 3. Enter the current date.
 - d. Block 4. Enter your Email address
 - e. Block 5. Enter your E-Auth Level 2 ID (if applicable)
 - f. Block 6. Enter the type of user such as (Federal, or State etc.)
 - g. Block 7 thru 13. Enter your Phone and organization information.
 - h. Block 14. Enter the system name: FNS NETWORK
 - i. Block 15. Enter the type of access: N/A
 - j. Block 16. Enter N/A
 - k. Block 17. Enter the Action Requested: ADD

- I. Block 18. N/A
- m. Block 19. N/A
- n. Block 20. This is only for new NFC accounts Only
- o. Block 21. This is for JP Morgan Accounts Only
- p. Block 22. Enter any comments you have.
- q. Block 23. User must sign the form.
- r. Block 24A. Users Supervisor must sign the form.
- s. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for NET GSS is attached to the Guide.
- t. Block 24 C. This Block is for the Security Officer to sign.
- u. Block 24D. Your state security officer can sign here if available.
- v. Block 25. Please check off if you have completed the CSAT training this year. (if applicable)

Sample FNS-674 Form

						Control Number 0584-0532 xpiration Date: XX/XX/XXXX
	U.S	. Department of A	griculture	Food, Nutrition and C	Consumer Services	Aprilation Date. ANAX/AXXX
According to the Penenuary Pe	duation Ant of 400	User	Acces	s Request Fo	orm	
valid OMB control number for the response, including the time to re	his information col eview instructions,	5, no persons are lection is 0584-053 search existing da	required to 32. The time ta resources	respond to a collection of required to complete the control of the data needed	of Information unless it displays a his information collection is estin d, and complete and review the in	a valid OMB control number. The
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1. Last Name	First Na	ne	Middle Na	me 2. Title		3. Date of Request
Doe	John		T	Comput	er Specialist	08/17/2011
4. Email John.Doe@fns.usda.gov			jdoe123	E-Auth ID, (if applica		
6. Type of User (select one) Federal	555-555-121	8. Contract	t Expiration	on Date (if applicable,	9. Temporary Employee I	Expiration Date (if applicable)
10. Company	11. Division			12. Department		
USDA 13. Office (select one)	OIT	Address		ISO		
MARO City	300 C	orporate Blvd State		710.0		Suite #
Robbinsville		-	NJ	ZIP Co 08691		
14. System Name		15. Type of Acc			16. Form (applicable for FPR	101
FNS NETWORK					10. FORM (applicable for PPR	(5)
17. Action Requested		18. State/Localit	y Codes		19. Login ID (Agency use only	y)
ADD						
20. Enter SSN for new NFC	access Only:_		_	21. Enter Home Zi	P Code for JP Morgan acce	ess Only:
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<u> </u>	4.0	100	Ar	provals	7. The The	
24. a. Supervisor						
Print Name <u>Your</u> Phone Number	r Supervisor si	gns here Date		Approve	Deny	
b. System - Authorizin	o Officials			Signature		
		hore to see to				
Print Name The Phone Number	AO must sign	here to grant y	ou acces	S Approve Signature	Deny	
c. Information Security	Office					
		Officer signs he				
Phone Number		Date	orc	Approve Signature	Deny	
d. State Computer Secu	urity Officer (if			Signature		
Print Name				Approve	Deny	
Phone Number		Date		Signature		
		To be Com	pleted by	IT Customer Sup	port	
5. Has the Security and Priveen completed? X YES	NO.	26. Date Re	eceived	27. Person Recei	ving Request	28. Date Completed
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Once the FNS-674 is filled out and signed you must forward it to the Securityofficers.mailbox@fns.usda.gov for processing. You will receive notice from the appropriate party when your access has been completed.

SNAP-QCS

In order to receive access to the SNAP-QCS system you must first have a Level 2 Eauthentication ID and Password. Attachment A in this Guide provides instructions on obtaining a level 2 ID and password if you do not already have one.

Processing Time: 24 to 48 hrs.

Once the level 2 ID is obtained you must complete an FNS-674 form. Please complete the 674 as described in the instructions below.

- a. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - c. Block 3. Enter the current date.
 - d. Block 4. Enter your Email address
 - e. Block 5. Enter your E-Auth Level 2 ID (if applicable)
 - f. Block 6. Enter the type of user such as (Federal, or State etc.)
 - g. Block 7 thru 13. Enter your Phone and organization information.
 - h. Block 14. Enter the system name : Other (SNAP QCS must go in the comments block 22).
 - i. Block 15. Enter the type of access: either viewer, reviewer, supervisor or
 Manager
 - j. Block 16. Enter N/A
 - k. Block 17. Enter the Action Requested: Enter UPLOAD if Needed

- I. Block 18. N/A
- m. Block 19. N/A
- n. Block 20. This is only for new NFC accounts Only
- o. Block 21. This is for JP Morgan Accounts Only
- p. Block 22. Enter any comments you have. Enter SNAP-QCS Access
- q. Block 23. User must sign the form.
- r. Block 24A. Users Supervisor must sign the form.
- s. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for SNAP- QCS is attached to this Guide.
- t. Block 24 C. This Block is for the Security Officer to sign.
- u. Block 24D. Your state security officer can sign here if available.
- v. Block 25. Please check off if you have completed the CSAT training this year. (if applicable)

Sample FNS-674 Form

OMB Control Number 0584-0532

							Expira	ation Date: XX/XX/XXXX
	U.S.		ent of Agriculture -				rvices	
			User Access					CONTRACTOR AND AND AND AND ADDRESS AND ADD
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	Section 1			nformati			美国国际	
1. Last Name	First Nan	ne	Middle Nar	ne	2. Title	0 . 1	•	3. Date of Request
Doe	John		T		Compute		ıst	08/17/2011
4. Email John.Doe@fns.usda.gov			jdoe123		(if applical			
6. Type of User (select one)		1000	Contract Expiration	on Date (if	applicable)	9. Tempo	orary Employee Exp	iration Date (if applicable)
Federal	555-555-121	2		140 D-				
10. Company USDA	11. Division OIT			ISO	artment			
13. Office (select one)	80.000	Address		150			Sui	to #
MARO	300 C	orporat	e Blvd				Sui	to #
City		State			ZIP Co	de		
Robbinsville			NJ		08691			
14. System Name		15. Typ	e of Access			16. Form	(applicable for FPRS)	
OTHER		Viewe	er/Reviewer/Sup	ervisor/M	lanager			
17. Action Requested		18. Stat	te/Locality Codes			19. Login	ID (Agency use only)	
Upload			• • • • • • • • • • • • • • • • • • • •				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
20. Enter SSN for new NFC	access Only:			21 Ente	er Home ZI	P Code fo	or JP Morgan access	Only:
	-				- No. 17 Ale		n or morgan accord	
22. Comments, Special Ins		cn separ	rate sneet if more s	pace is ne	eaea)			
Enter any other information	on needed.							
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23. User Acknowledgemen	nt (Users reque	sting sys	stem access must r	ead, sign a	and date pri	or to subn	nitting this form)	
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c. Information Securi		v Office	er sions here	1	Approv	/e	Deny	
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d. State Computer Se	ecurity Officer	(if applic	cable)				7	
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25. Has the Security and I	Privacy Trainin		26. Date Received		Person Re		equest	28. Date Completed
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Once the FNS-674 is filled out and signed you must forward it to the Securityofficers.mailbox@fns.usda.gov for processing. You will receive notice from the appropriate party when your access has been completed.

Privilege or Local Admin accounts (LOCAL ADMIN ACCOUNTS)

In order to receive access to the Privilege or Local Admin accounts system you must first have a Level 2 Eauthentication ID and Password. Attachment A in this Guide provides instructions on obtaining a level 2 ID and password if you do not already have one.

Processing Time: 24 to 48 hrs.

Once the level 2 ID is obtained you must complete an FNS-674 form. Please complete the 674 as described in the instructions below and add any justification necessary.

- b. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - c. Block 3. Enter the current date.
 - d. Block 4. Enter your Email address
 - e. Block 5. Enter your E-Auth Level 2 ID (if applicable)
 - f. Block 6. Enter the type of user such as (Federal, or State etc.)
 - g. Block 7 thru 13. Enter your Phone and organization information.
 - h. Block 14. Enter the system name : FNS NETWORK
 - i. Block 15. Enter the type of access: Local Administrator
 - j. Block 16. Enter N/A
 - k. Block 17. Enter the Action Requested: ADD
 - I. Block 18. N/A

- m. Block 19. N/A
- n. Block 20. This is only for new NFC accounts Only
- o. Block 21. This is for JP Morgan Accounts Only
- p. Block 22. Enter any comments you have.(Machine you are requesting admin rights for and any information for justification)
- q. Block 23. User must sign the form.
- r. Block 24A. Users Supervisor must sign the form.
- s. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for NET GSS is attached to the Guide.
- t. Block 24 C. This Block is for the Security Officer to sign.
- u. Block 24D. Your state security officer can sign here if available.
- v. Block 25. Please check off if you have completed the CSAT training this year. (if applicable)

Sample FNS-674 Form

FORM FNS-674 (08-09) Previous editions obsolete

OMB Control Number 0584-0532 Expiration Date: XX/XX/XXXX U.S. Department of Agriculture - Food, Nutrition and Consumer Services **User Access Request Form** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of Information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0532. The time required to complete this information collection is estimated to average 10 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. User Information
Middle Name 2. Tit 1. Last Name First Name 3. Date of Request John Computer Specialist 08/17/2011 4. Email John.Doe@fns.usda.gov 5. USDA E-Auth ID, (if applicable) jdoe123 6. Type of User (select one) 7. Telephone 8. Contract Expiration Date (if applicable) 9. Temporary Employee Expiration Date (if applicable) Federal 555-555-1212 10. Company 1. Division 12. Department USDA OIT ISO 13. Office (select one) Street Address 300 Corporate Blvd MARO City State ZIP Code Robbinsville NJ 08691 14. System Name 15. Type of Access 16. Form (applicable for FPRS) OTHER Local Admin. 17. Action Requested 18. State/Locality Codes 19. Login ID (Agency use only) ADD 20. Enter SSN for new NFC access Only: 21. Enter Home ZIP Code for JP Morgan access Only: 22. Comments, Special Instructions (attach separate sheet if more space is needed)
Please grant Local Admin rights for NONDBVWEB01 and NONDBVWEB02 Privacy Act Statement The privacy act is stated for individuals requesting access to the National Finance Center (NFC). The authority in collecting this information is 5 U.S.C. 301. The use of the requesting person's Social Security Number (SSN) is for identification purposes only. Existing NFC users requesting modification or termination of access to the NFC are not required to provide their SSN. 23. User Acknowledgement (Users requesting system access must read, sign and date prior to submitting this form) I have read and understand the Privacy Act Statement and the FNCS Rules of Behavior. Decisions in personnel matters involving disciplinary action will be based on the assumption that I am familiar with the security requirements presented in these rules and I am aware of my obligation to abide by them. I understand that systems require security to protect user and system files from unauthorized access. I have completed this form to the best of my abilities. User Signature Print Name Date Approvals 24. a. Supervisor Print Name your Supervisor signs here Approve Phone Number Signature b. System - Authorizing Officials The AO must sign here to grant you access Print Name Approve Deny Signature c. Information Security Office Print Name Federal Security Officer signs here Approve Phone Number Signature d. State Computer Security Officer (if applicable) Print Name Approve Deny Phone Number Signature To be Completed by IT Customer Support Althor Ball 25. Has the Security and Privacy Training been completed? X YES NO 26. Date Received 27. Person Receiving Request 28. Date Completed

SBU

Page 1

Once the FNS-674 is filled out and signed you must forward it to the Securityofficers.mailbox@fns.usda.gov for processing. You will receive notice from the appropriate party when your access has been completed.

