APPENDIX E

2013

USDA, FNS, System Access FNS-674 User Guide

To access the USDA Food and Nutrition Systems

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If you have a government or company email address it must be used on the FNS-674 first. Personal email addresses will only be accepted on FNS-674's for users who only work from home.

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.

There is also a list of acceptable responses in the Department field. See appendix F.

If you still need help in gaining access for any of the FNS systems please feel free to email the <u>securityofficers.mailbox@fns.usda.gov</u> 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
 - 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 : 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
- 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 must sign here.
- v. Block 25. Please check off if you have completed the CSAT training this year.

Sample FNS-674 form

					_	_			Date: XX/XX/XX
	U.S.	Department of A	griculture	· Food, Nutriti	on and Cor	nsumer Ser	vices		
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Once the FNS-674 is filled out and signed you or your Authorizing Official must forward it to the EDRS Help Desk(<u>edrs@fns.usda.gov</u>) 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.

- j. Block 16. Enter "see attached 674-A if necessary (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

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Once the FNS-674 is filled out and signed you or your Authorizing Official must forward it to the FPRS Help Desk (<u>fprs.support@fns.usda.gov</u>) 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

	U.S. D	epartment of Agriculture	Food, Nutrition a	nd Consumer Services	Expiration Date: XX/XX/XXXX
		User Acces			
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4. Email John.Doe@fns.usda.g		5. USDA jdoe123	E-Auth ID, (If ap)		00/1//2011
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Federal	555-555-1212				
10. Company	11. Division		12. Departme	ent	
JSDA	OIT		ISO		
3. Office (select one)	Street A				Suite #
MARO		rporate Blvd			
City	:	State		P Code	
Robbinsville		NJ	0	8691	
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ROAP		SNP/CC			
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Once the FNS-674 is filled out and signed you must forward it to the <u>Securityofficers.mailbox@fns.usda.gov</u> 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
- 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

 User Acknowledgemen I have read and 	t (Users requesti understand the P	ng system rivacy Act	access must rea Statement and th	d, sign and	date prio	r to submitting this form) havior. ssumption that I am familiar	
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Il regions No Special Pr	rivledges.	n separate	sneet if more sp	ace is need	ded)		
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ADD							
7. Action Requested		18. State/L	ocality Codes			19. Login ID (Agency use or	
		Inquire					
4. System Name		15. Type of	Access			16. Form (applicable for FP	RS)
A System Name			NJ		0869		
City		State			ZIP C	ode	
MARO	300 C	orporate E	3lvd				Suite #
3. Office (select one)	Street	Address		150			
JSDA	OIT			ISO	artment		
10. Company	555-555-121 11. Division	2					
6. Type of User (select on Federal		8. Co	Intract Expiration	on Date (if	applicable	9) 9. Temporary Employee	Expiration Date (if appl
John.Doe@fns.usda.gov			Jace123				
4. Email			5. USDA E	-Auth ID	Compu	ter Specialist	08/17/2011
Doe	John		Middle Na T	me	2. Title		3. Date of Re
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Once the FNS-674 is filled out and signed you must forward it to the <u>Securityofficers.mailbox@fns.usda.gov</u> 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 the FNS shared drive and VPN. If you need an RSA token to log in to the network through Citrix, that should be requested on the FNS=674.

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.

Key to Template FNS-674:

- Required Information for all requests.
- Required Information, based on certain selections.
- Optional Information

FNS-674 Field Completion Instructions for NetGSS Accounts:

- Box 1: Enter your legal last name (surname), first name (given name) and middle name. If you
 do not have a middle name, you may enter "NMN". It is essential that only the legal name (the
 name associated with your social security number) is used in order for the background
 investigation records to be matched up with this paperwork.
- Box 2: Enter the official job title for the position you are filling.
- Box 3: Enter the current date (the date on which you are filling out the majority of data entered onto this form).
- Box 4 (Optional): Enter your current email address, if you have one. Please do not enter requested/proposed email addresses.
- Box 5 (*Optional*): Enter your eAuth ID/username, if you have one.
- Box 6: Select your type of user from the drop down list, based on your relationship to the Federal Government. If you fit any of the defined choices, please choose "Other" and provide a detailed explanation in Box 22.
- Box 7: Enter a current and valid phone number at which you may be reached.
- Box 8 (For Contractor Employees ONLY): Enter the expiration date of the currently funded contract or task order under which you will be serving with FNS. In most cases, this date is within one year from the date you are completing this form. If you do not know this information, please contact your Contracting Officer's Representative (COR).
- Box 9 (For Interns, Students, Volunteers or other temporary employees ONLY): Enter the anticipated end date for your service period to FNS.
- Box 10: See below.
- For FNCS Federal employees, enter "USDA/FNCS", "FNS" or "CNPP"

- For other Federal emplyees, enter "[Agency]/[Sub-agency]"
- For State employees, enter "State of [State Abbrev.]"
- For contractor employees, enter the legal name of the company whose contract you serve under. Note that this may differ from your actual employer's name if your employer serves as a sub-contractor to the prime contract awardee. For example, if you work for Company Z, who is a sub-contractor to Company A which received the contract award from FNS, you would list your company as Company A.
- For "Other" users, please list a relevant organizational affiliation. This may need to be described in more detail within Box 22.
- Box 11: List the name of the FNCS under which you are primarily employed or providing service.
- Box 12: List the FNCS branch/section under which you are primarily employed or providing service.
- Box 13: See below.

• From the Office dropdown menu, select the FNCS facility from which you will be *working on a most regular basis.* If you are a state user, you may select "State Office". If you will be working at a location other than the defined FNCS facilities or a state office, please select "Other". *Note: Selecting an FNCS facility from the list does not preclude the requirement to list the full location address in the following fields.*

- In the Street Address Box, enter the postal number and full street name of the location from which you will be primarily working.
- In the Suite # box, please enter the suite, apartment, unit or other subdivision number at the street address provided in the previous box. If no such designation exists for your location, please leave blank.
- o In the City box, please enter the full city, town or postal municipality for your location.
- In the State box, please enter the 2-letter abbreviation for the state/territory in which the address is located. Note: If your location is not within the United States, please stop and contact your COR or FNCS Human Resources for further instruction.
- In the ZIP Code box, please enter the valid 5-digit ZIP Code or your ZIP+4 Code associated with the address.
- Box 14: For NetGSS or any requests related to standard FNCS network accounts, select "FNS Network".
- Box 15: Enter the type of access. For most requests, this should be "Standard User". For any
 requests that include special privileges above/beyond those of a standard user, enter
 "Privileged". For system accounts, enter "Service Account". Note: A user must have a
 Standard User account prior to being eligible to request a Privileged user account on
 NetGSS.

Privileged accounts must include explanation of privileges being requested and a justification. See Box 22

- Box 16: Leave Blank
- Box 17: For new accounts, enter "Create Acct". For changes to an existing account (including permission changes), enter "Modify Acct". For removal of an account, enter "Delete Acct".
- Box 18: Leave blank
- Box 19: If you entered "Modify Acct" or "Delete Account" in Box 17, or entered "Service Account" in Box 15 (and wish to specify an account name), please enter the username of the network account you would like considered in this request. Otherwise, please leave blank.
- Box 20: Leave Blank
- Box 21: Leave Blank
- Box 22: Please enter the information described below. If more space is required, and additional page may be attached to continue this section.

