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 securityofficers.mailbox@fns.usda.gov or call one of the security officers listed below.

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

Electronic Disqualified Recipient System (eDRS)

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

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

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

Processing Time: 24 to 48 hrs.

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

Please complete the 674 as described in the instructions below.

- a. User information
 - a. Block 1. Enter your Name
 - b. Block 2. Enter your Title
 - 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
- I. Block 18. Enter the locality Code: for EDRS this will be the actual County Name. (EDRS does not recognize codes you must include the actual county name you need access to.
- m. Block 19. N/A
- n. Block 20. This is only for new NFC accounts Only
- o. Block 21. This is for JP Morgan Accounts Only
- p. Block 22. Enter any comments you have.
- q. Block 23. User must sign the form.
- r. Block 24A. Users Supervisor must sign the form.
- s. Block 24B. Form must be signed by the proper Authorizing Official. (A list of AO's for EDRS is attached to the Guide.)
- t. Block 24 C. This Block is for the Security Officer to sign.
- u. Block 24D. Your state security officer must sign here.
- v. Block 25. Please check off if you have completed the CSAT training this year.

Sample FNS-674 form

							AB Control Number 0584-0532 Expiration Date: XX/XX/XXXX
	U.S	3. Department of A	griculture	- Food, Nutrit	ion and C	onsumer Services	English Date: AAAAAAA
According to the Panerwork Re	iduation Act of 100	·		ss Reque			
valid OMB control number for	this information co	ection is 0584-05	required to 32. The time	respond to a c e required to c	ollection of omplete the	f Information unless it displays his information collection is es	s a valid OMB control number. The
		, search existing da		a' Secrior nie de	ica ilideded	, and complete and review the	information collection.
1. Last Name	First Na	me	Middle Na		n . Title		
Doe	John		T		_	er Specialist	3. Date of Reques 08/17/2011
4. Email John.Doc@fns.usda.gov			jdoe123	E-Auth ID, (f	f applica	ble)	
6. Type of User (select one	1	8. Contrac	t Expiration	on Date (if a	pplicable)	9. Temporary Employee	Expiration Date (if applicable
Federal	555-555-12	12					
10. Company USDA	11. Division OIT			12. Depa	rtment		
13. Office (select one) MARO	Street	Address		ISO			Suite#
City	300 C	Corporate Blvd State					
Robbinsville		State	NJ		ZIP Co 08691		
14. System Name		15. Type of Acc				16. Form (applicable for FF	OPS)
EDRS		Query/Disqua	alifier		$\neg \neg$	N/A	
17. Action Requested							
ADD		18. State/Localit				19. Login ID (Agency use o	nly)
		Carnden Cour	ıty				
20. Enter SSN for new NFC						Code for JP Morgan ac	cess Only:
requirements pr	understand the sonnel matters i esented in these at systems requir	Privacy Act State involving discipling rules and I am a	ement and lary action lware of my lect user ar	the FNCS Ru will be based with a based	les of Be on the a	ehavior.	ar with the security
User Signatur	0			Print Name			Date
			Ar Ar	provals	्रक्ट स	The Aller	
4. a. Supervisor					2.00		
Print Name You	r Supervisor s	igns here			Approve	Deny	
Phone Number		Date		Signa	ature		
b. System - Authorizin	ng Officials				_		
Print Name The	AO must sign	here to grant y	ou acces	s \square	Approve	Deny	
Phone Number		Date		Signa		Deny	
c. Information Security	Office				_		
Print Name Fee	deral Security	Officer signs he	ere		Approve	Deny	
Phone Number		Date		Signa		Deliy	
d. State Computer Sec	urity Officer (if			Signe			
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Phone Number		Data		_	Approve	Deny	İ
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YES	NO	26. Date Re	eceived	27. Perso		ving Request	28. Date Completed
RM FNS-674 (08-09) Previ	ous editions obs	olete	S	BU			Page 1

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

Food Programs Reporting System (FPRS)

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

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

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

Processing Time: 24 to 48 hrs.

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

Please complete the 674 as described in the instructions below.

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

- 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

OMB Control Number 0584-0532 Expiration Date: XX/XX/XXXX U.S. Department of Agriculture - Food, Nutrition and Consumer Services **User Access Request Form** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of Information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0532. The time required to complete this information collection is estimated to average 10 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **User Information** 1. Last Name First Name Middle Name 3. Date of Request Doe John Computer Specialist 08/17/2011 4. Email John.Doe@fns.usda.gov 5. USDA E-Auth ID, (if applicable) 6. Type of User (select one) 7. Telephone 8. Contract Expiration Date (if applicable) 9. Temporary Employee Expiration Date (if applicable) Federal 555-555-1212 10. Company 11. Division 12. Department USDA 13. Office (select one) Street Address 300 Corporate Blvd Suite # ZIP Code State Robbinsville 08691 15. Type of Access 14. System Name 16. Form (applicable for FPRS) **FPRS** Certify See attached form 17. Action Requested 18. State/Locality Codes 19. Login ID (Agency use only) 0369552 20. Enter SSN for new NFC access Only: 21. Enter Home ZIP Code for JP Morgan access Only: 22. Comments, Special Instructions (attach separate sheet if more space is needed) Add any additional Comments here! **Privacy Act Statement** The privacy act is stated for individuals requesting access to the National Finance Center (NFC). The authority in collecting this information is 5 U.S.C. 301. The use of the requesting person's Social Security Number (SSN) is for identification purposes only. Existing NFC users requesting modification or termination of access to the NFC are not required to provide their SSN. 23. User Acknowledgement (Users requesting system access must read, sign and date prior to submitting this form) I have read and understand the Privacy Act Statement and the FNCS Rules of Behavior. Decisions in personnel matters involving disciplinary action will be based on the assumption that I am familiar with the security requirements presented in these rules and I am aware of my obligation to abide by them I understand that systems require security to protect user and system files from unauthorized access. I have completed this form to the best of my abilities. **User Signature** Print Name Date Approvals 24. a. Supervisor your Supervisor signs here Print Name Phone Number b. System - Authorizing Officials The AO must sign here to grant you access Print Name Approve Signature c. Information Security Office Federal Security Officer signs here Signature d. State Computer Security Officer (if applicable) Approve Print Name Phone Number Date Signature To be Completed by IT Customer Support 25. Has the Security and Privacy Training been completed? X YES NO 26. Date Received 27. Person Receiving Request 28. Date Completed FORM FNS-674 (08-09) Previous editions obsolete SBU

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

Regional Office Administered Program (ROAP)

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

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

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

Processing Time: 24 to 48 hrs.

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

Please complete the 674 as described in the instructions below.