Network Security Tools

In order to receive access to BDNA, Big Fix, Encase, Nessus, Nitro, NCircle, SCCM, SEP, and Solar Winds you must first have a Level 2 Eauthentication ID and Password. Attachment A in this Guide provides instructions on obtaining a level 2 ID and password if you do not already have one.

Processing Time: 24 to 48 hrs.

Once the level 2 ID is obtained you must complete an FNS-674 form. Please complete the 674 as described in the instructions below.

- a. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - Block 3. Enter the current date.
 - d. Block 4. Enter your Email address
 - e. Block 5. Enter your E-Auth Level 2 ID (if applicable)
 - f. Block 6. Enter the type of user such as (Federal, or State etc.)
 - g. Block 7 thru 13. Enter your Phone and organization information.
 - h. Block 14. Enter the system name : BDNA, BigFix etc.
 - i. Block 15. Enter the type of access: New
 - j. Block 16. Enter N/A
 - k. Block 17. Enter the Action Requested: Create Account
 - I. Block 18. N/A
 - m. Block 19. N/A

- n. Block 20. This is only for new NFC accounts Only
- o. Block 21. This is for JP Morgan Accounts Only
- p. Block 22. Enter Justification here
- q. Block 23. User must sign the form.
- r. Block 24A. Users Supervisor must sign the form.
- s. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for NET GSS is attached to the Guide.
- t. Block 24 C. This Block is for the Security Officer to sign.
- u. Block 24D. Your state security officer can sign here if available.
- v. Block 25. Please check off if you have completed the CSAT training this year. (if applicable)

Sample FNS-674 Form

OMB Control Number 0584-0532

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Once the FNS-674 is filled out and signed you must forward it to the Securityofficers.mailbox@fns.usda.gov for processing. You will receive notice from the appropriate party when your access has been completed.

National Finance Center (NFC)

The NFC is the operational component of the USDA Office of the Chief Finance Officer. NFC designs, develops, implements, and operates cost-effective financial, administrative, and management information systems and services supporting the missions of USDA and its customers. NFC provides automated, integrated systems and support services for payroll, personnel, administrative payments, accounts receivables, property management, budget, and accounting activities. In addition, NFC provides systems and support services for several government wide processes, including the Federal Retirement Thrift Savings Plan and the Direct Premium Remittance System.

Systems that require NFC access are:

- a. Foundation Financial Information System (FFIS) A fully integrated financial package that is designed to meet stringent budget and funds control needs, as well as complex multi-fund accounting and reporting needs.
- b. Central Accounting Data Base Inquiry (CADI) CADI is an online electronic access system which allows direct access to agency Central Accounting System (CAS) data. It provides information as of the current week and contains detailed accounting transactions for agency use. CADI also provides an automated Funds Control System as well as a Salaries and Benefits Projection feature.
- c. Telephone and Utilities Maintenance Systems (TUMS) TUMS is a Web application that is accessed through a link on the NFC home page. Master accounts for commercial telecommunication services and equipment and public utility services are established and maintained in TUMS. The application is used to: (1) Add new telephone and utility master accounts; (2) Update existing master accounts; (3) Delete existing master accounts; (4) View existing master accounts; and (5) View history of additions, modifications, and deletions.
- d. Integrated Acquisition System (IAS) IAS is a Web-based system that interfaces with the Foundation Financial Information System (FFIS), and allows for electronic commitment accounting, obligations, receipt, and invoice payments. IAS is a key part of USDA's e-Procurement initiatives.
- e. Financial Management (FM) NFC Financial Management application systems include:
- f. **Payroll/Personnel System (PPS)** PPS is an integrated system, linking personnel action processing and payroll activities. The system uses a database concept that permits

integration and sharing of data records among many modular subsystems. The database consists of current and prior salary payment information, personnel actions, name and address information, and time and attendance (T&A) data. These records are maintained so that information can be accessed randomly. As personnel actions and payroll documents are processed, updated data replaces existing data elements in the PPS database. Users of the system include all employees who are serviced by the system to find out their personal information to HR and hiring managers who keep track of hiring, firing, position categorization, etc. Payroll department employees use the output of the system to ensure that the proper checks are distributed as well as tax information and retirement information.

- g. **Web System for Time and Attendance Reporting (Web STAR)** Web STAR is a Windows based application which allows entry, correction, and printing of time and attendance (T&A) reports.
- h. Centralized Enrollment Clearinghouse System (CLER) A web based centralized, automated system that reconciles payroll office and carrier Federal Employees Health Benefits enrollment records. CLER provides an efficient and cost effective way for both health insurance carriers and Federal Government payroll offices to conduct their quarterly reconciliation of FEHB enrollment data records. The CLER database stores, maintains, processes, edits, and combines the data from carriers and compares it to the data from payroll offices.
- i. **Direct Premium Remittance System (DPRS)** A centralized system for billing and collecting health insurance premiums from eligible non-Federal enrollees in the Federal Employees Health Benefits Program.
- j. Human Resources Systems (HRD) **NFC Human Resource application systems** include:
- k. EmpowHR a Human Capital Management System that enables agencies to: (1) Make critical decisions concerning workforce utilization; (2) Forecast workforce turnover and placement; and (3) Project future resource budget allocations on a fiscal year basis, for optimum achievement of agency mission goals.
- I. Employee Personal Page/ Employee Self-Service (EPP/ESS) The EPP/ESS is a Web-based application that allows employees to perform self-service activities associated with payroll or personnel information. Specifically, employees have the ability to make online change requests to their residence address, Federal and State tax withholding, financial allotments, direct deposit, health insurance, savings bond, and Thrift Savings Plan (TSP) contribution information effective for a current or future pay period.
- m. Enterprise Human Resources Integration (EHRI) EHRI is an Office of Personnel Management (OPM) online services initiative to maintain data warehouse and personnel information for an agency to conduct workload analysis, staffing projections, and other resource management analysis. NFC works with OPM on behalf of its customers to provide data feeds to EHRI.
- n. Electronic Official Folder (eOPF) System The eOPF system provides the capability of imaging current documents maintained in an employee's personnel folder thus allowing an agency and employee online access to this data. As new actions are processed, electronic files can be provided from the personnel and payroll systems used by an agency to update

eOPF with the latest data for an employee. NFC provides these files to eOPF for the participating agencies that are pay rolled by NFC.

Each system may require different types of information in order to complete the process of granting users access to the system.

Each system requires its own form to gain access. Please follow the directions for the system you are requesting described in the instructions below.

Access to National Finance Center (NFC):

To obtain access to NFC an FNS-674 is required. This will give you an FN Number which is the first step in entering the NFC System. However for access to the systems that reside at NFC a Corporate Systems Access Request Form, AD-1143 form is also required. If you already have an NFC ID please fill out the FNS-674 and include your ID on the form and send both forms to the Securityofficers.mailbox@fns.usda.gov

Other systems that require an NFC account prior to getting access require an AD-1143. Follow the instructions below to fill out the FNS-674 and AD-1143 for each of these systems. Note: although you need an FNS-674 for each system requested you only need One AD-1143 for all of the systems requested. In the FNS-674 you only need to list the system name and the type of access requested all other information should be listed on the AD-1143.

There is also a sample and instructions for the IAS form below and it can be found in the elibrary on the FNS intranet. NOTE: only the IAS form is required for IAS Access you do not need the FNS-674.

Processing Time: 7 to 10 Days

NOTE: all processing times are subject to the FNS-674 being submitted is correct and all information is included on the form. Due to NFC restrictions these processing times can be longer.

Please complete the 674 as described in the instructions below for NFC access.

- a. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - c. Block 3. Enter the current date.
 - d. Block 4. Enter your Email address

- e. Block 5. Enter your E-Auth Level 2 ID (if applicable)
- f. Block 6. Enter the type of user such as (Federal, or State etc.)
- g. Block 7 thru 13. Enter your Phone and organization information.
- h. Block 14. Enter the system name: NFC (NOTE: if you have NFC ID already, type the system name you are requesting such as: FFIS or FDW in this block)
- i. Block 15. Enter the type of access: This depends on the system you are requesting, for trvl, Preparer, or authorizer etc....
- j. Block 16. Enter N/A
- k. Block 17. Enter the Action Requested: ADD
- I. Block 18. N/A
- m. Block 19. N/A
- n. Block 20. Your SSN# is required for new NFC users. If you already have an NFC ID you do not need to put in your SSN# as it is on file already. Place your NFC ID in the comments box.
- o. Block 21. This is for JP Morgan Accounts Only
- a. Block 22. Enter the information list here in order to gain access to TRVL system or Financial Reports etc. Organization Structure Code (ORG) (e.g. 3051-0040-510) and the Originating Office Number (OON) (e.g. AG3070FM01). If you are requesting Travel/ Reporting center access etc. Your administrative officer should have this information. NFC will not create any accounts unless they have this information.
- p. Block 23. User must sign the form.

- q. Block 24A. Users Supervisor must sign the form.
- r. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for NFC is attached to the Guide. If you don't see an Authorizing Official listed for your system then none is required just send the form and leave this block blank.)
- s. Block 24 C. This Block is for the Security Officer to sign.
- t. Block 24D. Your state security officer can sign here if available.
- u. Block 25. Please check off if you have completed the CSAT training this year.
 (if applicable)

Information needed to process request to reporting center

User name

User social security number (ss#)

User ID

User email address

Agency name

User access level requested. The requester must state whether or not the user requires Access to sensitive data (data contained in the IRIS 300 level screens) and/or detail data.

Security Officer or User Acceptance Tester. If the user is either a security officer or a user acceptance tester, this must be stated on the request.