□ REQUIRED: For any selections of "Other" in previous fields, please provide

detailed explanation.

REQUIRED: If you entered "Privileged" in Box 15, please provide an explanation of what specific privileges are being requested. Please provide a list of hosts on which these elevated privileges would be required. Please provide a justification describing your assigned duties and how these privileges are essentially required for the performance of the mentioned duties.

- □ REQUIRED: If you entered "Delete Account" in Box 19, please provide a detailed background explanation for this request.
- \Box Any special instructions, such as mailbox or group memberships
- Box 23: The user MUST legibly sign with his/her legal signature. A legible print of his/her legal name must be provided, as well as the date on which the user affixed his/her signature. Proxy signatures will not be accepted.
- Box 24a: The supervisor MUST legibly sign with his/her legal signature. A legible print of his/her legal name must be provided, as well as the date on which the user affixed his/her signature. The checkbox for EITHER "Approve" or "Deny" MUST be marked. Note: For contractor employees, the supervisor is the Contracting Officer's Representative (COR).
- Box 24b: The Authorizing Official MUST legibly sign with his/her legal signature. A legible print
 of his/her legal name must be provided, as well as the date on which the user affixed his/her
 signature. The checkbox for EITHER "Approve" or "Deny" MUST be marked. Note: Only
 officially appointed Authorizing Officials may sign this section.
 Your completed form must be submitted to the *** OIT Service Desk *** via email attachment (send
 email to OITServiceDesk@fns.usda.gov) or in-person (National Office, Room 328).

Sample FNS-674 Form

OMB APPROVED NO. 0584-0532 Expiration Date: 01/31/2015

			User	Access	Request		
valid OMB control n	umber for th	is information col	llection is 0584-0	532. The time fata resources,	required to comple , gather the data nee	te this information co	ess it displays a valid OMB control number. The lection is estimated to average 10 minutes point and review the information collection.
1. Last Name		First Na	me	Middle Na	Information me 2. Titl	a	3. Date of Reque
LEGAL Suman	10		Given Name			ion Title	Current Date
4. Email	16	LEGAL	Given Maine	-	E-Auth ID, (if app		Cuttent Date
Current Email A				eAuth ID), if user has on		
5. Type of User (and a property	act Expiratio	on Date (if applica		Employee Expiration Date (if applicable)
MUST select fro	om list	Valid phone	# Task orde	er expiration	for contractors o		le for interns, students, volunteers, etc.
10. Company		11. Division			12. Departme		
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17. Action Reques	ted		18. State/Loca	ality Codes		19. Login ID (A	gency use only)
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Once the FNS-674 is filled out and signed you must forward it to the <u>Securityofficers.mailbox@fns.usda.gov</u> 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).
 - 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

	U.S. De	partment of Agriculture - I	ood, Nutrition and	Consumer	Services	piration Date: XX/XX/XXXX
		User Access	Request Fo	orm		
alid OMB control number for the esponse, including the time to re	is information collecti	on is 0584-0532. The time r	equired to complete	this inform	ation collection is estim	nated to average 10 minutes p
			formation	-		
. Last Name	First Name	Middle Nam				3. Date of Reque
Doe	John	Т	Compu	ter Spec	ialist	08/17/2011
. Email ohn.Doe@fns.usda.gov	1.2.1	5. USDA E jdoe123	Auth ID, (if applie	able)		
. Type of User (select one) Federal	7. Telephone 555-555-1212	8. Contract Expiration	n Date (if applicabl	e) 9. Ten	nporary Employee B	Expiration Date (if applicab
IO. Company JSDA	11. Division OIT		12. Department ISO			
3. Office (select one) MARO	Street Ad 300 Cor	dress porate Blvd	[1	Suite #
City Robbinsville	S	tate NJ	ZIP 0 086			
14. System Name	18	5. Type of Access		16. For	m (applicable for FPF	RS)
OTHER	N	/iewer/Reviewer/Supe	rvisor/Manager			
17. Action Requested	18	3. State/Locality Codes		19. Log	gin ID (Agency use on	ly)
Upload						
20. Enter SSN for new NFC	access Only:		21. Enter Home	ZIP Code	for JP Morgan acc	ess Only:
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Once the FNS-674 is filled out and signed you must forward it to the <u>Securityofficers.mailbox@fns.usda.gov</u> 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. Appendix C: will provide recommendations to justify security tool account access.

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. How long needed, and any information to justify the request)
- 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)

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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.

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
 - 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 : 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

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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.
- 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 <u>Securityofficers.mailbox@fns.usda.gov</u>

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. Do not put your SSN# on the form even though it is required for new NFC users. A member of the security office will contact you for further information. If you already have an NFC ID you are not required to give your SSN#. 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#) Note: do not put it on the form a Security Officer will contact you. 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

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

AD-1143 FORM INSTRUCTIONS

BLOCK NO.

- 1. 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-11	43	U.	S. C	EPARTMENT OF AGRI	CULTURE		1. SYSTEM/APP	LICATION	NAME	
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for FFIS				Doe, John, T						r Specialist
6. USER'S	S MAILING	ADDRESS WIT	ΉZ	IP CODE				7. AGENO		8. OFFICE
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Electronic Form Version Designed in Adobe 8.1 Version

AD 1143 (Rev. 05/09)

25. USER'S SECURITY GROUP	FINANCIAL DATA WAREHOU	
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Requisitioner	Receiver	29. REQUISITION APPROVAL AMOUNT
Requisition Approver	Invoice Entry Clerk	\$1,000.00
Budget Approver	Payment Approving Officer	30. ACQUISITION WARRANT AMOUNT
Commitment Error Manager	X Payment Approving Error Man	ager \$1,000.00
Purchasing Specialist/Contracting Officer	Interface Manager	31. CROSS AGENCY SERVICE TO (If Applicable)
Supervisory Contracting Officer	Payment Status Reviewer	APHIS
Obligation Error Manager	Other	
MANAC		
32. PMA ROLES (Check one)	PART ROLES (Check one)	SYSTEM (MITS) ACCESS BUDGET ROLES (Check one)
Agency User	Agency User	Agency User
Approving Official	Approving Official	Approving Official
Initiative Owner	Mission Area Coordinator	Executive Officer
Executive Officer	Executive Officer	
PMA Coordinator	OBPA Officer	
PMA Initiative(s):	PART Program(a)	
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X Agency User	(Check one)	
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	SSM Initiative(s):	
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	Agency(s) :	

AD 1143 (Rev. 05/09)

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compliance with the Privacy Act of 1974, the following information is provided: Solicitation of your Social Security Number is authorized by Executive Order 9397 of N 2, 1943 and 5 U.S.C. 301. The primary purpose of requesting the Social Security Number (SSN) is to properly identify the employee. Many employees have similar na refurnishing of the SSN will enable USDA to identify authorized users of USDA's computer systems. The information will be used by offices and employees who have the information in the enformance of their official fully employees in the information will be used by offices and employees who have the information in the network of the official fully employees in the information will be used by offices and employees who have the information in the network of the official fully employees who have the information in the network of the official fully employees who have the information in the network of the official fully employees who have the information in the network of the official fully employees who have the information in the network of the official fully employees who have the information in the network of the official fully employees who have the information in the network of the official fully employees who have the information in the network of the official fully employees who have the information in the network of the official fully employees who have the information in the network of the official fully employees have the network of the network of the official fully employees the network of the network of the network of the official fully employees have the network of the n	
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If the information in the performance of their official duties. The information will be used by offices and employees who have	WE HAD DON'T
allure to provide the requested information will result in the denial of the requested computer access authority.	of Novemb
	r names a