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

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

Sample FNS-674 form

									Number 0584-0532 Date: XX/XX/XXXX
	U.S.	Department of A	_				iervices		
According to the Paperwork Red	uction Act of 199	5, no persons are	Access	spond to a	collection of	Informatic	on unless it disp	olays a valid O	MB control number. The
valid OMB control number for the response, including the time to re	view instructions,	search existing da	ta resources,	gather the d	ata needed	and comp	ion collection is lete and review	the information	average 10 minutes per n collection.
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4. Email	Join	• • • • • • • • • • • • • • • • • • • •	5. USDA E		Compute		uist		08/17/2011
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6. Type of User (select one)			ct Expiratio	n Date (if a	pplicable)	9. Temp	orary Emplo	yee Expirati	on Date (if applicable
Federal	555-555-121	2							
10. Company USDA	11. Division OIT			ISO	artment				
13. Office (select one)		Address		130				Suite #	
MARO	300 C	orporate Blvd							
City Robbinsville		State	NJ		2IP Co 08691				
14. System Name		15. Type of Acc			08091		(applicable fo	r FDP 91	
ROAP		SNP/CC				10. 1 01111	(applicable ic	i i i r Koj	
17. Action Requested		18. State/Local	ity Codes			19. Logir	ID (Agency u	se only)	
ADD									
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User Signature	•			Print Name	•				Date
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4. a. Supervisor									
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Phone Number		Date		Si	gnature				
b. System - Authoriza									
	AO must sig	n here to gran	you acces	is	Approve	. 🗆	Deny		
Phone Number		Date		Si	gnature				
c. Information Security	Office								
Print Name Fe	deral Security	Officer signs	here	[Approve	,	Deny		
Phone Number		Date		Si	gnature				
d. State Computer Sec	curity Officer (if applicable)							
Print Name —					Approve		Deny		
Phone Number		Date		Sic	nature				
PARTITION CONTRACTOR			malated L				70800	CARL CARLES	Washare Table Gallery
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een completed? X YES	S NO				.50m NeC	y Re	quest	2	8. Date Completed
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Once the FNS-674 is filled out and signed you must forward it to the Securityofficers.mailbox@fns.usda.gov for processing. You will receive notice from the appropriate party when your access has been completed.

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

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

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

Sample FNS-674 form

	11.0	Department				Expiration Date: XX/XX/XX
	V.S.	Department of Agric	ulture - Food, No	utrition and C	Consumer Services	
According to the Paperwork Red	uction Act of sons		ccess Req			
According to the Paperwork Redi valid OMB control number for thi response, including the time to re-	The second secon	Poercii existing data re	uired to respond to The time required : sources, gather the	a collection of to complete to e data needed	of Information unless it displi- his information collection is	ays a valid OMB control number estimated to average 10 minute
THE PROPERTY OF THE PARTY OF TH	OF SELECTION OF SE	Example of State of	User Informa			ne information collection.
1. Last Name Doc	First Nam	e Mid	ldie Name	2. Title		
. Email	John	T		Comput	er Specialist	3. Date of Req
ohn.Doe@fns.usda.gov		5. i jde	USDA E-Auth ID 0e123	, (If applica	nble)	08/17/2011
Type of User (select one) ederal	7. Telephone 555-555-1212	8. Contract E	xpiration Date (i	f applicable,	9. Temporary Employe	ee Expiration Date (if applic
OD A	11. Division OIT		ISO	partment		
3. Office (select one)	Street A	ddress rporate Blvd	150			Suite #
ity		State				
obbinsville			IJ	ZIP Co		
. System Name	1.	5. Type of Access		08691		
LERT	i	Inquire			16. Form (applicable for F	FPRS)
. Action Requested		8. State/Locality Co	odee			
DD					19. Login ID (Agency use	only)
. Enter SSN for <u>new</u> NFC a						
Comments, Special Instru			21. Ente	r Home ZIF	Code for JP Morgan a	ccess Only:
a privacy act is stated for indi i. The use of the requesting ermination of access to the N User Acknowledgement	ividuals requesti person's Social NFC are not requestin	ired to provide the	ational Finance (SSN) is for identi ir SSN.	Center (NFC	c). The authority in collect poses only. Existing NFC	ting this information is 5 U.S.C users requesting modification
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privacy act is stated for indi . The use of the requesting ermination of access to the N User Acknowledgement (I have read and un Decisions in persor requirements prese	ividuals requestif person's Social NFC are not required derstand the Prinnel matters invented in these re-	ing access to the N Security Number (juried to provide thei g system access m wacy Act Statemen olving disciplinary a light system and I am aware	ational Finance (SSN) is for identi ir SSN. oust read, sign are it and the FNCS i ction will be basi of my obligation ser and system f	Center (NFC ification purp and date prior Rules of Bel ed on the as to abide by files from un	c). The authority in collect poses only. Existing NFC to submitting this form) havior. ssumption that I am famili	users requesting modificat
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Once the FNS-674 is filled out and signed you must forward it to the Securityofficers.mailbox@fns.usda.gov for processing. You will receive notice from the appropriate party when your access has been completed.

FNS NET General Support System (GSS)

FNS NET GSS is a general support system. It is the primary network that provides telecommunication support to FNS systems for the management and the administration of FNS programs. The system also hosts the administrative automated systems that serve FNS headquarters with office automation and local dedicated applications. When granted access to the FNS Network you will also be given access to the email system 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.
- o For FNCS Federal employees, enter "USDA/FNCS", "FNS" or "CNPP"

- For other Federal emplyees, enter "[Agency]/[Sub-agency]"
- o For State employees, enter "State of [State Abbrev.]"
- o 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.
- o 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.
 - o 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.
- o 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.
- o 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.*
- o 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.
☐ 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

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6. Type of User (select one)	7. Telephone	8. Contra	act Expiration I	Date (if	applicable)	9. Temporary Employe	ee Expiration Date (if applicable
MUST select from list	Valid phone	# Task orde	er expiration for	contra	ctors only.	Expiration date for inter	rns, students, volunteers, etc.
10. Company	11. Division			12. Dep	artment		
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13. Office (select one) MUST select from list		Address ess number an	nd street name				Suite # Suite/Apt #, if applicable
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City of address		2-letter	state abbrevia	tion	5-digit	ZIP Code for address	S.
14. System Name		15. Type of Ac	ccess		1	6. Form (applicable for F	PRS)
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17. Action Requested		18. State/Loca	ality Codes		1	9. Login ID (Agency use	only)
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Once the FNS-674 is filled out and signed you must forward it to the Securityofficers.mailbox@fns.usda.gov for processing. You will receive notice from the appropriate party when your access has been completed.