Telephone number

Application name (The Reporting Center, including the reports and organizations Needed. If the user requires access to Administrative Reports, these reports must be listed individually due to the nature of the data.)

The access level requested should be based on the individual's assigned work requirements and job functions.

Sample FNS-674 Form

OMB Control Number 0584-0532

	·	U.S.	Department of Ag User	Access	_			
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Once the FNS-674 is filled out and signed you must forward it to the Securityofficers.mailbox@fns.usda.gov for processing. You will receive notice from the appropriate party when your access has been completed.

AD-1143 FORM INSTRUCTIONS

BLOCK NO.

- Check one or more systems. Fill in information for access in Special Instructions for FedTraveler.com
- 2. Enter the agency FFIS application number, i.e., FF34 for APHIS, or FF11 for Forest Service.

USER INFORMATION

- 3. Enter social security number. The Social Security Number is only required for adding a user to a FFIS application for the first time.
- 4. Enter name.
- 5. Enter job title or Contractor, if not a USDA employee.
- 6. Enter address where the user can be contacted by mail.
- 7. Enter agency name and agency code/number.
- 8. Enter office, i.e., Financial Management, Procurement Operations.
- 9. Enter e-mail address.
- 10. Enter telephone number.
- 11. Enter manager's telephone number.

ACTION REQUESTED

- 12. Enter "old" name, when requesting a name change.
- 13. Enter "new" name, when requesting a name change.
- 14. Check the appropriate action to be taken. If requesting a modification to your profile, specify in Block 29 the previous profile or job assignment and the new profile or job assignment. If the user performs services for additional USDA agencies, e.g., "cross-servicing, specify the additional agencies(s) and required roles.
- 15. Enter NFC, FFIS, E-Auth, user ID AND if Block 14 is "delete user" or "modify user", include existing user ID. If action requested in Block 14 is "add user", the Agency Security Administrator will assign the user ID.

AUTOMATED CASH RECONCILIATION WORKSHEET SYSTEM ACCESS

- 16. Check appropriate Role(s)/Access for ACRWS52.
- 17. Check appropriate Role(s)/Access for ACRWS53.
- 18. Reserved.

CORPORATE PROPERTY AUTOMATED INFORMATION SYSTEM ACCESS

- 19. Check the appropriate action to be taken. If requesting a modification of your user CPAIS role, specify all role(s) deleted and/or added.
- 20. N/A
- 21. If requesting UMA manager, this must be approved at a department level.

FINANCIAL DATA WAREHOUSE SYSTEM ACCESS

- 25. Check the appropriate box to grant level of access. Security group is for Security Administrators or individuals who need access per job duties.
- 26. Check the appropriate box to grant level of report access. Check only one box.

INTEGRATED ACQUISITION SYSTEM ACCESS

- 28. Check all appropriate roles.
- 29. Enter requisition approval amount, if user is a Funds Approver.
- 30. Enter warrant amount, if user is a Contracting Officer. Verify the amount to be entered here with your supervisor if you are warranted for a higher amount than your supervisor has authorized you for.
- 31. Does this user purchase for other agencies? If yes, enter the agencies here, e.g., Rural Development, Food and Nutrition Service.

MANAGEMENT INITIATIVES TRACKING SYSTEM ACCESS

32. Check required role.

See USDA Corporate Website or the MITS Security Features User's Guide for definitions of each role. Only one role per MITS module should be entered on an individual AD-1143; complete separate AD-1143 documents for each additional role.

For PMA:

Enter appropriate initiative(s).

CS - Competitive Sourcing

HC - Human Capital

CP - Credit Programs

RP – Real Property

eGov – Egovernement

FM – Financial Management FBCI - Faith Based R&D - Research and Development IPIA – Improper Payments BPI – Budget and Performance Integration Enter appropriate agency(s). For PART: Enter appropriate program(s) or "ALL", default is "ALL". Enter appropriate agency(s). Enter mission area(s) (required for mission area coordinators only). Enter PART program(s) – optional (enter if user should have edit access for limited PARTs) For BUDGET: Enter appropriate agency(s). For AUDIT TRACKING: Enter appropriate agency(s). Enter mission area(s) (required for mission area coordinators only). Executive Officer and OIG Auditors role – Available to OCFO employees and OIG auditors only. Audit Follow-up Coordinator role – Available to OCFO employees only.

Enter appropriate initiative(s).

For Sustainability Scorecard:

Enter appropriate agency(s).

GOVTRIP.COM

33. Please check the role the user will be in GovTrip.

Traveler - Only view their travel data and submit their own voucher for approval.

Travel Arranger - Able to prepare travel plans for designated personnel in their agency's organization and able to see the information of others.

Approver--Able to approve travel vouchers for designated personnel in their agency's organization.

Agency FATA – Able to set up configuration for their designated agency. This should be only a few personnel.

- 34. Indicate if training has been received.
- 35. Signature of the requester's supervisor or designated travel manager in the agency.

SPECIAL INSTRUCTIONS

36. Include any additional information needed to complete access. Specify the security profile or job assignment, or any comments or special instructions.

For CPAIS: Provide organization number(s) for which access is being requested. If access is needed for all organizations within an agency, list agency name and "ALL".

For FFIS: 1) Provide previous profile or job assignment and the new profile or job assignment, if modification to existing model; and

2) Provide the names of the additional agencies(s) and required roles, if the user performs services for additional USDA agencies, e.g., "cross-servicing".

USER ACKNOWLEDGEMENT

A USER SIGNATURE IS REQUIRED IN THE USER ACKNOWLEDGMENT BLOCK WHEN THEY ARE ADDED TO A SYSTEM.

- 37. User's signature.
- 38. Date user signed form.

BACKGROUND INVESTIGATION

THIS FIELD MUST BE FILLED OUT. SECURITY ADMINISTRATORS WILL NOT COMPLETE THE REQUEST UNLESS THIS BOX IS FILLED OUT ACCORDING TO THE INSTRUCTIONS BELOW

- 39. Check whether background investigation has been initiated or completed. This applies to both USDA employees and contractors.
- 40. Date background investigation was initiated or completed.
- 41. Name of user's immediate manager

AUTHORIZATION

- 42. Manager's signature.
- 43. Date manager approved the requested action.

ACTION TAKEN

- 44. Security Administrator's signature.
- 45. Date Security Administrator completed user's request.
- 46. Security Administrator can use this space to include any notes related to the completion of the request. The agency's Security Administrator will retain each completed form for audit purposes.

Sample AD-1143 Form

AD-1143		4 00075141155			
AD-1143 U.S. DEPARTMENT OF AGRICULTURE		SYSTEM/APP Check one or i	nore and cor	nplete the ap	plicable section(s)
CORPORATE SYSTEMS ACCESS REQUEST FO	ODW .	Automated	l Cash Re	conciliatio	n Worksheet System
TOTAL STATE OF OTENIO ACCESS REQUEST FO	JRIVI	X Financial [Property /	Automated	Information System
		Foundation			on System
		Gov Trip.co	m		on oyotom
		X Integrated X Manageme	Acquisitio	n System	•
		✓ Manageme	ant initiativ	es i rackir	ng System
		2. FFIS APPLICA	FION NUMB	EB/S\ /// A	lia-ki-)
		- THO AT FEIGH	TON NOWIE	EK(S) (II App	licable)
USER INFORMATION	(See Privac	y Act Statemer	10)		
USER'S SSN (See Instructions) USER'S NAME (Last, first, middle initial)				5. USER'S	TITLE OR CONTRACTOR*
for FFIS Doe, John, T 6. USER'S MAILING ADDRESS WITH ZIP CODE				Compute	r Specialist
_			7. AGENCY	7	8. OFFICE
300 Corp Blvd. Robbinsville, NJ 08691 9. USER'S E-MAIL ADDRESS			USDA/F	NS	ISO
john.doe@fns.usda.gov	10. USER'S (444)- 44	PHONE NUMBER			R'S PHONE NUMBER
*See special instructions	(444)- 44	3 - 3232	(234) - 34	3 - 4232
ACTION	REQUESTE	D	1		har tarif a mantanangan ngangangan
12. OLD NAME (Last, first, middle initial)		ME (Last, first, mide	lle initial)		
NAME CHANGE If Applicable	If Applical				
14. (Check all that apply):		(S) (Include NFC, I	FIS F-Auth	Hear ID if or	anlicable
Add User	jdoe2	. , (. 10, 2 71011	OSCI ID, II Z	opicable)
ACCESS Delete User					
Modify User Profile Agency Cross-Service Access					
	<u> </u>				
AUTOMATED CASH RECONCILIATION	WORKSHE	ET SYSTEM (#	(CRWS)	CCESS	
16. USER'S ACRWS 52 Roles/Access (Check all that apply)	17. USER'S A	CRWS 53 Roles/Ac	cess		
Public/Read-Only	☐ Public/R				
☐ Auditor	1	ead-Only			
☐ Approver	Auditor				
	Approve	Ť			
Import Manager	☐ Import M	anager			
ACRWS 52BRIO/Hyperion	ACRWS	53 BRIO/Hyperio	n		
CORPORATE PROPERTY AUTOMATED 19. USER'S CPAIS ROLE	AMEORMAT	ION SYSTEM	(CPAIS) A	CCESS	
UMA Manager Real					
UMA Manager Personal					
UMA User Real (Specify add and/or modify role(s))					
UMA User Personal (Specify add and/or modify role(s))					
	21. SIGNATU	RE OF UMA Manag	er for all Use	ers. (Sign and	i date)
		Electro	nic Form V	ersion Desi	gned in Adobe 8.1 Version

AD 1143 (Rev. 05/09)

25. USER'S SECURITY GROUP	FINANCIAL DATA WAS	EHOUSE (FDW) AC	ici sc
☐ Payroll 🗵 Security		26. USER'S SECURITY Analyze and Proce	
☐ Non-Payroll		Query and Analyze	
		☑ Data model and An	alyze (Explorer)
	INTEGRATED ACCIDISTIN	ON SVETEN TARY	
20. OSER'S IAS ROLE (Check all that apply)		SAN	29. REQUISITION APPROVAL AMOUNT
Requisitioner	Receiver		THE VAL AWOUNT
Requisition Approver	☐ Invoice Entry Clerk		\$1,000.00
☐ Budget Approver	Payment Approving Off	ficer	30. ACQUISITION WARRANT AMOUNT
Commitment Error Manager	▼ Payment Approving Err	or Manager	\$1,000.00
Purchasing Specialist/Contracting Officer	☐ Interface Manager		31. CROSS AGENCY SERVICE TO (If Applicable)
Supervisory Contracting Officer	Payment Status Review	ver	APHIS
Obligation Error Manager	Other		
	and all the same of the same o		
32. PMA ROLES (Check one)	PART ROLES (Check one	CKING SYSTEM (M	Iris) Access
☐ Agency User	Agency User	"	BUDGET ROLES (Check one)
★ Approving Official			Agency User
☐ Initiative Owner	☐ Mission Area Coordina	tor	Approving Official
Executive Officer	Executive Officer		Executive Officer
PMA Coordinator	☐ OBPA Officer		OBPA Coordinator
PMA Initiative(s):	PART Program(s): (Optional)		
			Agency(s):
Agency(s):	Agency(s):		
	Mission Area(s):		
	(Required for Mission Area	Coordinator only)	
MANAG	MENTINITIATIVES TRAC	KING SYSTEM (MI	SACCES
AUDIT TRACKING (Check one)	SUSTAINABILITY SCORED (Check one)	ARD ROLES	
★ Agency User	Agency User		
Executive Officer and OIG Auditors	Approving Official		
Audit Follow-up Coordinator	Initiative Owner		
Agency(s):	Executive Officer	ı	
Mission Area(s):			
(-).		i	
	SSM Initiative(s):		
	Agency(s):		
	Agency(s):		

