

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice IRM-473

For: State and County Offices

Master Reference Table Data Steward Application (MRTWI)

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

Prior to the end of September, FSA State and County Office users had the ability to update the FSA office name and mailing address, using the County Office Control Table Maintenance Application (CTM) on the AS400/S36.

With the AS400 decommission process shutting down AS400 data feeds, MRT was no longer receiving updates from the CTM data to maintain the FSA mailing addresses. MRTWI is a web application that provides MRT data stewards with the ability to view and update MRT data. This new service will allow the continued maintenance of the FSA State and County Office name and mailing addresses by FSA State and county users.

A new feature has been added to the MRTWI application that allows State and County Office users to view and update the State and County Office name and mailing address. This is the only feature that is needed to maintain the mailing address.

B Purpose

This notice provides:

- instructions on accessing the MRTWI application
- a description of the functionality available in MRTWI for State and County Office name and mailing address maintenance
- training documentation information.

Disposal Date	Distribution
November 1, 2016	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts

If there are questions about this notice, State Offices shall contact the appropriate offices according to the following table.

Issue	Contact
Software-related problems	National Help Desk at 800-255-2434 or 816-926-1552
Polices in this notice	<p>Paul Sperling by either of the following:</p> <ul style="list-style-type: none">• e-mail at Paul Sperling@kcc.usda.gov• telephone at 816-926-2148 <p>Jayne Fern by either of the following:</p> <ul style="list-style-type: none">• e-mail at Jayne.Fern@kcc.usda.gov• telephone at 816-926-6641.

2 Using MRTWI in the State and County Offices

A Login to Web Site

Users can access the MRTWI web site on the FSA Intranet Application Page at <http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp> The following page will be displayed.



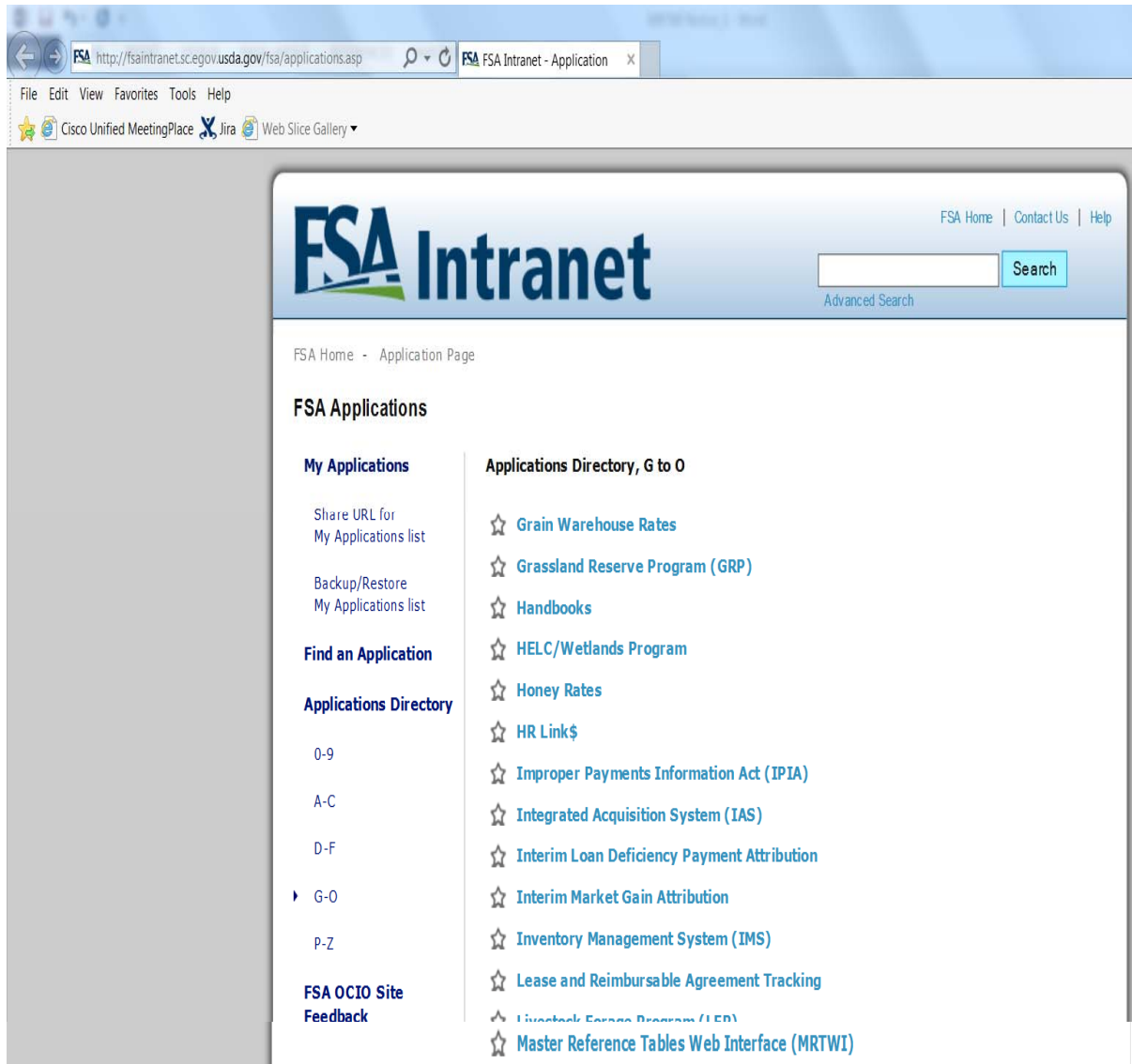
CLICK “G-O” under “Applications Directory”, on the left navigation panel.