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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 OF AGRIC FNS NATIONAL DATA BANK (ND ISE Explanations		
PRINT USER NAME (First, MI, LAST):	USER SIGNATURE:	* LOGON ID: NEW EXISTING
FNS USER (Check One)		ORGANIZATION NAME (FNS Division / Branch, RO program, FO or satellite):
ADDRESS:		TELEPHONE NO. (Give Area Code & Number):
		E-MAIL ADDRESS:

NDB SYSTEM ACCESS ACTION

ACTION REQUESTED	NDB SYSTEM	APPROVAL FOR
Add User		INTERNAL USE ONLY
Remove User	INTERNAL USE ONLY PRELOAD / SUBMISSION ANALYSIS DATABASE (Future Use)	SIGNATURE OF USER
	GREENSHEETS	HQ Bin No. =

"COMMENTS, JUSTIFICATIONS, SPECIFIC INSTRUCTIONS"

APPROVAL	DISAPPROVAL	DATE	APPROV	ALS
			Signature of Supervisor (Branch Chief or higher)	Phone No.
			Signature of RA / Deputy Administrator (Required for Internal Use)	Phone No.
GNATURE OF HE	ADQUARTERS NDB OF	FICIAL:		DATE COMPLETED:

* LOGON ID = F N S _____, where 4th character = region or HQ number, and characters 5 - 7 = user initials

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

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.

The Form should be sent to the security officer's mailbox

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

Sample 674 Form

									Number 0584-0532 Date: XX/XX/XXXX
	U.S	Department of A	-						
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4. Email John.Doe@fns.usda.gov			jdoe123	E-Auth ID, (
6. Type of User (select one)	7. Telephone	8. Contra	ct Expiratio	on Date (if a	pplicable)	9. Tem	porary Employee	Expiratio	n Date (if applicable
Federal	555-555-12	12							
10. Company USDA	11. Division OIT			12. Depa ISO	rtment				
13. Office (select one) MARO		Address Corporate Blvd	 l					Suite #	
City Robbinsville		State	NI		ZIP Co	de			
		15 Tune of An	NJ		08691		(
14. System Name		15. Type of Ac administrato		reto		ie. Form	(applicable for FP	KS)	
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17. Action Requested		18. State/Local	ity Codes			19. Logi	n ID (Agency use or	ıly)	
20. Enter SSN for new NFC	anner A-I			04 5 4			or JP Morgan acc		
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Print Name you	r Supervisor :	signs here			Approve		Deny		· · · · ·
Phone Number		Date		Sig	nature				
b. System - Authorizin									
Print Name The	AO must sig	n here to grant	t you acces	ss	Approve		Deny		
Phone Number		Date		Sig	nature				
c. Information Security									
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Phone Number		Date		Sig	nature				
d. State Computer Sec	urity Officer (if applicable)							
Print Name					Approve		Deny		
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25. Has the Security and Pri been completed?		26. Date	Received		son Rece				Date Completed
ORM FNS-674 (08-09) Prev	ious editions ob	solete	ē	BU					Page

Sample FNS-739 IPAS FORM

Food and Nutrition Service Integrated Performance Accounting System (IPAS)

USER NAME: John Doe	USER LAN ID: jdoe
USER ADDRESS: 300 Summers St	USER PHONE: 666-545-4444
Robbinsville, NJ 08691	USER E-MAIL: john.doe@fns.usda.gov
	DEFAULT DOC. DEPT. fill in your dept number

User Class	Title	Access Add (A) Delete (D)
Level #1	Security Administrator (HQ Only)	
Level #9	Functional Administrator (HQ Only)	
Level #2	Approval Processing Coordinator-Allow	
Level #3	Vendor Coordinator	· · · · · · · · · · · · · · · · · · ·
Level #4	Report Management Administrator - HQ (HQ Only)	
Level #5	Interface Coordinator/Special Processes	
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 Only)	
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)	
Level #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 -		

Comments:

Date:

×	User's Signature:	Date:
₹	User's Supervisors Signature:	Date:
	IPAS System Security Administrator Signature:	Date:
	Branch Chief, Financial Policy & Systems/Division Director:	Date:
	Security Administrator Update Only	

Comments: Access requested must be based upon the individual's work requirement. The user's access to a particular screen and the activity therein should be considered when applying for security access. For example, a processor for the Collection Log should have "UNDELETE" capabilities to the Collection Log window. This enables the user to have complete control and access to the data contained on this window. Whereas the same individual/user class will have "NONE" or "INQUIRY" capabilities to the Receivable Entry window.

Date:

FORM FNS-739 (11/08)

SBU

Electronic Form Version Designed in Adobe 8.1 Version

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

According to the Paperwork Reduction Act of 19				Expiration Date: XX/XX/XXXX
According to the Paperwork Reduction Act of 19	S. Department of Agriculture -			
valid OMB control number for this information co response, including the time to review instructions	95, no persons are required to r ollection is 0584-0532. The time	required to complete th	f Information unless it displays is information collection is es	timated to average 10 minutes per
	- User	Information	national and the second	an a
Last Name First Na				3. Date of Request
Doe John	T		er Specialist	08/17/2011
. Email ohn.Doe@fns.usda.gov	jdoe123	E-Auth ID, <i>(if applica</i>	-	
E Type of User (select one) 7. Telephone Federal 555-555-12		on Date (if applicable)	9. Temporary Employee	Expiration Date (if applicable
0. Company 11. Division USDA OIT		12. Department ISO		
3. Office (select one) Street	t Address Corporate Blvd	100		Sulte #
City Lobbinsville	State NJ	ZIP Co 0869		
4. System Name	15. Type of Access		16. Form (applicable for Fi	PRS)
DTHER	Tester/User		N/A	
7. Action Requested	18. State/Locality Codes		19. Login ID (Agency use of	only)
ADD	Camden County			
0. Enter SSN for new NFC access Only	:	21. Enter Home Z	P Code for JP Morgan ad	cess Only:
User Acknowledgement (Users requ I have read and understand th Decisions in personnel matter requirements presented in the I understand that systems requ 	ne Privacy Act Statement and is involving disciplinary action ese rules and I am aware of n juire security to protect user a	the FNCS Rules of E will be based on the ny obligation to abide	Behavior. assumption that I am fami by them.	liar with the security
User Signature		Print Name		Date
User Signature		Print Name		Date
A K DOM AND	A			
4. a. Supervisor Print Name <u>your Supervisor</u>	r signs here	Approvals	re 🗌 Deny	
4. a. Supervisor Print Name <u>your Supervisor</u> Phone Number		pprovals	e Deny	
4. a. Supervisor Print Name <u>your Supervisor</u> Phone Number b. System - Authorizing Officials	r signs here Date	Approvals		
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24. a. Supervisor Print Name <u>your Supervisor</u> Phone Number 5. System - Authorizing Officials Print Name <u>The AO must si</u> Phone Number c. Information Security Office Print Name <u>Federal Securit</u> Phone Number d. <u>State Computer Security Officer</u> Print Name Phone Number	r signs here Date Date Date ty Officer signs here Date (if applicable) Date 	Approvals Approv Signature Signature Signature Approv Signature Approv Signature Signature Dy IT Customer Signature	re Deny	

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 (Enter the system that you are requesting to access.