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

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

Sample FNS-674 Form

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

Privilege or Local Admin accounts (LOCAL ADMIN ACCOUNTS)

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

U.S. Department of Agriculture - Food, Nutrition and Consumer Services U.S. PACCESS REQUEST FOTT According to the Paperson's Reduction Act of 1908, no persons are required to respond a a collection of Information unless at displays a valst OMB control number for this information collection in Selection and the requestion of the control number for this information collection of Selection and Control number for this information collection in Selection in sestimated to average 10 minutes response, including the time to review instructions, season existing data resources, gather the data needed, and complete and review the information collection. **User information** 1. Last Marine								0		Number 0584-0532 Date: XX/XX/XXXX
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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
 - 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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Doe	John		T		Compute	er Speci	aliet		e of Request 7/2011
4. Email John.Doe@fns.usda.gov			5. USDA E jdoe123	-Auth ID,			u113t	108/1/	72011
Type of User (select one) Federal	7. Telephone 555-555-121	8. Contract	t Expiratio	n Date (if	applicable)	9. Tem	porary Employee	Expiration Date	(if applicable
10. Company USDA	11. Division OIT			12. Dep	artment				
13. Office (select one) MARO		Address Corporate Blvd						Suite #	
City Robbinsville		State	NJ		ZIP Co 08691				
14. System Name		15. Type of Acc	ess			16. Form	(applicable for FF	PRS)	
OTHER		New							
17. Action Requested		18. State/Locali	ty Codes			19. Logi	ID (Agency use o	nly)	
Create Account									
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b. System - Authorizin	g Officials	_							i
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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.
- Direct Premium Remittance System (DPRS) A centralized system for billing and collecting health insurance premiums from eligible non-Federal enrollees in the Federal Employees Health Benefits Program.
- j. Human Resources Systems (HRD) **NFC Human Resource application systems** include:
- k. **EmpowHR** a Human Capital Management System that enables agencies to: (1) Make critical decisions concerning workforce utilization; (2) Forecast workforce turnover and placement; and (3) Project future resource budget allocations on a fiscal year basis, for optimum achievement of agency mission goals.
- I. Employee Personal Page/ Employee Self-Service (EPP/ESS) The EPP/ESS is a Web-based application that allows employees to perform self-service activities associated with payroll or personnel information. Specifically, employees have the ability to make online change requests to their residence address, Federal and State tax withholding, financial allotments, direct deposit, health insurance, savings bond, and Thrift Savings Plan (TSP) contribution information effective for a current or future pay period.
- m. Enterprise Human Resources Integration (EHRI) EHRI is an Office of Personnel Management (OPM) online services initiative to maintain data warehouse and personnel information for an agency to conduct workload analysis, staffing projections, and other resource management analysis. NFC works with OPM on behalf of its customers to provide data feeds to EHRI.
- n. Electronic Official Folder (eOPF) System The eOPF system provides the capability of imaging current documents maintained in an employee's personnel folder thus allowing an agency and employee online access to this data. As new actions are processed, electronic files can be provided from the personnel and payroll systems used by an agency to update eOPF with the latest data for an employee. NFC provides these files to eOPF for the participating agencies that are pay rolled by NFC.

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

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

Access to National Finance Center (NFC):

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

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

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

Processing Time: 7 to 10 Days

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

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

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

- h. Block 14. Enter the system name: NFC (NOTE: if you have NFC ID already, type the system name you are requesting such as: FFIS or FDW in this block)
- i. Block 15. Enter the type of access: This depends on the system you are requesting, for trvl, Preparer, or authorizer etc....
- j. Block 16. Enter N/A
- k. Block 17. Enter the Action Requested: ADD
- I. Block 18. N/A
- m. Block 19. N/A
- n. Block 20. 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

							Control Number 0584-0532 irration Date: XX/XX/XXXX
	U.S.	Department of Agr	-				
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. Email ohn.Doe@fns.usda.gov		5	5. USDA E-	Auth ID, (if applic			
. Type of User (select one) Federal	7. 1elephone 555-555-121	1	Expiration	Date (if applicab	(e) 9. Tem	iporary Employee Ex	xpiration Date (if applicable
0. Company	11. Division			12. Department			
SDA	OIT			ISO			
3. Office (select one)		Address orporate Blvd				S	ulte#
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71W FNS-074 (08-09) Pre	vious editions of	osolete	S	BU			Pag

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

AD-1143 FORM INSTRUCTIONS

BLOCK NO.

- 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-114	13	1181	EPARTMENT OF AGRI	CIU TUDE		1. SYSTEM/APP	LICATIONA		
со	RPORA		EMS ACCESS RE		ORM	Check one or i	more and co d Cash Re Property Data Ware n Financia om Acquisitio	emplete the ap econciliation Automated ehouse al Information on System	
				6-1/2-lave		2. FFIS APPLICA		BER(S) (If App	licable)
3. USER'S	SSN (See In:	structions)	4. USER'S NAME (Last, fi	irst middle initial)	SHE FUND	y Act Statemer	10)		
for FFIS			Doe, John, T	- ci, imedio imilion					TITLE OR CONTRACTOR*
6. USER'S	MAILING AD	DRESS WITH Z					7. AGENC	Compute	r Specialist 8. OFFICE
300 Corp	Blvd. Rob	binsville, N.	08691			[
9. USER'S			00071		40 (1050)0		USDA/F		ISO
john.doe@	fns.usda.	gov				PHONE NUMBER 13 - 3232		11. MANAGE (234) - 34	R'S PHONE NUMBER
*See specia	al instruction	ns						(234)- 34	3 - 4232
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NAME C	HANGE	If Applicab	le		If Applica				
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					- AONTO	об БКЮлтурено			
19. USER'S C	PAIS ROLE	CORPO	RATE PROPERTY A	UTOMATED	INFORMA	TION SYSTEM	(CPAIS)	ACCESS	
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UMA Mar	nager Perso	onal							
			or modify role(s))						
			nd/or modify role(s))						
					21. SIGNATU	JRE OF UMA Manag	er for all Us	ers. (Sign and	(date)
						Electro	nic Form \	ersion Desi	gned in Adobe 8.1 Version