AD 1143 (Rev. 05/09)

33. GovTrip.com Role ☐ Traveler ☑ Travel Arranger ☐ Approver ☐ Agency FATA	34. GovTrip TRAINING RECEIVED? (If yes, enter date completed)	35. GovTrip Agency APPROVER (Sign and date when action has been complete Approver: Sign Here Date: 09/15/2010
36. SPECIAL INSTRUCTIONS	SPECIAL INSTRUCTIONS	
I have read the automaled information syste applications described on this form. Lunders criminal prosecution, 37. USER'S SIGNATURE	USER ACKNOWLEDGEMENT This security rules and understand the security requirement that any violation of these rules may result in a 38. DATE	rements of the automated information systems and/or lisciplinary action, removal from the agency/USDA, and
Initiated Completed	BACKGROUND INVESTIGATIO ompleted) 41. PRINT MANAGER'S NAME	N
Jser's Manager - I certify this user has receive ecurity instructions for the systems and/or applic adicated, and I approve his/her access to these sy and/or applications and the associated user profi	cations	43. DATE
4. SECURITY ADMINISTRATOR SECURITY OFF 6. SECURITY ADMINISTRATOR NOTES	action taken cer Will Sign Here:	45. DATE
n compliance with the Privacy Act of 1974, the folk 22, 1943 and 5 U.S.C. 301. The primary purpose of the SSN will enable USDA to idea	diffe outbodies of the second received to prope	ecurity Number is authorized by Executive Order 9397 of Nover rly identify the employee. Many employees have similar names information will be used by offices and employees who have a r SDA. Disclosure of your SSN and other information is manda

AD 1143 (Rev. 05/09)

National Data Bank (NDB)

The NDB supports the administration of all FNS budget programs, and is the official source of public financial information about FNS. The system provides a single, consistent, official database to support analysis and public release of Agency program, financial, and audit information. Two mission applications, the Food Programs Reporting System (FPRS) and the Processed Commodities Inventory Management System (PCIMS), provide extracted program data to the NDB database. Additional data is acquired from the Bureau of Labor Statistics and the Bureau of the Census. NDB information is released to USDA, OMB, Congress and the public. The FNS Congressional and Public Affairs offices are the predominant NDB users.

In order to receive access to the NDB System you must fill out an NDB specific access form. This form is available from the NDB Website. http://ndbweb01/NDB8/Home/SignIn.aspx

Please complete the NDB form as described in the instructions below.

Processing Time: 24 to 48 hrs.

NOTE: all processing times are subject to the FNS-674 being submitted is correct and all information is included on the form.

Sample NDB Form

U.S. DEPARTMENT C	OF AGRICULTURE - Food an	nd Nutrition Service	DATE OF RE	EQUEST:
FNS NATIONAL DATA BAN	NK (NDB) SYSTEM AUT	THORIZATION F	REQUEST	
PRINT USER NAME (First, MI, LAS	ST): USER SIGNAT	TURE:	*LOGON ID:	NEW EXISTING
FNS USER (Check One) HQ REGION ADDRESS:	FIELD	FO or sat	ZATION NAME (FNS Division	
		E-MAIL	ADDRESS:	
	NDB S	YSTEM ACCE	SS ACTION	
ACTION REQUESTED	NDB SYS	STEM	AF	PPROVAL FOR
	RELEASEABLE DAT	<u>ra</u>	INTE	RNAL USE ONLY
Add User	PUBLIC USE			
Remove User	PRELOAD/S			E OF USER
	GREENSHEE	TS	HQ Bin N	No. =
COMMENTS, JUSTIFICATIONS, S	SPECIFIC INSTRUCTIONS	D"		
APPROVAL DISAPPRO	OVAL DATE		APPRO	
	1	Signature of Si	pervisor (Branch Chief or higher)	Phone No.
		Signature of Ra (Required for Inten	A / Deputy Administrator	Phone No.
SIGNATURE OF HEADQUARTERS	S NDB OFFICIAL:			DATE COMPLETED:
*LOGON ID = FNS	, where 4th char	racter = region o	r HQ number, and charact	ters 5 - 7 = user initials

1 = NERO, 2 = MARO, 3 = SERO, 4 = MWRO, 5 = SWRO, 6 = MPRO, 7 = WRO, 8 = HQ, 0 = AcuSys

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NDB Database Explanations

Public Use Database - UPDATED MONTHLY. Data in this database is releasable to the general public. It is the official source of Food and Nutrition Service (FNS) participation and program data submitted by grantees.

Preload Database - UPDATED DAILY*. This database provides access to preliminary data that has been certified by the State Agencies and posted by the Regional Offices. This database is mainly used by authorized Budget and Program Staff to review and evaluate data accuracy prior to releasing the data to the Public Database.

*Note: Each month for a few days, the Preload Database is closed to daily updates to allow the Budget and Program Staff to validate releasable data to the "Public Use" database. During this period, the "gates" which allow data updates are closed, hence the message, "All Gates are Closed." Once the Public Database has been updated, the Preload Database will resume being updated daily.

Submission Database - UPDATED DAILY. Provides user with the actual form submissions from each grantee (State/ITO/Local Agency). It also provides a history for all FNS Program Form versions since 1989. User may access actual validated forms populated with data or access blank forms according to the desired version.

Analysis Database - UPDATED DAILY. This database provides access to the latest raw data that has been certified by the State Agencies and posted by the Regional Offices. This database is mainly used by authorized Budget and Program Staff to analyze the data submitted by the grantees.

Greensheets Database - The data residing in this database is program participation and cost data as of September of the current fiscal year. Data is "locked" for a year and it is used as part of the publication of yearly "Budget Greensheets".

Year End Database - This database is a subset of Preload Database data that contains estimated values through the end of the fiscal year. The purpose of this database is to support program planning.

Integrated Program Accounting System (IPAS)

IPAS is a commercial off-the-shelf (COTS) software application developed by BearingPoint – Performance Series 2.0F. It was acquired via the approved General Services Administration (GSA) schedule for Federal government accounting systems. As such, it has been tested and certified as compliant with the Federal Managers Financial Integrity Act (FMFIA), Section Four, the Joint Federal Management Improvement Program (JFMIP), Office of Management and Budget (OMB) (specifically Circulars A-127 and A-130), the General Accounting Office (GAO) and Department of Treasury (TD) standards for government accounting. Associated internal audit and security requirements are included in these standards.

In order to receive access to the IPAS System you must fill out an FNS-674 form. This system also requires an IPAS FNS-739 Form which you can find in the e-library.

Processing Time: 24 to 48 hrs.

NOTE: all processing times are subject to the FNS-674 being submitted is correct and all information is included on the form.

Please complete the 674 as described in the instructions below.

- b. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - c. Block 3. Enter the current date.
 - d. Block 4. Enter your Email address
 - e. Block 5. Enter your E-Auth Level 2 ID (if applicable)
 - f. Block 6. Enter the type of user such as (Federal, or State etc.)
 - g. Block 7 thru 13. Enter your Phone and organization information.
 - h. Block 14. Enter the system name: IPAS.
 - i. Block 15. Enter the type of access: Administrator, Processor ETC.

- j. Block 16. Enter N/A
- k. Block 17. Enter the Action Requested: ADD
- I. Block 18. N/A
- m. Block 19. N/A
- n. Block 20. Your SSN# is required for new NFC users.
- o. Block 21. This is for JP Morgan Accounts Only
- p. Block 22.Enter any other comments needed.
- q. Block 23. User must sign the form.
- r. Block 24A. Users Supervisor must sign the form.
- s. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for IPAS is attached to the Guide. If you don't see an Authorizing Official listed for your system then none is required just send the form and leave this block blank.)
- t. Block 24 C. This Block is for the Security Officer to sign.
- u. Block 24D. Your state security officer can sign here if available.
- v. Block 25. Please check off if you have completed the CSAT training this year. (if applicable)

Below is the sample of the IPAS FNS-739 that also must be filled out and sent in along with the FNS-674. Both forms are required for IPAS Access

Expiration Date: XX/XX/XXXX U.S. Department of Agriculture - Food, Nutrition and Consumer Services **User Access Request Form** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of Information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0532. The time required to complete this information collection is estimated to average 10 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. User Information 1. Last Name Middle Name 2. Title Doe John Computer Specialist 08/17/2011 4. Email 5. USDA E-Auth ID, (If applicable) John.Doe@fns.usda.gov idoe123 6. Type of User (select one) 7. Telephone 8. Contract Expiration Date (if applicable) 9. Temporary Employee Expiration Date (if applicable) Federal 555-555-1212 10. Company 11. Division 12. Department USDA ISO 13. Office (select one) Street Address 300 Corporate Blvd Suite # MARO City State ZIP Code Robbinsville 08691 14. System Name 15. Type of Access 16. Form (applicable for FPRS) **IPAS** administrator/processor etc. 17. Action Requested 18. State/Locality Codes 19. Login ID (Agency use only) ADD 20. Enter SSN for new NFC access Only: 21. Enter Home ZIP Code for JP Morgan access Only: 22. Comments, Special Instructions (attach separate sheet if more space is needed) Add any additional Comments here! Privacy Act Statement The privacy act is stated for individuals requesting access to the National Finance Center (NFC). The authority in collecting this information is 5 U.S.C. 301. The use of the requesting person's Social Security Number (SSN) is for identification purposes only. Existing NFC users requesting modification or termination of access to the NFC are not required to provide their SSN. 23. User Acknowledgement (Users requesting system access must read, sign and date prior to submitting this form) I have read and understand the Privacy Act Statement and the FNCS Rules of Behavior. Decisions in personnel matters involving disciplinary action will be based on the assumption that I am familiar with the security requirements presented in these rules and I am aware of my obligation to abide by them. I understand that systems require security to protect user and system files from unauthorized access. I have completed this form to the best of my abilities. User Signature Print Name Date Approvals 24. a. Supervisor Print Name your Supervisor signs here Approve Phone Number b. System - Authorizing Officials Print Name The AO must sign here to grant you access Phone Number c. Information Security Office Print Name Federal Security Officer signs here d. State Computer Security Officer (if applicable) Print Name Approve To be Completed by IT Customer Support 25. Has the Security and Privacy Training been completed? X YES NO 26. Date Received 27. Person Receiving Request 28. Date Completed FORM FNS-674 (08-09) Previous editions obsolete

OMB Control Number 0584-0532

Once the FNS-674 is filled out and signed you must forward it to the Securityofficers.mailbox@fns.usda.gov for processing. You will receive notice from the appropriate party when your access has been completed.