"If "Other" was selected in this field, please provide an explanation in Field 22 of what "Other" means as well as the justification for the selection.")

- i. Block 15. Enter the type of access: Enter the type of access requested. Access types are system specific. Please check with the System Owner to determine the appropriate access type. (recommend using one of the current roles that NITC has established and include whether the access role will be remote access, local admin, privilege account, RSA token, etc. See Appendix for roles.)
- 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. Specify the servers, databases, or web servers hostnames (example: nostrdb01) the user will access. Then include whether the role will be local admin, privilege account, or remote 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 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)

	U.S.	Department of A	ariculture -	Food, Nutrition and (Consumer Services	Expiration Date: XX/XX/XXX
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			User la	nformation		
1. Last Name	First Nan	ne	Middle Nan	ne 2. Title		3. Date of Requ
Doe	John		T		ter Specialist	08/17/2011
 Email John.Doe@fns.usda.g 	ov		jdoe123	Auth ID, (if applic	able)	
5. Type of User (select		8. Contra	15	n Date (if applicable	9. Temporary Employe	e Expiration Date (if applica
Federal	555-555-121				,	io expiration bate (i applica
10. Company	11. Division			12. Department		
JSDA	OIT			ISO		
3. Office (select one) ARO	Street A	Address orporate Blvd				Sulte #
City	500 0	State		ZIP C	ode	
obbinsville			NJ	0869		
4. System Name		15. Type of Acc	C055		16. Form (applicable for I	PRS)
NITC		New User			N/A	
7. Action Requested		18. State/Local	ity Codes		19. Login ID (Agency use	ontid
ADD			.,		Tel Login to (Agency ase	Unity
0. Enter SSN for new	NEC access Only:			21 Enter Home 7	IP Code for JP Morgan a	
The use of the requ	lesting person's Soci	al Security Nur	the National nber (SSN) is	s for identification p	FC). The authority in colle- urposes only. Existing NF	cting this information is 5 U.S C users requesting modificat
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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.

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Sample for a WIC State user, including Confidentiality Statement

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

To be completed by all non-FNS personnel requesting access to \$TARS, Anach in FNS-674, User Access Request Form.

1. Confidentiality of Information

Confluential information, for the purposes of this statement, means: (1) information or doin of a personal means, proprietary about an individual, firm, private or public corporation, or (2) information or data submittee by or perstanding to an institution or organization, or (3) information which might require special consideration with regard to the immig of its disclimate where statis referencing) information to the supplemental Notifien Assistance Program (SNAP) relative couplinger monitoring and law enforcement activities.

II. Restriction against Disclusure

Confidential information as defined in paragraph 4 above, shall not be disclosed without the prowritten consent of the Food & Nutrition Service (FNS), this is further defined in FNS (Jandbeak 70) "FNS Computer Security Palicy Handbook."

In the event of any uncertainty with regard to one proper hardling of material, a written determination dhall be requested from the FNS Computer Security Manager, Information Technology Division, to cover any release, discontantian, er publication. Peteral Regulations at /OFR278.1(a) states, in part, "..., the contents of applications on other information familiared by firms, including information on their gross seles and food sales volumes and their redemptions of compose (The regulations, elsowhere states that coupens also refer to determinally transferred benefits), may not be used to disclosed to service except for purposes directly connected with the administration and enforcement of the [Supplemental Neurition 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 takin to provent access by unautionized persons such as tenying materials ansecured in a work area. Confidential dam will be destroyed when at is no longer model for the original purpose for which it was related.

IV. Notilication

In the event flast 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 Certer Drive. Alexandrin, 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 limmeial data carries additional penelries under Section 9 of the Food and Nutrition Act of 2008 and the Code of Federal Regulations section 278.1(q).

Disclosing information on only iduals 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.

VL Certification

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

Date: 10 - 1 -1 Signature Organization Chast Depot of Dealer, With Title: 14/lbt Pricad St Columbus DE 133 Address:

Signuture of the Appenving FNS Representative-3101 Park Center Drive, Rocen 418 Alaxandria, VA 22302 Attir: 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

According to the Paperwork Re valid OMB control number for t response, including the time to r 1. Last Name	U.\$.					B Control Number 0584-053 Expiration Date: XX/XX/XXX
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I. Email John.Doe@fns.usda.gov			5. USDA E- jdoe123	Auth ID, (If applica		00/1//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)

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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)

Sample FNS-674

							Expiration Date: XX/XX/XX
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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
- 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)

Sample FNS-674

							Expiratio	I Number 0584-053 n Date: XX/XX/XXX
According to the Paperwork valid OMB control number (Particuling Ant of 400		Acces	s Reque	st For	m		
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John.Doe@fns.usda.g		12.2	jdoe123	E-Auth ID, (#				
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Once the FNS-674 is filled out and signed you must forward it to the <u>Securityofficers.mailbox@fns.usda.gov</u> 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 <u>http://www.eauth.egov.usda.gov/index.html</u> and click on Service Centers tab, <u>and/or</u> 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 <u>http://www.eauth.egov.usda.gov/index.html</u> 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

Name	Office Location	Phone Number	E-Mail Address
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
Rory Schultz	HQ	703-305-2244	Rory.schultz@fns.usda.gov
Robert Speary	MARO	609-259-5067	Robert.speary@fns.usda.gov
Melvin Moore	MARO	609-259-5076	Melvin.Moore@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	Lori.lodato@fns.usda.gov
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
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Authorizing Officials _{Name}	Office Location	Phone Number	E-Mail Address
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Authorizing Officials Name Lau Dong Elba Ortega	MARO MARO	609-259-5120 609-259-5152	Lau.dong@fns.usda.gov Elba.ortega@fns.usda.gov
Authorizing Officials Name Lau Dong Elba Ortega Dave Gagliardi	MARO MARO MARO	609-259-5120609-259-5152609-259-5028	Lau.dong@fns.usda.gov Elba.ortega@fns.usda.gov David.Gagliardi@fns.usda.gov
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Authorizing Officials Name Lau Dong Elba Ortega Dave Gagliardi Aquellah Anderson	MARO MARO MARO	609-259-5120609-259-5152609-259-5028	Lau.dong@fns.usda.gov Elba.ortega@fns.usda.gov David.Gagliardi@fns.usda.gov
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Authorizing Officials Name Lau Dong Elba Ortega Dave Gagliardi Aquellah Anderson April Densen Kirk Hassel Julie Larkin	MARO MARO MARO MARO MARO MARO NERO NERO SERO	609-259-5120 609-259-5152 609-259-5028 609-259-5007 609-259-5195 617-569-6461 617-565-6483 404-562-1926	Lau.dong@fns.usda.gov Elba.ortega@fns.usda.gov David.Gagliardi@fns.usda.gov Aqueelah.anderson@fns.usda.gov April.Densen@fns.usda.gov Kirk.Hassel@fns.usda.gov Julie.larkin@fns.usda.gov Toscha.Matthews@fns.usda.gov
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Authorizing Officials Name Lau Dong Elba Ortega Dave Gagliardi Aquellah Anderson April Densen Kirk Hassel Julie Larkin	MARO MARO MARO MARO MARO MARO NERO NERO SERO	609-259-5120 609-259-5152 609-259-5028 609-259-5007 609-259-5195 617-569-6461 617-565-6483 404-562-1926	Lau.dong@fns.usda.gov Elba.ortega@fns.usda.gov David.Gagliardi@fns.usda.gov Aqueelah.anderson@fns.usda.gov April.Densen@fns.usda.gov Kirk.Hassel@fns.usda.gov Julie.larkin@fns.usda.gov Toscha.Matthews@fns.usda.gov
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(6-25-2012)