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25. USER'S SECURITY GROUP	FINANCIAL DATA WAREHOUSE (FDW) 26. USER'S SECURI	
☐ Payroll 🗵 Security	Analyze and Pro	
☐ Non-Payroll	Query and Analy	
	☑ Data model and	
		Analyze (Explorer)
	NTEGRATED ACQUISITION SYSTEM (IAS	NAOCIESS
20. OSER'S IAS ROLE (Check all that apply)		29. REQUISITION APPROVAL AMOUNT
Requisitioner	Receiver	
Requisition Approver	☐ Invoice Entry Clerk	\$1,000.00 30. ACQUISITION WARRANT AMOUNT
☐ Budget Approver	☐ Payment Approving Officer	SS. AGGISTION WARRANT AMOUNT
Commitment Error Manager	▼ Payment Approving Error Manager	\$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	
	THE PROPERTY OF THE PARTY OF TH	
32. PMA ROLES (Check one)	PART ROLES (Check one)	
Agency User	Agency User	BUDGET ROLES (Check one)
	Approving Official	Agency User
☐ Initiative Owner		Approving Official
Executive Officer	Mission Area Coordinator	Executive Officer
PMA Coordinator	Executive Officer	☐ OBPA Coordinator
	OBPA Officer	1
PMA Initiative(s):	PART Program(s): (Optional)	
	(Optional)	Agency(s):
Agency(s):	Agency(s):	
	Mission Area(s):	-
	(Required for Mission Area Coordinator only)	_
Vavae	MENT INITIATIVES TRACKING SYSTEM (
AUDIT TRACKING (Check one)	SUSTAINABILITY SCORECARD ROLES (Check one)	MIRSI/ACCESS
☑ Agency User		
Executive Officer and OIG Auditors	Approving Official	
Audit Follow-up Coordinator	Initiative Owner	
Agency(s):	Executive Officer	
Mission Area(s):		
	SSM Initiative(s):	.
	Agency(s) :	

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	GOVIRIP COM	
33. GovTrip.com Role ☐ Traveler ☑ Travel Arranger ☐ Approver ☐ Agency FATA	34. GovTrip TRAINING RECEIVED? (If yes, enter date completed)	35. GovTrip Agency APPROVER (Sign and date when action has been completed) Approver: Sign Here Date: 09/15/2010
36. SPECIAL INSTRUCTIONS I have read the automated information system applications described on this form. I understaminal prosecution.	SPECIAL INSTRUCTIONS USER ACKNOWLEDGEMENT as security rules and understand the security required that any violation of these rules may result in a	rements of the automated information systems and/or assiplinary action, removal from the agency/USDA, end/or
37. USER'S SIGNATURE 39. 40. DATE (Initiated or co	38. DATE BACKGROUND INVESTIGATION	
Jser's Manager - I certify this user has received ecurity instructions for the systems and/or applicated, and I approve his/her access to these symd/or applications and the associated user profile	ations	43. DATE
4. SECURITY ADMINISTRATOR SECURITY OFF. 6. SECURITY ADMINISTRATOR NOTES	cer Will Sign Here:	45. DATE
the furnishing of the SSN will enable USDA to ident for the information in the performance of their offici-	ify puthorized warm of HODAL	ecurity Number is authorized by Executive Order 9397 of Novemirty identify the employee. Many employees have similar names a nformation will be used by offices and employees who have a ne ISDA. Disclosure of your SSN and other information is mandato

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

NT USER NAME (First, MI, LAST): USER SIGNATU	JRE:	*LOGON ID:	NEW EXISTIN
S USER (Check One) REGION DRESS:	FIELD	FO or sate	ATION NAME (FNS Divisilite): NE NO. (Give Area Code &	
		E-MAIL A	DDRESS:	
	NDB SY	STEM ACCES	SACTION	
ACTION REQUESTED	NDB SYST	TEM	AI	PPROVAL FOR
Add User	RELEASEABLE DATA	4	INTE	RNAL USE ONLY
Remove User	_	JBMISSION TABASE (Future Usa		RE OF USER
	GREENSHEET YEAR-END	S	HQ Bin	No. =
MMENTS, JUSTIFICATIONS, SP	ECIFIC INSTRUCTIONS"			
ADDROVAL DISABBROY	AL DATE		APPRO	VAI S
APPROVAL DISAPPROV	TAL DATE	Signature of Sup	ervisor (Branch Chief or higher)	
		Signature of RA (Required for Internal	/ Deputy Administrator	Phone No.

^{*}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.

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

OMB Control Number 0584-0532 Expiration Date: XX/XX/XXXX U.S. Department of Agriculture - Food, Nutrition and Consumer Services **User Access Request Form** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of Information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0532. The time required to complete this information collection is estimated to average 10 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. User Information Middle Name 2. Title 3. Date of Request Doe John Computer Specialist 08/17/2011 4. Email John.Doe@fns.usda.gov 5. USDA E-Auth ID, (If applicable) 6. Type of User (select one) 8. Contract Expiration Date (if applicable) 9. Temporary Employee Expiration Date (if applicable) Federal 555-555-1212 10. Company 11. Division 12. Department USDA OIT ISO 13. Office (select one) Street Address 300 Corporate Blvd Suite # MARO State **ZIP Code** Robbinsville 08691 14. System Name 15. Type of Access 16. Form (applicable for FPRS) **IPAS** administrator/processor etc. 17. Action Requested 18. State/Locality Codes 19. Login ID (Agency use only) ADD 20. Enter SSN for new NFC access Only: 21. Enter Home ZIP Code for JP Morgan access Only: 22. Comments, Special Instructions (attach separate sheet if more space is needed) Add any additional Comments here! Privacy Act Statement The privacy act is stated for individuals requesting access to the National Finance Center (NFC). The authority in collecting this information is 5 U.S.C. 301. The use of the requesting person's Social Security Number (SSN) is for identification purposes only. Existing NFC users requesting modification or termination of access to the NFC are not required to provide their SSN. 23. User Acknowledgement (Users requesting system access must read, sign and date prior to submitting this form) I have read and understand the Privacy Act Statement and the FNCS Rules of Behavior. Decisions in personnel matters involving disciplinary action will be based on the assumption that I am familiar with the security requirements presented in these rules and I am aware of my obligation to abide by them. I understand that systems require security to protect user and system files from unauthorized access. I have completed this form to the best of my abilities. User Signature Print Name Date Approvals 24. a. Supervisor Print Name your Supervisor signs here Approve Phone Number b. System - Authorizing Officials Print Name The AO must sign here to grant you access Approve Phone Number c. Information Security Office Print Name Federal Security Officer signs here d. State Computer Security Officer (if applicable) Approve Date Signature To be Completed by IT Customer Support 25. Has the Security and Privacy Training been completed? X YES NO 26. Date Received 27. Person Receiving Request 28. Date Completed FORM FNS-674 (08-09) Previous editions obsolete

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

SBU

Sample FNS-739 IPAS FORM

Food and Nutrition Service Integrated Performance Accounting System (IPAS)