SBU

Sample FNS-739 IPAS FORM

Food and Nutrition Service Integrated Performance Accounting System (IPAS)

USER ADDRESS: 300 Su	mmers St	USER PHONE	: 666-545-4444
Robbinsville, NJ 08691			john.doe@fns.usda.gov
			C. DEPT. fill in your dept num
User Class	Title	Ac	cess
		Ad De	cess d (A) lete (D)
Level #1	Security Administrator (HQ Only)		1010 (10)
Level #9	Functional Administrator (HQ Only)	
Level #2	Approval Processing Coordinator-	Allow	
Level #3	Vendor Coordinator		
Level #4	Report Management Administrato		
Level #5	Interface Coordinator/Special Prod	esses	
Level #6	Budget Supervisor (HQ Only)		
Level #7	Inquiries		
Level #8	Budget Processor (HQ Only)		
Level #10	Processor Obligations (RO Only)		
Level #11	Processor A/R-RO (RO Only)		
Level #12	Processor Collections		
Level #13	Administrator/Supervisor (HQ Onl	у)	
Level #14	Certifying Officer-A/P (HQ Only)		
Level #15	GAD/LOC Administrator-HQ (HQ	Only)	
Level #16	GAD/LOC Administrator-RO (RO	Only)	
Level #17	GAD/LOC Processor		
Level #18	GAD/LOC Certifying Officer		
Level #19	GAD/LOC Closeout Administration	(HQ Only)	
Level #20	A/P (HQ Only)		
Levei #21	Future Use	N/A	
Level #22	Processor-Year End (HQ Only)		
Level #23	Processor-A/R-HQ (HQ Only)		
Level #24	Approval Processing Trans		
Level #25	GAD/LOC Amendment Approval		
BUSINESS OBJECTS - II			
Comments:			
Johnnengs.			· · · · · · · · · · · · · · · · · · ·
ser's Signature:			Data
			Date:
Jser's Supervisors Signature:			Date:
PAS System Security Administr			
The Cystem County Administr	ator Signature.		Date:
ranch Chief, Financial Policy &	Systems/Division Director:		Date
			Date:
Approved:	Sécurity Administrator		
		sapproved:	
Date:	Da	10:	
Comments:			
		And the second of the second o	
Access requested must be base	ed upon the individual's work requirement. The u ecurity access. For example, a processor for the nables the user to have complete control and acc NONE" or "INQUIRY" capabilities to the Receival	ser's access to a particular scr	een and the activity therein should
Collection Log window. This er	ecurry access. For example, a processor for the nables the user to have complete control and acce	Collection Log should have "L	JNDELETE" capabilities to the
ndividual/user class will have "	NONE" or "INQUIRY" capabilities to the Receival	ole Entry window.	ns window. Whereas the same
ORM FNS-739 (11/08)	SBU		
(1/1/00)	3KII	⊨lectronic Form	n Version Designed in Adobe 8.1 V

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Travel Reporting and Integrated Projections System (TRIPS)

TRIPS (Travel Reporting and Integrated Projection System) is an Intranet based system for FNS regions to manage their travel funds. This version of TRIPS uses Microsoft's ASP.NET and a SQL Server database. It is much quicker than the Excel version of the system and will provide more reporting capabilities.

Both NPA and special account travel funds may be projected and tracked through TRIPS. Regional users can project travel either manually or through the Travel Estimator. Individual and blanket travel authorization numbers are used to identify projected and actual travel. TRIPS features a new capability that will automatically generate the Region's next 202 number for users if this option is chosen.

Each region will only have access to their regional travel information. Program users (both editors and viewers) in each region have access to their NPA account and special accounts. Program editors manage their projected travel. Regional users (FM editors) have editing and/or viewing access to all of their regional data. The Regional editors update TRIPS with actual travel as it occurs, moving it from projected to actual. A Local System Administrator will have the capability to edit the per diem and POV tables, change the tab or button order, and perform other administrative tasks.

In order to receive access to TRIPS account, you must first have a Level 2 Eauthentication ID and Password.

Once the level 2 ID is obtained you must complete an FNS-674 form. Please complete the 674 as described in the instructions below.

Processing Time: 24 to 48 hrs.

Please complete the 674 as described in the instructions below.

- c. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - c. Block 3. Enter the current date.
 - d. Block 4. Enter your Email address
 - e. Block 5. Enter your E-Auth Level 2 ID (if applicable)
 - f. Block 6. Enter the type of user such as (Federal, or State etc.)
 - g. Block 7 thru 13. Enter your Phone and organization information.
 - h. Block 14. Enter the system name: TRIPS
 - i. Block 15. Enter the type of access: Read, Write Tester, Etc.

- j. Block 16. Enter N/A
- k. Block 17. Enter the Action Requested: ADD
- I. Block 18. N/A
- m. Block 19. N/A
- n. Block 20.N/A used only for NFC Accounts.
- o. Block 21. This is for JP Morgan Accounts Only
- p. Block 22. Enter any other information here:
- q. Block 23. User must sign the form.
- r. Block 24A. Users Supervisor must sign the form.
- s. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for TRIPS is attached to the Guide. If you don't see an Authorizing Official listed for your system then none is required just send the form and leave this block blank.)
- t. Block 24 C. This Block is for the Security Officer to sign.
- u. Block 24D. Your state security officer can sign here if available.
- v. Block 25. Please check off if you have completed the CSAT training this year. (if applicable)

Sample 674 Form

FORM FNS-674 (08-09) Previous editions obsolete

Expiration Date: XX/XX/XXXX U.S. Department of Agriculture - Food, Nutrition and Consumer Services **User Access Request Form** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of Information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0532. The time required to complete this information collection is estimated to average 10 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. User Information 2. Title First Name Middle Name 3. Date of Request Doe John Computer Specialist 08/17/2011 5. USDA E-Auth ID, (if applicable) John.Doe@fns.usda.gov 8. Contract Expiration Date (if applicable) 9. Temporary Employee Expiration Date (if applicable) 6. Type of User (select one) 7. Telephone 555-555-1212 Federal 10. Company 11 Division 12. Department USDA OIT ISO 13. Office (select one) Street Address 300 Corporate Blvd Suite # City State ZIP Code Robbinsville 08691 16. Form (applicable for FPRS) 15. Type of Access 14. System Name OTHER Tester/User 17. Action Requested 18. State/Locality Codes 19. Login ID (Agency use only) Camden County 20. Enter SSN for new NFC access Only: 21. Enter Home ZIP Code for JP Morgan access Only: 22. Comments, Special Instructions (attach separate sheet if more space is needed) Create TRIPS Account Privacy Act Statement The privacy act is stated for individuals requesting access to the National Finance Center (NFC). The authority in collecting this information is 5 U.S.C. 301. The use of the requesting person's Social Security Number (SSN) is for identification purposes only. Existing NFC users requesting modification or termination of access to the NFC are not required to provide their SSN. 23. User Acknowledgement (Users requesting system access must read, sign and date prior to submitting this form) . I have read and understand the Privacy Act Statement and the FNCS Rules of Behavior. Decisions in personnel matters involving disciplinary action will be based on the assumption that I am familiar with the security requirements presented in these rules and I am aware of my obligation to abide by them. I understand that systems require security to protect user and system files from unauthorized access. I have completed this form to the best of my abilities. User Signature Print Name Date Approvals 24. a. Supervisor Print Name your Supervisor signs here Approve Phone Number b. System - Authorizing Officials The AO must sign here to grant you access Print Name Approve Phone Number c. Information Security Office Federal Security Officer signs here d. State Computer Security Officer (if applicable) Approve To be Completed by IT Customer Support 25. Has the Security and Privacy Training been completed? X YES NO 26. Date Received 27. Person Receiving Request 28. Date Completed

SBU

OMB Control Number 0584-0532

National Information Technology Center (NITC)

You must request an NITC ID and Password in order to access the TN3270. If you require access to datasets you must include the dataset name, or the OON and ORG depending on the access you are requesting on the access request form.

Treasury Offset Program (TOP) Operations

The Treasury Offset Program (TOP) is housed at the U. S. Department of the Treasury. TOP is a system whereby Treasury will offset eligible Federal payments to collect a delinquent debt owed to a creditor agency (i.e., FNS). The offset payment will be sent to the creditor agency to satisfy the debt. Treasury provides specified file layouts for agencies to use for sending batch files to Treasury. FNS' role is the receipt and consolidation or separation of batch files to/from States and Treasury. FNS does not have a TOP system such as an accounting system or personnel system. FNS simply passes data between States and Treasury. FNS uses utility programs at National Information Technology Center (NITC) to perform this process and Microsoft Office on the Local Area Network (LAN) to format reports used in the analysis of data. State agencies establish claims for over-issued food stamp benefits. These claims are eligible for collection through TOP.

[NOTE: Users must obtain an NITC ID in order to access the TOP System.

Systems that require NITC access are:

- (1) Management Initiatives Tracking System (MITS) MITS is an interactive, webbased performance measure tracking application system designed to collect, analyze, and report on USDA's progress in realizing management initiatives.
- (2) **Financial Data Warehouse (FDW)** FDW is an on-demand financial management, reconciliation, tracking and reporting tool that is built upon the nightly financial extracts from the Foundation Financial Information System (FFIS) and the biweekly payroll detail for each agency. FDW receives processes, and stores financial and Privacy Act data.

To obtain access to NITC an FNS-674 is required. However for access to the systems that reside at NITC a Corporate Systems Access Request Form, AD-1143 form is also required.

Follow the instructions below to fill out the FNS-674 and AD-1143 for each of these systems. Note: although you need an FNS-674 for each system requested you only need One AD-1143 for all the system requested. In the FNS-674 you only need to list the

system name and the type of access requested all other information should be listed on the AD-1143.

Processing Time: 24 to 48 hrs.

NOTE: all processing times are subject to the FNS-674 being submitted is correct and all information is included on the form.