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

Jser Name				USDA eAuthentication I	D	Date of F	Request	
Organizati	on Name		I			<u>L</u>		
			Agency Code(s)		(Pleas	Rights	er Row	
SNAP	Project	Form(s)	(Agency Code(s) MUST be included in order to grant access to State users)	Access Restrictions	View	Data Entry	Certify	Post
All SNAP	SNAP.46*	FNS-46					- Č	P
	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				
	SNAP-OR	SF-269A						
		SF-425		Only HQ Grants Mgmt. Can Post				
	SNAP-PART	SF-269A		and the second second				
		SF-425		Only HQ Grants Mgmt. Can Post				
	All EBTO1.EB	FNS-101						
		FNS-366B						
		FNS-388						
		FNS-388A						
		SF-269 (FS)						
	All FPK01.FP	FNS-101						
		FNS-388						
	-	FNS-388A						
	All FSPO1.FS	FNS-101						
		FNS-250						
		FNS-259						
		FNS-388						
		FNS-388A						
	All GRH01.GH	FNS-388						
		FNS-388A						
		SF-269 (FS)						
	All PCOD1.CA	FNS-101						
		FNS-366A						
		FNS-388						
		FNS-388A						
		SF-269 (FS)						
	All SSIO1.CA	FNS-101						
		FNS-388						
		FNS-388A						
		SF-269 (FS)						
	All WRID1.CA	FNS-101						
		FNS-366A						
		FNS-388						
		FNS-388A						
		SF-269 (FS)						
	ay 27, 2011	1						Page 1

			Agency Cod	e(s)			Access Rights (Please Check Only ONE Per Row)			
SNAP	Project	Form(s)	(Agency Code(s) N included in order access to State	NUST be to grant	Acc	cess Restrictions	View	Data Entry	Certify	Post
	All WRID2.CA	FNS-388			-					
		FNS-388A								
		SF-269 (FS)								
	All SNAP-ED	FNS-759								
		SF-425								
	All SNAP-OP	FNS-209								
		FNS-366A	1							
		FNS-366B								
		FNS-583		·						
		SF-269 (FS)								
			ore than one reconc	iliation poin	t for ENS-46 nl	lease list the seven digit codes.				
	1					cose not the seven digit codes.		Access	Rights	
SNP	Program Group	Program(s)	Form(s)	(Agency (be includ	cy Code(s) Code(s) MUST led in order to	Access Restrictions	(Please	Check Or	ly ONE Pe	er Row
					cess to State TO users.)		View	Data E	Certify	Post
All SNP	All CN	CN	FNS-10							
		CN	FNS-13							
		CN	FNS-418							
		CN	FNS-44							
		CN	FNS-777							E
		CN	FNS-777 SAE							
		CN	SF-269 (CN)							C
		CN	SF-269 (CN) SAE							
		CN-ARTMI	SF-425			Only HQ Grants Mgmt. Can Post				
		CN-ARTMII	SF-425			Only HQ Grants Mgmt. Can Post				
		CN-CACFP	FBCI							
		CN-CACFP-CCW	SF-425	1		Only HQ Grants Mgmt. Can Post				
		CN-CGP	SF-425			Only HQ Grants Mgmt, Can Post				
		CN-DCI	SF-425			Only HQ Grants Mgmt. Can Post				E
		CN-DCV	SF-425			Only HQ Grants Mgmt. Can Post				C
		CN-FFVP	SF-269A	1						
		CN-FFVP	SF-425							
		CN-FFVP-ITO	SF-269A	-						
		CN-FSMI	SF-269A	+						
		CN-FSMI	SF-425	1		Only HQ Grants Mgmt. Can Post				
		CN-FSMI-FS	SF-425			Only HQ Grants Mgmt. Can Post				
		CN-FSMI-GE	SF-425			Only HQ Grants Mgmt, Can Post				C
		CN-FSMI-PSUS	SF-425	-		Only HQ Grants Mgmt, Can Post				
		CN-HFC	SF-425			Only HQ Grants Mgmt. Can Post				
		CN-NSLP	FBCI			and the state ingits out to da				
	-	CN-NSLPE	SF-425							
		CN-SBP	FBCI	-						
		CN-SFSP	FBCI	+						
		CN-SFSP	SF-425			Only HQ Grants Mgmt. Can Post				
		CN-SFSP-HDFB	SF-425							
		CN-SFSP-NDFB	SF-425			Only HQ Grants Mgmt. Can Post				
		CN-SFSP-SNAP	SF-425			Only HQ Grants Mgmt. Can Post				
			SF-425 SF-269A			Only HQ Grants Mgmt. Can Post				_
		CN-TN CN-TN	SF-209A			Only HO Crock March Can Post				
		1				Only HQ Grants Mgmt. Can Post				1 1

NP	Broomer Crear	Program(a)	Form(a)	Agency Code(s) (Agency Code(s) MUST		Access Rights (Please Check Only ONE Per Row)				
	Program Group	Program(s)	Form(s)	be included in order to grant access to State and ITO users.)	Access Restrictions	View	Data Entr	Certify	Dact	
		NET	FNS-42						E	
		NET	FNS-665						Γ	
		NET	SF-269L						Γ	
	All CSFP	CSFP	FBCI						Γ	
		CSFP	FNS-153							
		CSFP	FNS-191							
		CSFP	SF-269A						Ē	
		CSFP	SF-425							
		CSFP-SUP	FNS-153							
		CSFP-SUP	SF-269A						E	
	All FD	FD	FNS-706-1 (CI)							
		FD	FNS-706-1 (SC)							
		FD-D	FNS-292							
		FD-D	FNS-292A							
		TEFAP	FBCI							
		TEFAP	FNS-667							
		TEFAP-INF.GE	SF-425		Only HQ Grants Mgmt, Can Post					
		TEFAP-INF.RU	SF-425							
		FDPIR	FNS-101		Only HQ Grants Mgmt. Can Post					
		FDPIR	FNS-152							
		FDPIR	SF-269L							
		FDPIR	SF-425							
		FDPIR-CE	SF-269A							
		FDPIR-NET	SF-269A							
		FDPIR-NET	SF-425							
		FDPNE	SF-269A							
		FDPNE	SF-425							
	All FS	FS-CE	SF-425		Only HQ Grants Mgmt. Can Post					
		FS-CINF	SF-425		Only HQ Grants Mgmt. Can Post					
	All NSIP/NPE	NSIP/NPE	FNS-586A							
		NSIP/NPE	FNS-586B							
		NSIP/NPE	SF-269A							
	All SFMNP	SFMNP	FNS-683A							
		SFMNP	SF-269A							
	All WIC	WIC	BFDLA							
		WIC	FBCI						E	
		WIC	FNS-191							
		WIC	FNS-227/227A							
		WIC	FNS-498						E	
		WIC	FNS-648							
		WIC	FNS-654							
		WIC	FNS-798/798A							
		WIC	SF-269 (WIC/CSFF	»)				-		
		WIC-BF-BONUS	SF-425	1					[
		WIC-BFPC	SF-269A							
		WIC-BFPC	SF-425							
		WIC-CDC	SF-269A							
		WIC-EBT	SF-269A							
		WIC-EBT	0F-120		1					