USER NAME: John Doe		USER LAN ID: jdoe
USER ADDRESS: 300 Sun	nmers St	USER PHONE: 666-545-4444
Robbinsville, NJ 08691		USER E-MAIL: john.doe@fns.usda.gov
		DEFAULT DOC. DEPT. fill in your dept numb
User Class	Title	
	Tille	Access Add (A)
Level #1	Society Administrator (US Oct.)	Add (A) Delete (D)
Level #9	Security Administrator (HQ Only)	
.evel #2	Functional Administrator (HQ Only Approval Processing Coordinator-	
_evel #3	Vendor Coordinator	Allow
Level #4	Report Management Administrator	- HO (HO Orth)
evel #5	Interface Coordinator/Special Proc	
_evel #6	Budget Supervisor (HQ Only)	cesses
evel #7	Inquiries	
evel #8	Budget Processor (HQ Only)	
evel #10		
evel #11	Processor Obligations (RO Only)	
evel #12	Processor A/R-RO (RO Only)	
evel #13	Processor Collections	
evel #14	Administrator/Supervisor (HQ Onl	(y)
.evel #15	Certifying Officer-A/P (HQ Only)	
evel #16	GAD/LOC Administrator-HQ (HQ	
evel #17	GAD/LOC Administrator-RO (RO	Only)
evel #18	GAD/LOC Processor	
evel #19	GAD/LOC Certifying Officer	
	GAD/LOC Closeout Administration	(HQ Only)
evel #20	A/P (HQ Only)	
evel #21	Future Use	N/A
evel #22	Processor-Year End (HQ Only)	
evel #23	Processor-A/R-HQ (HQ Only)	
evel #24	Approval Processing Trans	
evel #25	GAD/LOC Amendment Approval	
USINESS OBJECTS - IP	AS REPORT Writer	
omments:		
er's Signature:		Date
		Date:
er's Supervisors Signature:		Date:
AS System Security Administra	ator Signature:	Date:
anch Chief, Financial Policy &		
and one, Financial Folicy &	Systems/Division Director:	Date:
	Security Administrator	Update Only
pproved:	Dis	sapproved:
ate:		ile.
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omments:		
ccess requested must be hase	d upon the individual's work requirement. The	
onsidered when applying for se	curity access. For example, a processor for the	iser's access to a particular screen and the activity therein should to Collection Log should have "UNDELETE" capabilities to the ess to the data contained on this window. Whereas the same ble Entry window.
ollection Log window. This end	bles the user to have complete control and acce	ess to the data contained on this window. Whereas the same
	CONE OF INCOME TO CAPADILITIES TO THE RECEIVAN	DIE Entry window
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Travel Reporting and Integrated Projections System (TRIPS)

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

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

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

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

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

Processing Time: 24 to 48 hrs.

Please complete the 674 as described in the instructions below.

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

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

Sample 674 Form

Expiration Date: XX/XX/XXXX U.S. Department of Agriculture - Food, Nutrition and Consumer Services **User Access Request Form** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of Information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0532. The time required to complete this information collection is estimated to average 10 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. - User Information 3. Date of Request First Name 1. Last Name 2. Title Doe Computer Specialist 08/17/2011 5. USDA E-Auth ID, (if applicable) 4. Email John.Doe@fns.usda.gov 8. Contract Expiration Date (if applicable) 9. Temporary Employee Expiration Date (if applicable) 6. Type of User (select one) 7. Telephone 555-555-1212 Federal 11. Division 10. Company 12. Department USDA OIT 13. Office (select one) Street Address 300 Corporate Blvd Sulte # State Robbinsville 08691 16. Form (applicable for FPRS) 15. Type of Access 14. System Name OTHER Tester/User 19. Login ID (Agency use only) 17. Action Requested 18. State/Locality Codes Camden County 20. Enter SSN for new NFC access Only: 21. Enter Home ZIP Code for JP Morgan access Only: 22. Comments, Special Instructions (attach separate sheet if more space is needed) Create TRIPS Account Privacy Act Statement The privacy act is stated for individuals requesting access to the National Finance Center (NFC). The authority in collecting this information is 5 U.S.C 301. The use of the requesting person's Social Security Number (SSN) is for identification purposes only. Existing NFC users requesting modification or termination of access to the NFC are not required to provide their SSN. 23. User Acknowledgement (Users requesting system access must read, sign and date prior to submitting this form) I have read and understand the Privacy Act Statement and the FNCS Rules of Behavior. Decisions in personnel matters involving disciplinary action will be based on the assumption that I am familiar with the security requirements presented in these rules and I am aware of my obligation to abide by them. I understand that systems require security to protect user and system files from unauthorized access. I have completed this form to the best of my abilities. User Signature Print Name Date Approvals 24. a. Supervisor Print Name your Supervisor signs here Approve b. System - Authorizing Officials The AO must sign here to grant you access Print Name Approve c. Information Security Office Federal Security Officer signs here Approve d. State Computer Security Officer (if applicable) Approve To be Completed by IT Customer Support 25. Has the Security and Privacy Training been completed? X YES NO 26. Date Received 27. Person Receiving Request 28. Date Completed FORM FNS-674 (08-09) Previous editions obsolete SBU

OMB Control Number 0584-0532

National Information Technology Center (NITC)

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

Treasury Offset Program (TOP) Operations

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

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

Systems that require NITC access are:

- (1) **Management Initiatives Tracking System (MITS) -** MITS is an interactive, web-based 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
 - 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)