Please complete the 674 as described in the instructions below.

- d. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - c. Block 3. Enter the current date.
 - d. Block 4. Enter your Email address
 - e. Block 5. Enter your E-Auth Level 2 ID (if applicable)
 - f. Block 6. Enter the type of user such as (Federal, or State etc.)
 - g. Block 7 thru 13. Enter your Phone and organization information.
 - h. Block 14. Enter the system name: NITC
 - i. Block 15. Enter the type of access: TRVL etc
 - j. Block 16. Enter N/A
 - k. Block 17. Enter the Action Requested: ADD
 - I. Block 18. N/A
 - m. Block 19. N/A
 - n. Block 20. N/A for NFC ID's only
 - o. Block 21. This is for JP Morgan Accounts Only

- p. Block 22. Enter the information list here in order to gain access to TRVL system or Financial Reports etc. Organization Structure Code (ORG) (e.g. 3051-0040-510) and the Originating Office Number (OON) (e.g. AG3070FM01). To add Datasets with your ID we need the DATASET name example FNS96 etc.
- q. Block 23. User must sign the form.
- r. Block 24A. Users Supervisor must sign the form.
- s. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for NITC is attached to the Guide. If you don't see an Authorizing Official listed for your system then none is required just send the form and leave this block blank.)
- t. Block 24 C. This Block is for the Security Officer to sign.
- u. Block 24D. Your state security officer can sign here if available.
- v. Block 25. Please check off if you have completed the CSAT training this year. (if applicable)

Sample FNS-674

						ontrol Number 0584-0532 ration Date: XX/XX/XXXX
	U.S	Department of Agricultur			sumer Services	
According to the General De-			ess Reque			
According to the Paperwork Rec valid OMB control number for the response, including the time to re						
		Us	er Information			
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Doe	John	T		computer :		08/17/2011
4. Email John.Doe@fns.usda.gov		jdoe12				
Type of User (select one) Federal	7. Telephone 555-555-121		ation Date (if ap	plicable) 9	. Temporary Employee Ex	piration Date (if applicable
10. Company	11. Division		12. Depar	tment		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
USDA	OIT		ISO			
13. Office (select one) MARO		Address orporate Blvd			Su	ite#
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Robbinsville	 -	NJ		08691		
14. System Name		15. Type of Access		16	. Form (applicable for FPRS)	
NITC		New User		ì	N/A	
17. Action Requested		18. State/Locality Code	8	19	. Login ID (Agency use only)	
ADD						
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24. a. Supervisor				Julipanta (Libror)		PROPERTY OF STREET
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Print Name The	AO must sign	n here to grant you ac		Approve ature	Deny	
c. Information Security	Office					
Print Name Fe	deral Security	Officer signs here		Approve	Deny	
Phone Number	adrai decarrey	Date		ature	Deny	
	unite Office C		Sign	-		
d. State Computer Sec	urity Officer (i	г арріісаріе)				
Print Name —				Approve	Deny	
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25. Has the Security and Pri						
	vacy <u>Training</u>	26. Date Receive			ing Request	28. Date Completed
peen completed? X YES						28. Date Completed

Store Tracking and Redemption System (STARS)

STARS is the national database for retailer management for the supplemental Nutritional Assistance Program (SNAP). SNAP retailer operations are administered through a headquarters organization, 7 regional offices and 52 field offices. In addition Thirty-nine (39) out-stationed compliance investigators report to FNS Headquarters, Alexandria, VA, through 4 compliance area offices. These organizations are responsible for managing the benefit redemption functions of the SNAP. Cooperating state and local agencies perform benefit eligibility and issuance functions, with FNS oversight.

STARS Provides primary automated support for the SNAP benefit redemption functions. Broad responsibilities for public administration are reflected in the composition of the STARS users. There are more than 1,000 STARS IDs issued for direct access to add, delete, and update data and to inquire the status of store redemptions, authorizations and investigations for the approximately 216,000 grocery stores and specialized meal services authorized to deliver food assistance in return for electronic benefits. These users include, but are not limited to, the officials responsible for SNAP administration and investigation in FNS and in the USDA Office of the Inspector General (OIG), in FSP State agencies as well as the State agencies administering the Women, Infants, and Children (WIC) Program.

Users of the following related system also require STARS access, however access for each system must be requested separately:

Women, Infant and Children – The Integrity Profile (WIC-TIP) — WIC serves to safeguard the health of low-income women, infants, and children up to age five who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating, and referrals to health care.

Women, Infant and Children – Universal Product Code (WIC-UPC) - UPC is a national database of foods with their Universal Product Code (UPC) numbers.

In order to receive access to the STARS system you must complete an FNS-674 form.

Processing Time: 24 to 48 hrs.

Please complete the 674 as described in the instructions below.

e. User information

- a. Block 1. Enter your Name
- b. Block 2. Enter your Title
- c. Block 3. Enter the current date.
- d. Block 4. Enter your Email address
- e. Block 5. Enter your E-Auth Level 2 ID (if applicable)
- f. Block 6. Enter the type of user such as (Federal, or State etc.)
- g. Block 7 thru 13. Enter your Phone and organization information.
- h. Block 14. Enter the system name: STARS
- i. Block 15. Enter the type of access: Inquire, Update ETC.
- j. Block 16. Enter N/A
- k. Block 17. Enter the Action Requested: ADD
- I. Block 18. N/A
- m. Block 19. N/A
- n. Block 20. This is for NFC Accounts Only.
- o. Block 21. This is for JP Morgan Accounts Only
- b. Block 22. Enter any other comments here:
- p. Block 23. User must sign the form.
- q. Block 24A. Users Supervisor must sign the form.
- r. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for STARS is attached to the Guide. If you don't see an Authorizing Official listed for your system then none is required just send the form and leave this block blank.)

- s. Block 24 C. This Block is for the Security Officer to sign.
- t. Block 24D. Your state security officer can sign here if available.
- u. Block 25. Please check off if you have completed the CSAT training this year.
 (if applicable)

Non-FNS users must attach a signed Confidentiality Statement. Obtain a copy from STARS help desk or the STARS Authorizing Official.

Doe John T C C S. Email jode 123 S. Type of User (select one) 7. Telephone Federal 555-555-1212 D. Company 11. Division OIT ISO Street Address 300 Corporate Blvd State NJ ARRO 300 Corporate Blvd State NJ La. System Name 15. Type of Access STARS 15. Action Requested 18. State/Locality Codes ADD 15. Type of Access 17. Action Requested 18. State/Locality Codes ADD 16. Enter SSN for ngw NFC access Only: 21. Enter H La. Comments, Special Instructions (attach separate sheet if more space is needed any additional Comments here! Privacy Act Statem Number (SSN) is for identifice in termination of access to the NFC are not required to provide their SSN. User Acknowledgement (Users requesting system access must read, sign and 1 have read and understand the Privacy Act Statement and the FNCS R. Occisions in personnel matters involving disciplinary action will be based requirements presented in these rules and I am aware of my obligation to 1 understand that systems require security to protect user and system file 1 have completed this form to the best of my abilities. User Signature Print Name Approvals Approvals	collection of Information unless it displays a valid OMB control number. Complete this information collection is estimated to average 10 minutes to needed, and complete and review the information collection. Computer Specialist I applicable Computer Special
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b. System - Authorizing Officials	- Tallary
The AO must sign have to sent your server	
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	nature
c. Information Security Office	
	Approve Deny
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25. Has the Security and Privacy Training 26. Date Received 27. Pers	

Sample for a WIC State user, including Confidentiality Statement

CONFIDENTIALITY STATEMENT Supplemental Nutrition Assistance Program (SNAP) Store Tracking and Redemption Subsystem (STARS)

To be completed by all non-FNS personnel requesting access to STARS, Attach to FNS-674, User Access Request Form.

I. Confidentiality of Information

Confidential information, for the purposes of this statement, means: (1) information or data of a personal nature, proprietary about an individual, firm, private or public corporation, or (2) information or data submitted by or pertaining to an institution or organization, or (3) information which might require special consideration with regard to the timing of its disclosure where such release might injure the integrity of the Supplemental Nutrition Assistance Program (SNAP) retailer compliance monitoring and law enforcement activities.

II. Restriction against Disclosure

Confidential information as defined in paragraph I above, shall not be disclosed without the prior written consent of the Food & Nutrition Service (FNS); this is further defined in FNS Handbook 701 "FNS Computer Security Policy Handbook."

In the event of any uncertainty with regard to the proper handling of material, a written determination shall be requested from the FNS Computer Security Manager, Information Technology Division, to cover any release, disclosure, dissemination, or publication. Federal Regulations at 7CFR278.1(q) states, in part, "...the contents of applications or other information furnished by firms, including information on their gross sales and food sales volumes and their redemptions of coupons (The regulations elsewhere states that coupons also refer to electronically transferred benefits), may not be used or disclosed to anyone except for purposes directly connected with the administration and enforcement of the [Supplemental Nutrition Assistance Program].."

III. Safeguarding Confidentiality

All personal and proprietary information will be kept physically secure and maintained in strict confidence. This means that reasonable measures will be taken to prevent access by unauthorized persons such as leaving materials unsecured in a work area. Confidential data will be destroyed when it is no longer needed for the original purpose for which it was released.

IV. Notification

In the event that anyone has reason to suspect or determines that there has been a breach of the confidentiality requirements, FNS shall immediately be notified in writing, addressing the notification to the FNS Benefit Redemption Division Director, SNAP, 3101 Park Center Drive, Alexandria, VA 22302-1594

V. Penalties

Disclosing confidential information is a misuse of Federal property and may result in prosecution to the full extent of remedies available under the law, including fines, imprisonment, or both.

Disclosing the SNAP retailer store financial data carries additional penalties under Section 9 of the Food and Nutrition Act of 2008 and the Code of Federal Regulations section 278.1(q).

Disclosing information on individuals is protected under the Federal Privacy Act of 1974, 5 U.S.C. 552a, and implementing regulations and policies; and may also be protected under State privacy acts.

VI. Certification

The undersigned certifies to having read and understood the above stated confidentiality requirements covering use and disclosure of SNAP retailer data.

Signature: Date: 6/7/11

Title: Leadbrigger. Organization Olus Deptro, Dealth, W.C.