SNP	Program Group	Program(s)	Form(s)	Agency Code(s) (Agency Code(s) MUST be included in order to grant access to State and ITO users.)	Access Restrictions	Access Rights			
						(Please Check Only ONE Per Row)			
						View	Data Entr.	Certify	Post
		WIC-INF	SF-269A					Õ	
		WIC-INF	SF-425						
		WIC-INF.SAM	SF-269A					Π	
		WIC-INF.SAM	SF-425						
		WIC-S2S	SF-269A						
		WIC-S2S	SF-425						
		WIC-SAM	SF-269A	1					
		WIC-SAM	SF-425						
		WIC-SPG.CONC	SF-269A						
		WIC-SPG.CONC	SF-425						
		WIC-SPG.FULL	SF-269A						
		WIC-SPG.FULL	SF-425						
		WIC-TECH-MIS	SF-425					Π	
		WIC-TECH-SAM	SF-425						
		WIC-TECH-STND	SF-425						
	All WIC-FMNP	WIC-FMNP	FNS-203						
		WIC-FMNP	FNS-683						
		WIC-FMNP	SF-269 (FMNP)						
	Note			FMNP SF-269L for 1997 and	d prior vears may only be ent	ered by HC			
	Note				l prior years may only be ent		2.	Rights	
Recovery		e: WIC FNS-191 an	d SF-269 and WIC	Agency Code(s) (Agency Code(s) MUST		ered by HC	Access e Check Or	Rights	
Recovery Act	Nota			Agency Code(s)	d prior years may only be ent Access Restrictions	ered by HC	Access e Check Or	Rights	er Row,
Act		e: WIC FNS-191 an	d SF-269 and WIC	Agency Code(s) (Agency Code(s) MUST be included in order to grant access to State		(Please Main	Access e Check Or Data Bate Data	Rights hy ONE Po	er Row,
Act	Program Group	e: WIC FNS-191 an Program(s)	d SF-269 and WIC- Form(s)	Agency Code(s) (Agency Code(s) MUST be included in order to grant access to State		(Pleas	Access e Check Or uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu	Rights hy ONE Pe	er Row,
Act	Program Group	e: WIC FNS-191 an Program(s) RA-SNAP	G SF-269 and WIC Form(s) SF-269 (FS)	Agency Code(s) (Agency Code(s) MUST be included in order to grant access to State		(Please Mein	Access e Check Oi sp Q	Rights hy ONE Pe	tsod
Act	Program Group	e: WIC FNS-191 an Program(s) RA-SNAP RA-TEFAP	d SF-269 and WIC- Form(s) SF-269 (FS) FNS-667	Agency Code(s) (Agency Code(s) MUST be included in order to grant access to State		(Please		Rights hy ONE Pe	er Row,
Act	Program Group	e: WIC FNS-191 an Program(s) RA-SNAP RA-TEFAP RA-CN-NSLP RA-FDPIR	d SF-269 and WIC- Form(s) SF-269 (FS) FNS-667 SF-425	Agency Code(s) (Agency Code(s) MUST be included in order to grant access to State		(Please	Access e Check Or	Rights hay ONE Policy (interpretation)	er Row,
	Program Group	e: WIC FNS-191 an Program(s) RA-SNAP RA-TEFAP RA-CN-NSLP RA-FDPIR	d SF-269 and WIC- Form(s) SF-269 (FS) FNS-667 SF-425 SF-425	Agency Code(s) (Agency Code(s) MUST be included in order to grant access to State		(Please	Access e Check Or	Rights aly ONE Pe	er Row)
Act	Program Group RA-SNAP RA-TEFAP RA-CN-NSLP RA-FDPIR RA-WIC-CFOOD	e: WIC FNS-191 an Program(s) RA-SNAP RA-TEFAP RA-CN-NSLP RA-FDPIR RA-WIC-CFOOD	d SF-269 and WIC- Form(s) SF-269 (FS) FNS-667 SF-425 SF-425 SF-425	Agency Code(s) (Agency Code(s) MUST be included in order to grant access to State		(Please	Access e Check Or trug trug trug trug trug trug trug tru	Rights nly ONE Per Certify	bost
Act	Program Group RA-SNAP RA-TEFAP RA-CN-NSLP RA-FDPIR RA-WIC-CFOOD RA-WIC-CNSA	e: WIC FNS-191 an Program(s) RA-SNAP RA-TEFAP RA-CN-NSLP RA-FDPIR RA-WIC-CFOOD RA-WIC-CNSA	d SF-269 and WIC- Form(s) SF-269 (FS) FNS-667 SF-425 SF-425 SF-425 SF-425 SF-425	Agency Code(s) (Agency Code(s) MUST be included in order to grant access to State		(Please		Rights hy ONE Participation of the second se	
Act	Program Group RA-SNAP RA-TEFAP RA-CN-NSLP RA-WIC-CFOOD RA-WIC-CNSA RA-WIC-CBT	e: WIC FNS-191 an Program(s) RA-SNAP RA-TEFAP RA-TEFAP RA-CN-NSLP RA-FDPIR RA-WIC-CFOOD RA-WIC-CNSA RA-WIC-EBT	d SF-269 and WIC- Form(s) SF-269 (FS) FNS-667 SF-425 SF-425 SF-425 SF-425 SF-425 SF-425	Agency Code(s) (Agency Code(s) MUST be included in order to grant access to State		(Please		Rights hly ONE Participation of the second s	
Act	Program Group	Program(s) RA-SNAP RA-TEFAP RA-CN-NSLP RA-FDPIR RA-WIC-CFOOD RA-WIC-CNSA RA-WIC-CBT RA-WIC-MISC	d SF-269 and WIC- Form(s) SF-269 (FS) FNS-667 SF-425 SF-425 SF-425 SF-425 SF-425 SF-425 SF-425	Agency Code(s) (Agency Code(s) MUST be included in order to grant access to State		(Please		Rights hy ONE Participation of the second se	er Row,
Act	Program Group	Program(s) RA-SNAP RA-TEFAP RA-CN-NSLP RA-FDPIR RA-WIC-CFOOD RA-WIC-CNSA RA-WIC-CBT RA-WIC-MISC	d SF-269 and WIC- Form(s) SF-269 (FS) FNS-667 SF-425 SF-425 SF-425 SF-425 SF-425 SF-425 SF-425	Agency Code(s) (Agency Code(s) MUST be included in order to grant access to State and ITO users.)		(Please		Rights hly ONE Por	Post
	Program Group	e: WIC FNS-191 an Program(s) RA-SNAP RA-TEFAP RA-TEFAP RA-CN-NSLP RA-FDPIR RA-WIC-CFOOD RA-WIC-CNSA RA-WIC-CNSA RA-WIC-EBT RA-WIC-EBT RA-WIC-SAM Officials	d SF-269 and WIC- Form(s) SF-269 (FS) FNS-667 SF-425 SF-425 SF-425 SF-425 SF-425 SF-425 SF-425 SF-425 SF-425	Agency Code(s) (Agency Code(s) MUST be included in order to grant access to State and ITO users.)	Access Restrictions	(Please		Rights hly ONE Por	Post
Act	Program Group	e: WIC FNS-191 an Program(s) RA-SNAP RA-TEFAP RA-TEFAP RA-CN-NSLP RA-FDPIR RA-WIC-CFOOD RA-WIC-CFOOD RA-WIC-CNSA RA-WIC-EBT RA-WIC-EBT RA-WIC-EBT RA-WIC-SAM Officials HQ or Regional	d SF-269 and WIC- Form(s) SF-269 (FS) FNS-667 SF-425 SF-425 SF-425 SF-425 SF-425 SF-425 SF-425 SF-425 SF-425	Agency Code(s) (Agency Code(s) MUST be included in order to grant access to State and ITO users.) APPROVALS	Access Restrictions	(Please		Rights hly ONE Por	Post