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			User	Informatie			
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Doe	John		T			Specialist	08/17/2011
4. Email John.Doe@fns.usda.gov			jdoe123		if applicabl		
Type of User (select one)Federal	7. Telephone 555-555-121		ct Expiratio	n Date (if i	applicable)	9. Temporary Employee Expire	ation Date (if applicable
10. Company	11. Division			12. Dep	rtment		
USDA	OIT			ISO			
13. Office (select one) MARO		Address orporate Blvd				Sulte	*
City Robbinsville		State	NJ		ZIP Cod 08691	e	
14. System Name		15. Type of Acc				6. Form (applicable for FPRS)	
NITC		New User				N/A	
17. Action Requested		18. State/Locali	ty Codes				
ADD		10. State/Locali	ty Codes			9. Login ID (Agency use only)	
20. Enter SSN for new NFC	access Only:			21 Enter	Home 7IP	Code for JP Morgan access C	inho.
or termination of access to the 23. User Acknowledgemen I have read and Decisions in per requirements principles.	t (Users reques understand the sonnel matters i esented in these t systems requir	al Security Num quired to provid ting system acc Privacy Act Stat nvolving discipli- rules and I am re security to pro-	e their SSN ess must re ement and nary action aware of motect user as	is for identi I. ad, sign an the FNCS I will be base y obligation	d date prior Rules of Bel ed on the as to abide by	havior. ssumption that I am familiar with	requesting modificatio
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Print Name <u>You</u> Phone Number b. System - Authorizin	ng Officials	Date		oprovals Sign	Approve inature		
Print Name <u>You</u> Phone Number b. System - Authorizin		Date		oprovals Sign	Approve	Deny Deny	
Print Name YOU Phone Number b. System - Authorizin Print Name The	ng Officials AO must sign	Date here to grant		oprovals Sign	Approve nature		
Print Name YOU Phone Number b. System - Authorizin Print Name The Phone Number c. Information Security	ng Officials AO must sign	Date Date	you acces	oprovals Sign	Approve nature		
Print Name YOU Phone Number b. System - Authorizin Print Name The Phone Number c. Information Security	ng Officials AO must sign	Date Date	you acces	Signal Si	Approve nature Approve nature	Deny	
Print Name YOU Phone Number b. System - Authorizit Print Name The Phone Number c. Information Security Print Name For	ng Officials AO must sign Office deral Security	Date Date Officer signs	you acces	Signal Si	Approve nature	Deny	
Print Name YOU Phone Number b. System - Authorizit Print Name The Phone Number c. Information Security Print Name Ference Phone Number	ng Officials AO must sign Office deral Security	Date Date Officer signs	you acces	Signal Si	Approve nature	Deny	
Print Name YOU Phone Number b. System - Authorizin Print Name The Phone Number c. Information Security Print Name Fer Phone Number d. State Computer Sec	ng Officials AO must sign Office deral Security	Date Date Officer signs	you acces	Signature Signat	Approve inature	Deny Deny	
Print Name YOU Phone Number b. System - Authorizin Print Name The Phone Number c. Information Security Print Name Fer Phone Number d. State Computer Sec	ng Officials AO must sign Office deral Security	Date Date Date Officer signs Date Date Date Date Date	you acces	Sky Sig	Approve nature Approve nature Approve nature	Deny Deny Deny	
Print Name YOU Phone Number b. System - Authorizit Print Name The Phone Number c. Information Security Print Name Fer Phone Number d. State Computer Sec Print Name Phone Number	ng Officials AO must sign office deral Security unity Officer (fi	Date Date Date Date Officer signs Date Tapplicable	you acces	Signature Signat	Approve nature	Deny Deny Deny	Date
Print Name YOU Phone Number b. System - Authorizin Print Name The Phone Number c. Information Security Print Name Fer Phone Number d. State Computer Sec	or Office deral Security	Date Date Date Officer signs Date applicable) Date To be Cor	you acces	Signature Signat	Approve nature	Deny Deny Deny	

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.

1. Last Name										Date: XX/XX/XXXX
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Sample for a WIC State user, including Confidentiality Statement

CONFIDENTIALITY STATEMENT Supplemental Nutrition Assistance Program (SNAP) Store Teaching and Rollemption Aubisystem (STARS)

To be completed by all non-FNS personnel requesting access to 5TARS, Anach in FNS-674, User Access Request Form.

1. Confidentiality of Information

Confidential information, for the purposes of this statement, means: (1) orderention or sints of a personal return, properties about an inclinidual, firm, private re-public corporation, or (2) information or data submitted by or permaning to an institution or ingenization, in (3) information which might (spirit special consideration with regard to the limiting of its disclinate where such release might injure the integrity of the Supplemental Notifien Assistance Program (SNAP) relation compliance monitoring and law enforcement activities.

II. Restriction against Disclusive

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 (landbook 70) "FNS Computer Security Palicy Handbook."

In the event of any uncertainty with regard to one proper handling of material, a weitten determination shall be requested from the PNS Computer Security Manager, Information Technology Division, to cover any release, a substance, dissemination, or publication Federal Regulations at 7CFR278.1(a) states, in part, — the contents of applications on other information farmished by firms, including information on their gross sales and food sales you may and their redemptions of coupons (The regulations at sowhere states that coupons also refer to electronically team/erred benefits), may not be used or disclosed to anytime except for purposes directly connected with the administration and enforcement of the (Supplemental Nearthin Assistance Program).

III. Safeguording Confidentiality

All personal and proprietary information will be kept physically secure and maintained in series confidence. This means that reasonable pressures will be taken to prevent access by unauthorized persons such as leaving materials ansecured in a work area. Confidential data will be destroyed when at it is a longer needed for the original purpose for which it was released.

IV. Notification

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

V. Ponnities

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

Disclosing the SNAP retailer store financial data curries additional penelries under Section 9 of the Food and Nutrition Act of 2008 and the Code of Federal Regulations section 278:1(q).

Disclassing information on individuals is printeded 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.

Signature: Date 1 - 1 | Date 1 | Dat

Signmure of the Approving FNS Representative: 3101 Park Center Drive, Room 418

Alexandria, VA 22302

Attn: Carole Miller or Shelly Pierce: Retailer Operations Branch

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

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

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

Processing Time: 24 to 48 hrs.

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

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

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

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

Sample FNS-674

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3. Type of User (select one	7. Telephone	8. Contract Expire	tion Date (if applicable	9. Temporary Employe	e Expiration Date (if applicat
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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
 - 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.
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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)

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

Appendix A:

Steps to Obtain Eauthentication Level 2 Access

Log onto the eAuthentication site:

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

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

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

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

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

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

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

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

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

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

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

New password requirements:

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

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

Appendix B

Authorizing Officials

NETGSS 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			
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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			
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Ralph King	MPRO	303-844-0182	Ralph.king@fns.usda.gov			
Nick Ranone	MPRO	303-844-0327	Nick.ranone@fns.usda.gov			