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2 Using MRT Data Steward Application in the State and County Offices (Continued)

A Login to Web Site (Continued)

The Applications Directory, G to O page will be displayed. CLICK the “**Master Reference Tables Web Interface (MRTWI)**” link to access the application.



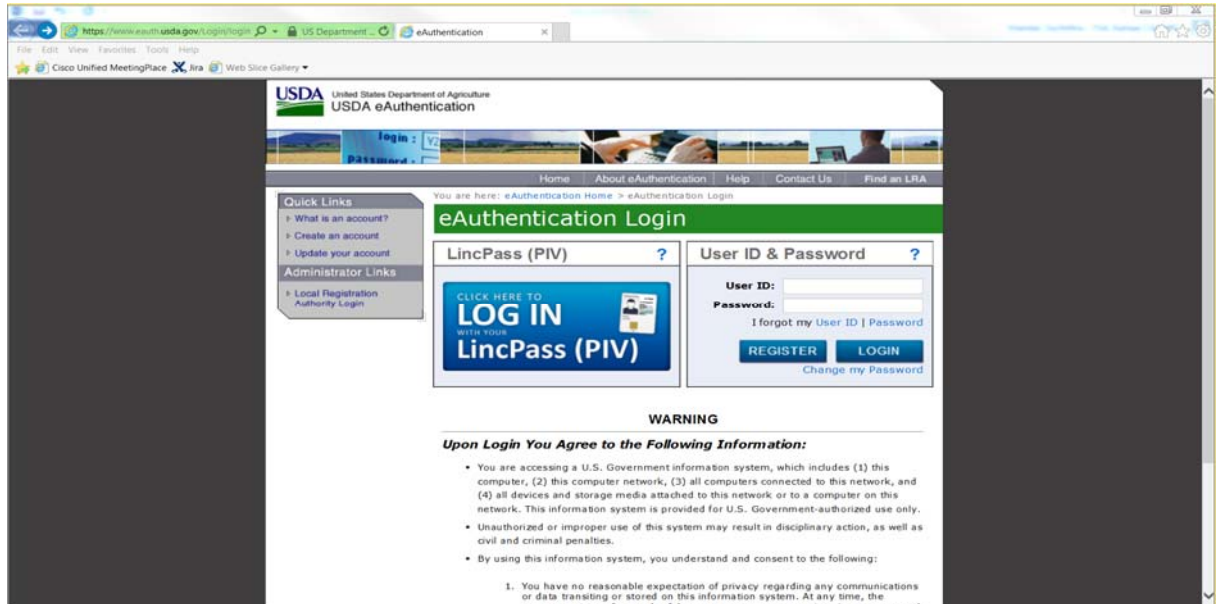
Note: As an alternative, the web site address for MRTWI is **https://intranet-apps.fsa.usda.gov/mrt/DataSteward/viewMrtwiHome.do?actionRequested=doViewHome**.

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2 Using MRT Data Steward Application in the State and County Offices (Continued)

A Login to Web Site (Continued)

County Office employees must have a valid eAuthentication user ID and password to login to the MRTWI web site. The following screen will be displayed for users to enter their eAuth user ID and password.



The screenshot displays the USDA eAuthentication Login page. The page header includes the USDA logo and the text "United States Department of Agriculture USDA eAuthentication". The main content area features a "eAuthentication Login" section with two primary login options: "LincPass (PIV)" and "User ID & Password". The "LincPass (PIV)" option includes a "LOG IN" button. The "User ID & Password" option includes fields for "User ID:" and "Password:", a "REGISTER" button, a "LOGIN" button, and a "Change my Password" link. A "WARNING" section is located below the login options, stating "Upon Login You Agree to the Following Information:" and listing several points regarding the use of the system. The page also includes a "Quick Links" sidebar on the left with links for "What is an account?", "Create an account", "Update your account", and "Administrator Links".

B Functionality Available in MRTWI

All State and County Office users will have the ability to view and update the FSA State and County Office name and mailing address. A FSA-13A will **not** be required. The mailing address consists of:

- mailing address line
- city name
- State abbreviation
- ZIP Code.

C Training Materials

Training materials will be posted on the DAFO training site at <http://intra4.fsa.usda.gov/fsatraining/>.