Address: 2 E. Broad St, Columbus OA 43211

Signature of the Approving FNS Representative:

3101 Park Center Drive, Room 418

Alexandria, VA 22302

Attn: Carole Miller or Shelly Pierce, Retailer Operations Branch

Women, Infant and Children – The Integrity Profile (WIC-TIP)

This System Design Document describes the technical design that implements the functional requirements specified in the TIP Functional Requirements Document. The TIP application consists of two major components: the spreadsheet application and the Web (database) application. This document provides the design detail for these components and their supporting modules. In accordance with program regulations, WIC State agencies annually report their vendor management and monitoring efforts to FNS through TIP. TIP is a data collection and reporting format that summarizes program violations by vendors, safeguards that exist to ensure that program goals are met, and State agency actions to prevent, detect and eliminate fraud and abuse by vendors. The TIP application is a fully operational database that enables WIC State agencies to enter or download TIP data from their Management Information Systems (MIS) directly into a centralized database via the Internet. . This application replaces the current process of State agencies sending data in Microsoft Excel and Microsoft Word format and includes on-screen edits to prevent data entry errors from occurring, and security features that allow only authorized State and Federal staff to access the TIP data. The application also includes Web-based training to assist Federal and State staff when using the TIP application.

To gain access to the WIC-TIP system complete an FNS-674 as described by the information above in the STARS instructions with the exception of block 14 you will replace the STARS entry with WIC-TIP.

Processing Time: 24 to 48 hrs.

Once the level 2 ID is obtained you must complete an FNS-674 form. Please complete the 674 as described in the instructions below and add any justification necessary.

- f. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - c. Block 3. Enter the current date.
 - d. Block 4. Enter your Email address

- e. Block 5. Enter your E-Auth Level 2 ID (if applicable)
- f. Block 6. Enter the type of user such as (Federal, or State etc.)
- g. Block 7 thru 13. Enter your Phone and organization information.
- h. Block 14. Enter the system name: Other (WIC-TIP will go in Block22)
- i. Block 15. Enter the type of access: Read, Write, Execute, Admin etc.
- j. Block 16. Enter N/A
- k. Block 17. Enter the Action Requested: ADD
- I. Block 18. N/A
- m. Block 19. N/A
- n. Block 20. This is for NFC Accounts Only.
- o. Block 21. This is for JP Morgan Accounts Only
- c. Block 22. Enter any other comments here: Create WIC-TIP Access
- p. Block 23. User must sign the form.
- q. Block 24A. Users Supervisor must sign the form.
- r. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for STARS is attached to the Guide. If you don't see an Authorizing Official listed for your system then none is required just send the form and leave this block blank.)
- s. Block 24 C. This Block is for the Security Officer to sign.
- t. Block 24D. Your state security officer can sign here if available.
- u. Block 25. Please check off if you have completed the CSAT training this year.
 (if applicable)

Non FNS users must attach a signed Confidentiality Statement. Obtain a copy from STARS help desk or the STARS Authorizing Official.

Sample FNS-674

	U.S	. Department of A					ces	-xpiration	Date: XX/XX/XXX
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. Last Name	First Na	me	Middle Na		2. Title		Hemanicka (1986)	ussideaa.	3. Date of Regu
oe	John		T		Compute	r Specialist			08/17/2011
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WIC Management Evaluation Tools: (WIC-ME-TOOLS)

Food and Nutrition Services (FNS) conducts reviews of the States' Supplemental Nutrition Assistance Program (SNAP) management evaluation (ME) review system and processes. A State ME review is one of the State's most important management tools in evaluating administration of SNAP at the local level. State agencies are required to ensure that project areas operate SNAP in compliance with provisions of FNS regulations. Information collected by the State during the local level review shows how the local office is applying policies and procedures including ensuring access to the program. FNS reviews assess the adequacy of the State's ME review process and methodology.

Program regulations at 7 CFR 275.8 provide that States shall review the national target areas specified by FNS. Requirements for review of the State ME procedures are established in the SNAP regulations at 7 CFR 275.3. This guidance document provides the regions with procedures and tools to conduct reviews of State ME systems and processes. It may be used in conjunction with other review guides To gain access to the WIC ME TOOLS system complete an FNS-674 as described by the information above in the STARS instructions with the exception of block 14 you will replace the STARS entry with WIC ME TOOLS.

Processing Time: 24 to 48 hrs.

Once the level 2 ID is obtained you must complete an FNS-674 form. Please complete the 674 as described in the instructions below and add any justification necessary.

- a. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - c. Block 3. Enter the current date.
 - d. Block 4. Enter your Email address
 - e. Block 5. Enter your E-Auth Level 2 ID (if applicable)
 - f. Block 6. Enter the type of user such as (Federal, or State etc.)
 - g. Block 7 thru 13. Enter your Phone and organization information.
 - h. Block 14. Enter the system name: STARS (WIC ME TOOL is part of STARS you will put the WIC-ME TOOL in the comments block)

- i. Block 15. Enter the type of access: Read, Write, execute ETC.
- j. Block 16. Enter N/A
- k. Block 17. Enter the Action Requested: ADD
- I. Block 18. N/A
- m. Block 19. N/A
- n. Block 20. This is only for new NFC accounts Only
- o. Block 21. This is for JP Morgan Accounts Only
- p. Block 22. Enter any comments you have Example create WIC-ME-TOOL
 Account
- q. Block 23. User must sign the form.
- r. Block 24A. Users Supervisor must sign the form.
- s. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for STARS WIC-ME-TOOLs is attached to the Guide.
- t. Block 24 C. This Block is for the Security Officer to sign.
- u. Block 24D. Your state security officer can sign here if available.
- v. Block 25. Please check off if you have completed the CSAT training this year. (if applicable)

According to the Paperwork F valid OMB control number fo					Expiration Date: XX/XX/XXX
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Electronic Commodity Ordering System (ECOS)

The Electronic Commodity Ordering System (ECOS) is a United States Department of Agriculture (USDA) Web based commodity ordering system. It is used to report on the Delivery Order Acknowledgements, Pre-Round Surveys, Round Surveys, Delivery Order Updates, Entitlements, Commodities, Complaint workflow/reports, Delivery Destinations and Standard Remarks generated in the Processed Commodities Inventory Management System (PCIMS).

Processing Time: 24 to 48 hrs.

In order to receive access to the ECOS system you must complete an FNS-674 form.

Please complete the 674 as described in the instructions below.

- a. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - c. Block 3. Enter the current date.
 - d. Block 4. Enter your Email address
 - e. Block 5. Enter your E-Auth Level 2 ID (if applicable)
 - f. Block 6. Enter the type of user such as (Federal, or State etc.)
 - g. Block 7 thru 13. Enter your Phone and organization information.
 - h. Block 14. Enter the system name: ECOS
 - i. Block 15. Enter the type of access:
 - j. Block 16. Enter N/A
 - k. Block 17. Enter the Action Requested: ADD

- I. Block 18. N/A
- m. Block 19. N/A
- n. Block 20. This is only for new NFC accounts Only
- o. Block 21. This is for JP Morgan Accounts Only
- p. Block 22. Enter any comments you have: Block 23. User must sign the form.
- q. Block 24A. Users Supervisor must sign the form.
- r. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for ECOS is attached to the Guide.
- s. Block 24 C. This Block is for the Security Officer to sign.
- t. Block 24D. Your state security officer can sign here if available.
- u. Block 25. Please check off if you have completed the CSAT training this year. (if applicable)

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Electronic Payment Processing and Information Control (JP MORGAN CHASE) EPPIC

The JP MORGAN CHASE electronic benefit transfer (EBT) system¹ is the software application used to track and manage the Electronic Benefits Transfer (EBT) program. The system maintains Food Assistance issuance data, tracks Food Assistance account activities, authorizes Food Assistance purchase transactions at retailers' point of sale devices, and provides customer service support for cardholders and retailers 24 hours a day, 7 days a week.

Processing Time: 24 to 48 hrs.

In order to receive access to the EPPIC system you must complete an FNS-674 form.

Please complete the 674 as described in the instructions below.

- a. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - c. Block 3. Enter the current date.
 - d. Block 4. Enter your Email address
 - e. Block 5. Enter your E-Auth Level 2 ID (if applicable)
 - f. Block 6. Enter the type of user such as (Federal, or State etc.)
 - g. Block 7 thru 13. Enter your Phone and organization information.
 - h. Block 14. Enter the system name: OTHER (add EPPIC in comments)
 - i. Block 15. Enter the type of access: Inquire ETC.
 - j. Block 16. Enter N/A
 - k. Block 17. Enter the Action Requested: ADD
 - I. Block 18. N/A

1

- m. Block 19. N/A
- n. Block 20. This is only for new NFC accounts Only
- o. Block 21. This is for JP Morgan Accounts Only
- p. Block 22. Enter any comments you have: Create EPPIC account
- q. Block 23. User must sign the form.
- r. Block 24A. Users Supervisor must sign the form.
- s. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for EPPIC is attached to the Guide.
- t. Block 24 C. This Block is for the Security Officer to sign.
- u. Block 24D. Your state security officer can sign here if available.
- v. Block 25. Please check off if you have completed the CSAT training this year. (if applicable)

						OMB Control Number 0584-05 Expiration Date: XX/XX/XX
		Use	r Access	Request Fo	rm	
According to the Paperwork F valid OMB control number for response, including the time to	Reduction Act of 199 r this information co o review instructions.	35, no persons are	e required to res	pond to a collection of	of information unless it disp	lays a valid OMB control number estimated to average 10 minute the information collection
				formation		
1. Last Name	First Na	me	Middle Name	2. Title		3. Date of Reg
Doe	John		T		er Specialist	08/17/2011
4. Email John,Doe@fns.usda.go			jdoe123	Auth ID, (if applica		
6. Type of User (select of	1	8. Contra	ect Expiration	Date (if applicable	9. Temporary Emplo	yee Expiration Date (if applic
Federal	555-555-12	12				
IO. Company JSDA	11. Division			12. Department		
3. Office (select one) AARO		Address Corporate Blvd		ISO		Suite #
lity	500 C	State		ZIP Co		
Robbinsville		5445	NJ	0869		
4. System Name		15. Type of Ac			16. Form (applicable for	(FPRS)
OTHER		Inquire			N/A	7770)
7. Action Requested		18. State/Local	lity Codes		19. Login ID (Agency us	e only)
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Once the FNS-674 is filled out and signed you must forward it to the Securityofficers.mailbox@fns.usda.gov for processing. You will receive notice from the appropriate party when your access has been completed.

Appendix A:

Steps to Obtain Eauthentication Level 2 Access

Log onto the eAuthentication site:

https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel2Step1.jsp

Create the eAuthentication account by completing the customer profile, which consists of personal identification information, a User ID, a password, and a four-digit PIN number. Personal identification information consists of, but is not limited to, the following:

- legal name (your name must be entered exactly as it appears on the governmentissued photo ID you present for identity verification)
- date of birth
- address
- telephone number
- mother's maiden name

Create the User ID by following the instructions below. Once created, the User ID <u>cannot</u> be changed.