		T	
Charlene Grundhoffer	SWRO	214-290-9850	Charlene.grundhoffer@fns.usda.gov
Gwen Rodriguez	SWRO	214-290-9853	Gwen.rodriguez@fns.usda.gov
Bitosh Sinha	MWRO	312-353-2640	Bitosh.sinha@fns.usda.gov
Owen Daniels	MWRO	312-353-2796	Owen.daniels@fns.usda.gov
Karla.Godsey	WRO	415-705-1328 x243	Karla.godsey-crook@fns.usda.gov
Betty Phan	WRO	415-705-1328 x247	Betty.phan@fns.usda.gov
NETWORK SECURITY TOOLS AO'S			
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Rory Schultz	HQ	703-305-2244	rory.schultz@fns.usda.gov
, , , , , , , , , , , , , , , , , , , ,			
BDNA	Encase	Big Fix	
Nessus	SEP Mngt	SCCM	
	Console		
Solar Winds	Nitro	nCircle	
Brad Nix	HQ	703-305-2242	Brad.nix@fns.usda.gov
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	<u>.</u>		•
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Toscha Matthews Ronald.McKinnon	NERO SERO SERO	617-565-6483 404-562-1926 404-562-1922	Julie.larkin@fns.usda.gov Toscha.Matthews@fns.usda.gov Ronald.mckinnon@fns.usda.gov
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		Candy.mountjoy@fns.usda.gov
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•		Adam.Leyva@fns.usda.gov
		Leigh.Kearns@fns.usda.gov
WRO		Emerick.Konno@fns.usda.gov
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		Ann.Eubank@fns.usda.gov
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32.10	131 002 1040	Casty i oding Smoladda.gov
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	SWRO SWRO SWRO SWRO SWRO SWRO MPRO HQ HQ HQ WRO	SWRO 214-290-9893 SWRO 214-290-9923 SWRO 214-290-9873 SWRO 214-290-9831 MPRO 303-844-6522 HQ 703-305-2158 HQ 703-305-2139 HQ 703-305-2113 WRO 415-645-1929 WRO 415-645-1920 WRO 415-645-1916 WRO 415-645-1917 Office Location Phone Number MARO 609-259-5007 MARO 609-259-5152 NERO 617-565-6409 MWRO 312-353-1666 MWRO 312-886-4661 MPRO 303-844-0321 SWRO 214-290-9873 SERO 404-562-7046 WRO 415-705-1364 HQ 703-305-2473

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	Linda Clarke	Alexandria VA	Linda.clarke@fns.usda.gov	703-305-2727
TOP	Susan Beard	Alexandria VA	Susan.beard@fns.usda.gov	703-305-0239
	Mark Porter	Alexandria VA	Mark.Porter@fns.usda.gov	703-305-0901
WIC ME				
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	Linda Clarke	Alexandria VA	Linda.clarke@fns.usda.gov	703-305-2727
EDRS				
MOVE-IT	Paul Ruppi	SSB, MINN	Paul.Ruppi@fns.usda.gov	214-290-9854

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SERO	Peggy Fouts 404-562-1804	Donna Clifton 404-562-7054	Brenda Kuykendall 404-562-7044	Angela Miller Gregg 404-562-7038
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SWRO	Dwight Crudup 214-290-9920	Catrina Kamau 214-290-9929	Janet Davis 214-290-9905	Shamon Studmire 214-290-9949 Steven Wanderscheid Requires TDY Operator 214-290-9804
MPRO	Cheryl Kennedy 303-844-0353	Philip Fraley 303-844-0341	Sara May (S. Dakota) 605-269-1807	Tom Tinnin 303-844-0350
WRO	Dennis Stewart 415-705-2333	Lisa Kim 415-645-1914 Maribelle Balbes 415-437-8802	Lynn Sims 415-645-1935 Dawn Baker 415-633-5504	Clay Jones 415-645-1913

Lisa Giustozzi 703-305-2766 Tiffany Wilkinson 703-305-2805 Nick Manthos 703-305-2457 Dan Singer 703-305-2432

IT Project Mgrs. - John Coulter 612-370-3354 Jonathan Benett 703-305-2795 AcuSys (SNAP-QCS) - James Cordes 703-894-1300 x 2116

(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

FPRS Form Access Request (Attachment to FNS-674)

er Name				USDA eAuthentication II		Date of	Request	
ganizatio	on Name		The state of the s		11.01			
			Agency Code(s)		(Pleas	Access se Check Or	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						- a
	☐ 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						
	Project SNAP SNAP-46* SNAP-D SNAP-HIP SNAP-IP	SF-425		Only HQ Grants Mgmt. Can Post				
	SNAP-PART	SF-269A						
		SF-425		Only HQ Grants Mgmt, Can Post				
	☐ All EBTO1.EB	FNS-101		on, ne crane ngm. carros.				
		FNS-366B						
		FNS-388						
		FNS-388A						
		SF-269 (FS)						
	All FPKO1.FP	FNS-101						
		FNS-388						
		FNS-388A						
	All FSPO1 FS	FNS-101						
		FNS-250	+					
	Account	FNS-259						
		FNS-388						
		FNS-388A						
	T All GRHO1 GH	FNS-388						
	All GIVIOT.GIT	FNS-388A						
	and the second							
	T All DOOD4 CA	SF-269 (FS)						
	All PCOD1.CA	FNS-101						
		FNS-366A						
	- Company	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)						

			Samuel Common Co				Access Rights (Please Check Only ONE Per Row)			
	an and an and an		Agency Code(s) I				(Please		ly ONE Pe	r Row)
SNAP	Project	Form(s)	included in order access to State	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								
		FNS-366B								
		FNS-583								
		SF-269 (FS)								
		* If there is m	ore than one recond	iliation poin	t for FNS-46, pl	lease list the seven digit codes.	_			
					y Code(s)			Access	Rights	
		Carlotte State		(Agency C	Code(s) MUST	A The language and the	(Please	Check Or	ly ONE Pe	er Row)
SNP	Program Group	Program(s)	Form(s)	grant ac	ed in order to cess to State TO users.)	Access Restrictions	View	Data Entr	Certify	ost
All SNP	☐ All CN	CN	FNS-10							□ Post
		CN	FNS-13							
		CN	FNS-418							
		CN	FNS-44	-						
		CN	FNS-777	1						
		CN	FNS-777 SAE	-						
		CN	SF-269 (CN)							
		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			Only HQ Grants Mgm. Can Fost				
		CN-CACFP-CCW	1000	-		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				
		CN-DCV	SF-425			Only HQ Grants Mgmt. Can Post				
		CN-FFVP	SF-269A	-		Only HQ Grants Mgmt. Carl Post				-
		CN-FFVP	SF-425							
		CN-FFVP-ITO	SF-269A	-			-		-	
		CN-FSMI	SF-269A							
		CN-FSMI	SF-425			Colvido Conto Marris Con Post				
		CN-FSMI-FS	SF-425			Only HQ Grants Mgmt. Can Post Only HQ Grants Mgmt. Can Post				
		CN-FSMI-GE	SF-425	-						
		CN-FSMI-PSUS	SF-425	-		Only HQ Grants Mgmt. Can Post				
		CN-HFC	SF-425			Only HQ Grants Mgmt. Can Post				
	and the second	CN-NSLP	FBCI	-		Only HQ Grants Mgmt. Can Post				
		CN-NSLPE	SF-425	-					-	-
		CN-NSLPE CN-SBP	FBCI							
		CN-SFSP	FBCI	1	·····					****
		200	SF-425					_		
		CN-SFSP				Only HQ Grants Mgmt. Can Post				
		CN-SFSP-HDFB	SF-425			Only HQ Grants Mgmt. Can Post				
		CN-SFSP-SNAP	SF-425			Only HQ Grants Mgmt. Can Post				
	Water African	CN-SFSP-WIC	SF-425			Only HQ Grants Mgmt. Can Post				
	1100	CN-TN	SF-269A SF-425			Over the County Have the County				
Revised M		- Total 114	320			Only HQ Grants Mgmt. Can Post				Page 2 of