Appendix E:

NITC ROLES:

P_ALT_PRD_AppAdmins_FNS_Role	P_ALT_PRD_AppAdmins_FNS_Role	Privileged - Alert Production Support - FNS
P_ALT_PRD_SQLAdmins_FNS_Role	P_ALT_PRD_SQLAdmins_FNS_Role	Privileged - Alert Database Administrators - FNS
P_ECOS_DEV_AppAdmins_FNS_Role	P_ECOS_DEV_AppAdmins_FNS_Role	Privileged - FNS ECOS Development Support - FNS
P_ecos_PRD_AppAdmins_FNS_Role	P_ecos_PRD_AppAdmins_FNS_Role	Privileged - FNS ECOS Production Support - FNS
P_ECOS_TST_AppAdmins_FNS_Role	P_ECOS_TST_AppAdmins_FNS_Role	Privileged - FNS ECOS Test Support - FNS
P_EDRS_PPRD_AppAdmins_FNS_Role	P_EDRS_PPRD_AppAdmins_FNS_Role	Privileged - ERDS App Admins - FNS
P_EDRS_PPRD_AppSupport_FNS_Role	P_EDRS_PPRD_AppSupport_FNS_Role	Privileged - ERDS App Support- FNS
P_EDRS_PPRD_SQLAdmins_FNS_Role	P_EDRS_PPRD_SQLAdmins_FNS_Role	Privileged - ERDS SQL Admins - FNS
P_eDRS_PRD_AppAdmins_FNS_Role	P_eDRS_PRD_AppAdmins_FNS_Role	Privileged - eDRS Application Admins - FNS
P_eDRS_PRD_AppSupport_FNS_Role	P_eDRS_PRD_AppSupport_FNS_Role	Privileged - eDRS Application Support - FNS
P_eDRS_PRD_SQLAdmins_FNS_Role	P_eDRS_PRD_SQLAdmins_FNS_Role	Privileged - eDRS SQL Admins - FNS
P_FFAV_DEV_AppAdmins_FNS_Role	Privileged - FFAV-Dev App Support - FNS	Privileged - FNS FFAVORS Development
P_FFAV_DEV_OraDBO_FNS_Role	Privileged - FFAV-DEV Oracle Support - FNS	Privileged - FNS FFAVORS Development
P_FFAV_PRD_AppAdmins_FNS_Role	Privileged - FFAV App Support - FNS	Privileged - FNS FFAVORS-ECOS
P_FFAV_PRD_OraDBO_FNS_Role	Privileged - FFAV Oracle Support - FNS	Privileged - FNS FFAVORS-ECOS
P_FFAV_TST_AppAdmins_FNS_Role	Privileged - FFAV-Test App Support - FNS	Privileged - FNS FFAVORS Test
P_FFAV_TST_OraDBO_FNS_Role	Privileged - FFAV-TST Oracle Support - FNS	Privileged - FNS FFAVORS Test
P_FPRS_PPRD_AppAdmins_FNS_Role	P_FPRS_PPRD_AppAdmins_FNS_Role	Privileged - FPRS App Admins - FNS
P_FPRS_PPRD_AppSupport_FNS_Role	P_FPRS_PPRD_AppSupport_FNS_Role	Privileged - FPRS App Support - FNS
P_FPRS_PPRD_SQLAdmins_FNS_Role	P_FPRS_PPRD_SQLAdmins_FNS_Role	Privileged - FPRS PreProduction SQL Administrator - FNS

P_FPRS_PRD_AppAdmins_FNS_Role	P_FPRS_PRD_AppAdmins_FNS_Role	Privileged - FRPS Application Admins
P_FPRS_PRD_AppSupport_FNS_Role	P_FPRS_PRD_AppSupport_FNS_Role	Privileged - FRPS Application Support
P_FPRS_PRD_SQLAdmins_FNS_Role	P_FPRS_PRD_SQLAdmins_FNS_Role	Privileged - FRPS SQL Admins - FNS
P_FST_PRD_AppAdmins_FNS_Role	P_FST_PRD_AppAdmins_FNS_Role	Privileged - Fast Framework Production Support - FNS
P_FST_PRD_SQLAdmins_FNS_Role	P_FST_PRD_SQLAdmins_FNS_Role	Privileged - Fast Framework Database Administrators - FNS
P_Linux_PRD_OSAdmins_FNS_Role	OS Admin to all FNS Linux Servers	OS Admin to all FNS Linux Servers
P_PublicWeb_PPRD_AppAdmins_FNS_Role	P_PublicWeb_PPRD_AppAdmins_FNS_Role	Privileged - Publicweb Application Admins - FNS
P_PublicWeb_PPRD_SQLAdmins_FNS_Role	P_PublicWeb_PPRD_SQLAdmins_FNS_Role	Privileged - Publicweb SQL Admins - FNS
P_PublicWeb_PRD_AppAdmins_FNS_Role	P_PublicWeb_PRD_AppAdmins_FNS_Role	Privileged - Publicweb Application Admins - FNS
P_PublicWeb_PRD_SQLAdmins_FNS_Role	P_PublicWeb_PRD_SQLAdmins_FNS_Role	Privileged - Publicweb SQL Admins - FNS
P_PublicWebBrowserCNPP_PPRD_FNS_Role	P_PublicWebBrowserCNPP_PPRD_FNS_Role	Privileged - FNS CNPP Public web PreProduction Browser (Read On
P_PublicWebBrowserCNPP_PRD_FNS_Role	P_PublicWebBrowserCNPP_PRD_FNS_Role	Privileged - CNPP Public web Production Browser (Read Only) - FNS
P_PublicWebBrowserFNS_PRD_FNS_Role	P_PublicWebBrowserFNS_PRD_FNS_Role	Privileged - FNS Public web Production Browser (Read Only) - FNS
P_PublicWebPublisherCNPP_PPRD_FNS_Role	P_PublicWebPublisherCNPP_PPRD_FNS_Role	Privileged - FNS CNPP Public web PreProduction Publisher - FNS
P_PublicWebPublisherCNPP_PRD_FNS_Role	P_PublicWebPublisherCNPP_PRD_FNS_Role	Privileged - FNS CNPP Public web Production Publisher - FNS
P_PublicWebPublisherFNS_PPRD_FNS_Role	P_PublicWebPublisherFNS_PPRD_FNS_Role	Privileged - FNS Public web PreProduction Publisher - FNS
P_PublicWebPublisherFNS_PRD_FNS_Role	P_PublicWebPublisherFNS_PRD_FNS_Role	Privileged - FNS Public web Production Publisher - FNS
P_PW_PPRD_AppAdmins_FNS_Role	P_PW_PPRD_AppAdmins_FNS_Role	Privileged - PW Application Admins - FNS
P_PW_PPRD_SQLAdmins_FNS_Role	P_PW_PPRD_SQLAdmins_FNS_Role	Privileged - PW SQL Admins - FNS
P_PW_PRD_AppAdmins_FNS_Role	P_PW_PRD_AppAdmins_FNS_Role	Privileged - PW Application Admins - FNS
P_PW_PRD_SQLAdmins_FNS_Role	P_PW_PRD_SQLAdmins_FNS_Role	Privileged - PW SQL Admins - FNS
P_STR_PRD_AppAdmins_FNS_Role	P_STR_PRD_AppAdmins_FNS_Role	Privileged - Stars Application Production Support - FNS