- User ID format: Two letter State abbreviation, First Name. Last Name
 Example: NJJudy.Bryant
- The User ID must be 6 to no more than 20 characters long. If the User ID is greater than 20 characters, the eAuthentication system will shorten it to 20 characters.

Create the password. The password must be a minimum of 4 characters and cannot exceed 10 characters.

After creating the Level 2 account, you will receive a confirmation email to which you <u>must</u> respond within seven (7) days. The confirmation email will be sent to the email address you provided. If you do not respond within seven days, you will have to start the process over.

Then visit the nearest Service Center or one of our FNS Local Registration Authorities (LRA) in person to prove your identity with a current State driver's license, US passport, or US Military ID.

- To find a Service Center, go to http://www.eauth.egov.usda.gov/index.html and click on Service Centers tab, and or review SD Memo 05-043/SFP 05-109/FM-05-08 dated 08-11-05; which lists FNS employees who are LRAs.
- Contact them to set up an appointment.

TIP: Make sure your photo ID matches the information you used to create your account.

After you have visited a LRA, you must update your password at the next login. Go to http://www.eauth.egov.usda.gov/index.html and click on "Update your account". Insert your user ID and password and click on "Change my password".

New password requirements:

- Minimum of 9 characters and maximum of 12 characters
- Must contain at least one uppercase letter, at least one lowercase letter, and at least one non-alphabetical character, which includes numbers and these punctuation marks: # - \$ % * = + : ; , ? ~
- Do not use any punctuation marks not in the above list, spaces, or tabs.
- May not contain your first or last name or your User ID

Complete FNS-674. Certifiers also complete FNS- 4. Send form(s) to the FNS Regional Office to receive access to the new system.

Appendix B

Authorizing Officials

NETGSS Auth	orizing Officials	6	
Name	Office Location	Phone Number	E-Mail Address
Jonathan Alboum	HQ	703-305-2759	Jonathan.alboum@fns.usda.gov
Rich Platt	HQ	703-305-2346	Rich.platt@fns.usda.gov
Vangie Cypher	HQ	703-305-2637	Vangie.cypher@fns.usda.gov
Tim Smith	HQ	703-305-2769	Tim.smith@fns.usda.gov
Angela Piscitelli	HQ	703-305-2958	Angela.piscitelli@fns.usda.gov
Donald Staren-Doby	HQ	703-305-2767	Donald.staren-dobey@fns.usda.gov
Jason Starkey	HQ	703-305-4379	Jason.starkey@fns.usda.gov
Kevin Lutgen	HQ	703-305-2245	Kevin.lutgen@fns.usda.gov
Robert Speary	MARO	609-259-5067	Robert.speary@fns.usda.gov
Madeline Diaz	SERO	404-562-1824	Madeline.diaz@fns.usda.gov
Reginald Rice	SERO	404-562-1819	Reginald.rice@fns.usda.gov
Dan Willard	SERO	404-562-1815	Daniel.willard@fns.usda.gov
Esther Liu	SERO	404-562-1813	Esther.liu@fns.usda.gov
Dennis Rector	SERO	404-562-1814	Dennis.rector@fns.usda.gov
Charles Evans	SERO	404-562-1826	Charles.evans@fns.usda.gov
Lori Lodato	NERO	617-565-6483	<u>Lori.lodato@fns.usda.gov</u>

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Ralph King	MPRO	303-844-0182	Ralph.king@fns.usda.gov
Nick Ranone	MPRO	303-844-0327	Nick.ranone@fns.usda.gov
Charlene Grundhoffer	SWRO	214-290-9850	Charlene.grundhoffer@fns.usda.gov
Gwen Rodriguez	SWRO	214-290-9853	Gwen.rodriguez@fns.usda.gov
Bitosh Sinha	MWRO	312-353-2640	Bitosh.sinha@fns.usda.gov
Owen Daniels	MWRO	312-353-2796	Owen.daniels@fns.usda.gov
Karla.Godsey	WRO	415-705-1328 x243	Karla.godsey-crook@fns.usda.gov
Betty Phan	WRO	415-705-1328 x247	Betty.phan@fns.usda.gov
Eileen Bunn	Minneapolis	612-370-3353	Eileen.bunn@fns.usda.gov
BDNA	1VIII II CASOIIS	012 070 0000	<u>Elicenson internolasada.gov</u>
Big Fix			
Nessus			
Nitro			
nCircle			
SEP Mngt Console			
SCCM			
Solar Winds			
Rory Schultz	HQ	703-305-2244	rory.schultz@fns.usda.gov
Encase			
Brad Nix	HQ	703-305-2242	Brad.nix@fns.usda.gov
Leo Wong	HQ	703-605-1181	Leo.wong@fns.usda.gov

FPRS Authorizing Officials

Name	Office Location	Phone Number	E-Mail Address
Lau Dong	MARO	609-259-5120	Lau.dong@fns.usda.gov
Elba Ortega	MARO	609-259-5152	Elba.ortega@fns.usda.gov
Connie Mikell	MARO	609-259-5149	Connie.mikell@fns.usda.gov
Aquellah Anderson	MARO	609-259-5007	Aqueelah.anderson@fns.usda.gov
Cathy Lueck	MARO	609-259-5020	Cathy.lueck@fns.usda.gov
Howard Lockstein	MARO	609-259-5170	Howard.lockstein@fns.usda.gov
Agostinho Nunes	NERO	617-565-6462	Agostinho.nunes@fns.usda.gov
Kirk Hassel	NERO	617-565-6483	Kirk.hassel@fns.usda.gov
Julie Larkin	NERO	617-565-6483	Julie.larkin@fns.usda.gov
Toscha Matthews	SERO	404-562-1926	Toscha.matthews@fns.usda.gov
Ronald.McKinnon	SERO	404-562-1922	Ronald.mckinnon@fns.usda.gov
Elizabeth King	SERO	404-562-1907	Elizabeth.king@fns.usda.gov
3			
Marva Mosley	MWRO	312-353-1463	Marva.mosley@fns.usda.gov
Leo Dohogne	MWRO	312-886-2276	Leo.Dohogne@fns.usda.gov

JoEllen Collin	SWRO	214-290-9915	Joellen.collin@fns.usda.gov
Ollie Wilburn	SWRO	214-290-9893	Ollie.wilburn@fns.usda.gov
Chris Hennelly	SWRO	214-290-9923	Chris.hennelly@fns.usda.gov
Denise Bradford	SWRO	214-290-9873	Denise.bradford@fns.usda.gov
Vernzel Bryd	SWRO	214-290-9879	Vernzel.bryd@fns.usda.gov
Ellen Wahlberg	SWRO	214-290-9898	Ellen.wahlberg@fns.usda.gov
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	Linda Clarke	Alexandria VA	Linda.clarke@fns.usda.gov	703-305-2727

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	Mark Porter	Alexandria VA	Mark.Porter@fns.usda.gov	703-305-0901
WIC ME				
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	Linda Clarke	Alexandria VA	<u>Linda.clarke@fns.usda.gov</u>	703-305-2727
EDRS				
MOVE-IT	Paul Kimball	SSB, MINN	Paul.Kimball@fns.usda.gov	612-370-3266

Appendix C:

Recommendations to justify network security tool account access:

-System Name: BDNA

-Type of access: NOEB -Action: create account

-Justification: User requires this access in order to perform reporting functions on system data in support of operation security or network security or investigate network traffic flows.

-Supervisor: User supervisor -Authorizing Official: Rory Schultz

System Name: Big Fix

-Type of access: Console & Web Reporting

-Action: create account

-Justification: User requires this access in order to perform reporting, patching and configuration tasks supporting operation security or network security or investigates network traffic flows.

-Supervisor: User supervisor -Authorizing Official: Rory Schultz

System Name: Encase

-Type of access:

-Action: create account

-Justification: User requires this access in order to perform imaging hard drives, extracting data and files for ediscovery production, development as required to extract or locate data. Additionally, to perform detailed analyses of user activity, images, and creation of detailed reports that lay out findings in a meaningful and understandable format.

-Supervisor: User supervisor

-Authorizing Official: Brad Nix or Leo Wong

System Name: Nessus

-Type of access: scanning -Action: create account

-Justification: User requires this access in order to perform vulnerability assessment scanning and reporting functions in support of operation security or network security or investigates network traffic flows.

-Supervisor: User supervisor -Authorizing Official: Rory Schultz

System Name: Nitro

-Type of access: Reporting -Action: create account

-Justification: User requires this access in order to perform systems and network monitoring functions in support of operation security or network security or investigates network traffic flows

-Supervisor: User supervisor

-Authorizing Official: Rory Schultz

System Name: nCircle

-Type of access: NOEB -Action: create account

- -Justification: User requires this access in order to perform vulnerability assessment scanning and reporting functions in support of operation security or network security or investigates network traffic flows.
- -Supervisor: User supervisor -Authorizing Official: Rory Schultz

System Name: SEP Management Console
-Type of access: Reporting and scan

-Action: create account

-Justification: User requires this access in order to perform virus and malware assessment and remediation duties in support of operation security or network security or investigates network traffic flows.

-Supervisor: User supervisor -Authorizing Official: Rory Schultz

System Name: SCCM

-Type of access: Reporting -Action: create account

-Justification: User requires this access in order to perform monitoring and reporting functions for deployment jobs and system inventory attributes in support of operation security or network security or investigates network traffic flows.

-Supervisor: User supervisor -Authorizing Official: Rory Schultz

System Name: Solar winds

-Type of access: Reporting -Action: create account

-Justification: User requires this access in order to perform reporting functions in support of operation security or network security or investigates network traffic flows.

-Supervisor: User supervisor -Authorizing Official: Rory Schultz

Appendix D

Sample FNS-674-A

FPRS Form Access Request (Attachment to FNS-674)

er Name				USDA eAuthentication ID		Date of	Request	
ganizatio	n Name							
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	☐ SNAP-D	FNS-292						
		FNS-292B						
	SNAP-HIP	SF-425		Only HQ Grants Mgmt. Can Post				
	☐ SNAP-IP	SF-425		Only HQ Grants Mgmt. Can Post				
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	-	FNS-366B									
	AAAAAAA	FNS-583									
		SF-269 (FS)									
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		CN-SFSP-HDFB	SF-425			Only HQ Grants Mgmt. Can Post					
		CN-SFSP-SNAP	SF-425			Only HQ Grants Mgmt. Can Post					
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		CSFP	FNS-153							
		CSFP	FNS-191							
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		CSFP-SUP	SF-269A							
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		TEFAP	FNS-667							
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		WIC-BFPC	SF-425]	
		WIC-CDC	SF-269A							
		WIC-EBT	SF-269A							
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		WIC-SPG.FULL	SF-425						
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		WIC-TECH-SAM	SF-425						
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		HQ or Regional	Deputy Informati	ion Systems Security Offi	cer				
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