CNID	Broom C	Drogram/a)	East-/-)	Agency Code(s) (Agency Code(s) MUST		(Please	Access Check On		r Row
SNP	Program Group	Program(s)	Form(s)	be included in order to grant access to State and ITO users.)	Access Restrictions	View	Data Entr	Certify	Post
		NET	FNS-42						Г
	N-100-100-100-100-100-100-100-100-100-10	NET	FNS-665						Ē
		NET	SF-269L						Ē
	☐ All CSFP	CSFP	FBCI						
		CSFP	FNS-153						F
		CSFP	FNS-191						
		CSFP	SF-269A						Ē
	Name Annual Annu	CSFP	SF-425						Ē
		CSFP-SUP	FNS-153						
		CSFP-SUP	SF-269A						Ē
	☐ All FD	FD	FNS-706-1 (CI)						
		FD	FNS-706-1 (SC)						Ē
		FD-D	FNS-292					- i	
		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		Only HQ Grants Mgmt. Can Post				
	All FDPIR	FDPIR	FNS-101		Only Tig Claric signit. Carr Car				
		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		Oals UO Coaste March Coa Boot				
		FS-CINF	SF-425		Only HQ Grants Mgmt, Can Post				
	All NSIP/NPE	NSIP/NPE	FNS-586A		Only HQ Grants Mgmt. Can Post				
		NSIP/NPE	FNS-586B						
	amount of the second	NSIP/NPE	SF-269A						
	☐ All SFMNP	SFMNP	FNS-683A						-
		SFMNP	SF-269A						
	All WIC	WIC	BFDLA						
	L All WIG	WIC	FBCI						
	Accompany	WIC	FNS-191						L
	monopolis de la constanta de l	WIC	FNS-227/227A						Г
		WIC	FNS-498						
		WIC	FNS-648						
	Prisoner and Priso	WIC	FNS-654						
	The state of the s	WIC	FNS-798/798A						
	***************************************	WIC	SF-269 (WIC/CSFP						[
	- Commission of the Commission			1					-
		WIC-BF-BONUS	SF-425						
		WIC-BFPC	SF-269A	ļ					
		WIC-BFPC	SF-425						
		WIC-CDC	SF-269A						[
		WIC-EBT	SF-269A						[
		WIG-EBT	OF-420						Page

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			O			
	may a mark a	WIC-INF	SF-425						
	obdomination of the control of the c	WIC-INF.SAM	SF-269A						
	name of the second	WIC-INF.SAM	SF-425						
	donous le la company de la com	WIC-S2S	SF-269A						
		WIC-S2S	SF-425						
		WIC-SAM	SF-269A						
		WIC-SAM	SF-425						
		WIC-SPG.CONC	SF-269A						
	de provincia de la composito d	WIC-SPG.CONC	SF-425						
		WIC-SPG.FULL	SF-269A						
		WIC-SPG.FULL	SF-425						
		WIC-TECH-MIS	SF-425						
		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	e: WIC FNS-191 ar		-FMNP SF-269L for 1997 and	d prior vears may only be en				
				Agency Code(s)			NAME OF TAXABLE PARTY.	Rights	
Recovery		Program(s)	60,000	(Agency Code(s) MUST be included in order to grant access to State and ITO users.)	Access Restrictions	(Pleas	(Please Check Only ONE Per Row)		
Act	Program Group		Form(s)			View	Data Entr	Certify	Post
All RA	RA-SNAP	RA-SNAP	SF-269 (FS)						
	RA-TEFAP	RA-TEFAP	FNS-667						
	RA-CN-NSLP	RA-CN-NSLP	SF-425						
	RA-FDPIR	RA-FDPIR	SF-425						
	RA-WIC-CFOOD	RA-WIC-CFOOD	SF-425						
	RA-WIC-CNSA	RA-WIC-CNSA	SF-425				1 =		
	RA-WIC-EBT	RA-WIC-EBT	SF-425						
	RA-WIC-MISC	RA-WIC-MISC	SF-425						
	RA-WIC-SAM	RA-WIC-SAM	SF-425	1			17	ī	I
				APPROVALS					
Date		Officials					Phone N	lumber	
		HQ or Regional	Deputy Informat	ion Systems Security Offi	cer				
		Authorizing Off	ical of System - F	PRS		***************************************			
Date Received		Person Receiving Form					Date Completed		
Revised Ma	- 07 0044								Page 4 of
revised Ma	1V Z I . ZU I I								auc 4 01

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
AO
AO-ASU
AO-SI
AO-SI
AO-ASU
AO-SI

CCO Chief Communications Officer CCO-CD Communications Division

CCO-EGAD External and Governmental Affairs Division

CND 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 Policy and Program Development Division CNPP Center for Nutrition Policy and Promotion CNPP-ONGA Office of Nutrition Guidance and Analysis

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 SNP Division

MPRO Mountain Plains Regional Office

MPRO-GMAS Office of Grants Management and Administrative Services

MPRO-RCO Regional Communications Office

MPRO-SNAP SNAP Division MPRO-SNP SNP 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

OPS-SNPRAD SNP Research and Analysis Division
ROS Retailer Operations and Support
ROS-OEM Office of Emergency Management

ROS-OSS Office of State Systems
ROS-ROD Retailer Operations Division
SERO Southeast Regional Office

SERO-FM Office of Grants Management and Administrative Services

SERO-PA Regional Communications Office

SERO-SNAP SNAP Division SERO-SNP SNP Division

SNAP Supplemental Nutrition Assistance Program

SNAP-ASU Administrative Support Unit

SNAP-PAAD Program Accountability and Administration Division

SNAP-PDD Program Development Division

SNAP-RPMD Retailer Policy and Management Division SNAS Supplemental Nutrition and Safety Programs

SNAS-FDD Food Distribution Division SNAS-OFS Office of Food Safety

SNAS-SFPD Supplemental Food Program Division

SWRO Southwest Regional Office

SWRO-GMAS Office of Grants Management and Administrative Services

SWRO-RCO Regional Communications Office

SWRO-SNAP SNAP Division SWRO-SNP SNP Division

WRO Western Regional Office

WRO-GMAS Office of Grants Management and Administrative Services

WRO-RCO Regional Communications Office

WRO-SNAP SNAP Division WRO-SNP SNP Division