P_STR_PRD_SQLAdmins_FNS_Role	P_STR_PRD_SQLAdmins_FNS_Role	Privileged - Stars SQL Admins- FNS
P_SuperTracker_PPRD_Appadmins_FNS_Role	P_SuperTracker_PPRD_Appadmins_FNS_Role	Privileged - Supertracker App Support - FNS
P_SuperTracker_PPRD_SQLAdmins_FNS_Role	P_SuperTracker_PPRD_SQLAdmins_FNS_Role	Privileged - Supertracker PreProduction SQL Administrator - FNS
P_SuperTracker_PRD_AppAdmins_FNS_Role	P_SuperTracker_PRD_AppAdmins_FNS_Role	Privileged - Supertracker App Support - FNS
P_SuperTracker_PRD_SQLAdmins_FNS_Role	P_SuperTracker_PRD_SQLAdmins_FNS_Role	Privileged - Supertracker Production SQL Administrator - FNS
P_UPC_PRD_AppAdmins_FNS_Role	P_UPC_PRD_AppAdmins_FNS_Role	Privileged - WIC UPC Production Support - FNS
P_UPC_PRD_SQLAdmins_FNS_Role	P_UPC_PRD_SQLAdmins_FNS_Role	Privileged - WIC UPC Database Administrators - FNS
P_VMware_VCenter_PRD_AppAdmins_FNS_Role	P_VMware_VCenter_PRD_AppAdmins_FNS_Role	P_VMware_VCenter_PRD_AppAdmins_FNS_Role
P_WIC_PRD_SQLAdmins_FNS_Role	P_WIC_PRD_SQLAdmins_FNS_Role	Privileged - WIC SQL Admins Role - FNS
P_Windows_PRD_OSAdmins_FNS_Role	P_Windows_PRD_OSAdmins_FNS_Role	P_Windows_PRD_OSAdmins_FNS_Role
P_WME_PRD_AppAdmins_FNS_Role	P_WME_PRD_AppAdmins_FNS_Role	Privileged - ME Tool Production Support - FNS
P_WME_PRD_SQLAdmins_FNS_Role	P_WME_PRD_SQLAdmins_FNS_Role	Privileged - ME Tool Database Administrators - FNS
P_WPS_PRD_AppAdmins_FNS_Role	P_WPS_PRD_AppAdmins_FNS_Role	Privileged - WIC Pre-screening Production Support - FNS
P_WPS_PRD_SQLAdmins_FNS_Role	P_WPS_PRD_SQLAdmins_FNS_Role	Privileged - WIC Pre-screening Database Administrators - FNS

FNS Remote Access Users

NAC Remote Access FNS User

APPENDIX F

Acceptible Responses for Department Field

Abbreviation	Organizational Unit
AO	Administrator's Office
AO-ASU	Administrative Support Unit
AO-SI	Strategic Initiatives
CCO	Chief Communications Officer
CCO-CD	Communications Division
CCO-EGAD	External and Governmental Affairs Division
	Child Nutrition Programs
CND-NPTAD	Nutrition Promotion and Technical Assistance Division
CND-OPI	Office of Program Integrity
CND-PAMD	Program Analysis and Monitoring Division
CND-PPDD CNPP	Policy and Program Development Division Center for Nutrition Policy and Promotion
CNPP-ONGA	Office of Nutrition Guidance and Analysis
CNPP-ONGA CNPP-ONMC	Office of Nutrition Marketing and Communications
COO	Chief Operating Officer
COO-CFO	Chief Financial Officer
COO-CFO-CAO	Chief Accounting Officer
COO-CFO-CBO	Chief Budget Officer
COO-CFO-CGO	Chief Grants Officer
COO-CFO-OFMP	Office of Funds Management and Planning
COO-CFO-OICAI	Office of Internal Controls, Audits, and Investigations
COO-CIO	Chief Information Officer
COO-CIO-ISO	Information Security Officer
COO-CIO-PMD	Portfolio Management Division
COO-CIO-TD	Technology Division
COO-OM	Office of Management
COO-OM-CMD	Contracts Management Division
COO-OM-HRD	Human Resources Division
COO-OM-LFMD	Logistics and Facilities Management Division
CRD	Civil Rights Division
MARO	Mid-Atlantic Regional Office
MARO-GMAS	Office of Grants Management and Administrative Services
MARO-RCO	Regional Communications Office
MARO-SNAP	SNAP Division
MARO-SNP	SNP Division
MPRO	Mountain Plains Regional Office
MPRO-GMAS	Office of Grants Management and Administrative Services
MPRO-RCO	Regional Communications Office SNAP Division
MPRO-SNAP MPRO-SNP	SNAF Division
MWRO	Mid-west Regional Office
MWRO-GMAS	Office of Grants Management and Administrative Services
MWRO-RCO	Regional Communications Office
MWRO-SNAP	SNAP Division
MWRO-SNP	SNP Division
NERO	Northeast Regional Office
NERO-GMAS	Office of Grants Management and Administrative Services
NERO-RCO	Regional Communications Office
NERO-SNAP	SNAP Division
NERO-SNP	SNP Division
OPS	Office of Policy Support
OPS-PRAO	Planning and Regulatory Affairs Office
OPS-SNAPRAD	SNAP Research and Analysis Division

SNP Research and Analysis Division
Retailer Operations and Support
Office of Emergency Management
Office of State Systems
Retailer Operations Division
Southeast Regional Office
Office of Grants Management and Administrative Services
Regional Communications Office
SNAP Division
SNP Division
Supplemental Nutrition Assistance Program
Administrative Support Unit
Program Accountability and Administration Division
Program Development Division
Retailer Policy and Management Division
Supplemental Nutrition and Safety Programs
Food Distribution Division
Office of Food Safety
Supplemental Food Program Division
Southwest Regional Office
Office of Grants Management and Administrative Services
Regional Communications Office
SNAP Division
SNP Division
Western Regional Office
Office of Grants Management and Administrative Services
Regional Communications Office
SNAP Division
SNP Division