UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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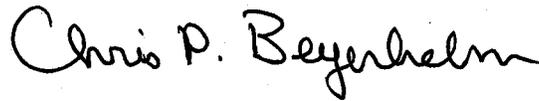<tr><td>**Notice IRM-479**</td></tr>
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For: FSA Employees and Contractors

Revised FSA-13-A, System Access Request Form

Approved by: Associate Administrator for Operations and Management

Chris P. Beyerhelm

1 Overview

A Background

The FSA-13-A has been revised and redesigned to be a business centric form. The new design removes the need to know technical system, application and role details. Several job aids to facilitate completing the revised form are also available. The new form and job aids are effective October 1, 2016. FSA will discontinue use of **all** previous versions of the FSA-13-A on the effective date.

Note: Certain service providers, systems and applications require submitting specialized forms in addition to FSA-13-A. This notice does **not** obsolete, prohibit, or supersede use of those forms.

> **Example:** AD-1143 for NFC corporate systems and EmpowHR.

B Purpose

This notice:

- announces the revision and redesign of the FSA-13-A (Exhibit 1)

- obsoletes **all** preceding versions of the FSA-13-A

- explains USDA and FSA prerequisites that **must** be met before access is granted to new personnel

- clarifies general access request procedures

- reviews responsibilities

- describes use of the Access Cross Reference Table

- provides links to available resources supplementary to the revised forms.

Disposal Date	Distribution
April 1, 2017	All FSA Employees and Contractors; State Offices relay to County Offices

2   Prerequisites for New Systems Access

    A   Basic Information Security Awareness Training

        Basic USDA Information Security Awareness and Rules of Behavior Training must be completed for all new personnel before enabling systems access.

    B   Approval to Work

        FSA approval to work (issued by the Deputy Administrator for Management, Emergency Preparedness Division) must be provided for all new personnel before enabling systems access.

        Note: These prerequisites are in accordance with federal law, USDA regulations, and FSA policy.

3   General Guidance for Systems Access Requests

    A   New Hire Access

        When requesting additional systems access privileges for a new hire to support their position responsibilities, the supervisor or contracting officer representative (COR) **must**:

- determine the access required for the roles and responsibilities of the new person

- complete all required fields (as marked with an asterisk) on the FSA-13-A

- select (checkmark) the boxes corresponding to the roles and responsibilities of the new person on the FSA-13-A

- sign and submit the FSA-13-A according to the following:

  - if located in a field office submit to the State Office, security liaison representative (SLR)

  - if located in Washington, DC; Kansas City, MO; St. Louis, MO; or Salt Lake City, UT submit to the Information Security Office (ISO), Access Management Team at **esc.am@kcc.usda.gov**.

        Note: Initial access (that is network, e-mail address and VPN) is provisioned during the onboarding process and does not need re-requested by the supervisor or COR.

3   General Guidance for Systems Access Requests (Continued)

B   Modifications to Access

When requesting additional access or modifications (including removal) of access, a new FSA-13-A must be submitted when an addition or modification is needed.

If the access has been incorrectly provisioned, the FSA-13-A does not need to be resubmitted as long as the approved request for the access was received by ISO. Contact the ISO, Access Management Team at **esc.am@kcc.usda.gov** or 1-800-255-2434 Option 2 for assistance.

Note: If the person is leaving FSA, follow guidance in subparagraph C.

C   Separating Personnel – Deletion of Accounts

When FSA employment or contract work ends such as through termination or separation, the supervisor or contracting officer representative (COR) **must** request that systems access be removed by submitting any of the following documents to the ISO, Access Management Team:

- all offices: SF-52 or FSA-13-A
- Washington, DC: AD-1106 FSA
- Kansas City, MO; St. Louis, MO; and Salt Lake City, UT: AD-1106 KC APFO.

Note: ISO conducts compliance reviews to identify personnel that have left FSA and will take action to ensure that access is appropriately removed.

4   Responsibilities

A   SLR's, Supervisors, and COR's Responsibilities

SLRs, supervisors, and COR's are responsible for:

- maintaining electronic or paper copies demonstrating that systems access requests have been approved by an authorized official

- ensuring that mandatory basic USDA Information Security Awareness and Rules of Behavior Training is completed for all new personnel before requesting systems access

- ensuring the FSA approval to work has been completed and approved for all new personnel before requesting systems access.

4   Responsibilities (Continued)

B   ISO Responsibilities

ISO is responsible for:

- processing all systems access requests.

- confirming basic USDA Information Security Awareness and Rules of Behavior Training and FSA approval to work have been documented before enabling systems access

- submitting systems access requests to the appropriate service providers for additional processing when needed (for example NFC, NITC, CTS, etc.)

- maintaining electronic or paper copies demonstrating that systems access requests have been approved by an authorized official

- notifying requestors (for example SLR's, supervisors, COR's, etc.) of request completion progress

- conducting compliance reviews of a sample of applications periodically to determine which personnel have access to systems

- removing access to systems when the access has been compromised or is no longer being used

- maintaining the Access Cross Reference Table which maps system privileges to business roles and responsibilities (that is, positions).

5   Additional Information

A   Access Cross Reference Table

The Access Cross Reference Table identifies the basic access each personnel type (for example employee, contractor or affiliate) receives inherent to their position's roles and responsibilities.

When more or less access is needed, other than the basic access identified on the table, an FSA-13-A must be submitted to request that access be added or removed.

B   Location of Available Resources

The revised FSA-13-A, Guide for Completing the FSA-13-A Request Form, Access Cross Reference Table and other job aids are all available on the ISO website at **https://sharepoint.apps.fsa.usda.net/iso/public/Wiki%20Pages/Forms.aspx.**

The form is also available electronically on the FSA Internet at **http://inside.fsa.usda.gov**. Click the "Employee Forms" link.

5   Additional Information (Continued)

C   Contact Information (Continued)

For questions about this notice, contact the FSA Information Security Office by either of the following:

- telephone: 1-800-255-2434
- e-mail: **security@kcc.usda.gov**.

Example of FSA-13-A

This form is available electronically.

FSA-13-A (10-01-16)	**U.S. DEPARTMENT OF AGRICULTURE** Farm Service Agency **SYSTEM ACCESS REQUEST FORM**	1. USER TYPE* ☐ Permanent Employee ☐ Temporary Employee ☐ Contractor ☐ Other *(i.e. Intern, Volunteer)*:

INSTRUCTIONS: When complete please submit to FSA Information Security Office by fax 877-828-2051 or email ESC.AM@kcc.usda.gov. State and County offices send to SLR.

NOTE: For assistance please call FSA Information Security Office, 1-800-255-2434 Opt 2. Required fields are indicated with *.

PART A - USER INFORMATION

2. NAME * *(Last, First, MI)*	3. AGENCY/ORGANIZATION/OFFICE *

4. DUTY STATION *	5. EMAIL ADDRESS	6. PHONE *NUMBER* *(Including Area Code)*

7. REQUEST TYPE *

☐ **New Hire** *(Initial Access)*   ☐ **Modify Access**   ☐ **Separation - Effective Date**: [Date]

☐ **Short Term Access** *(i.e. Assisting another Office, jump team)*:   **Access Start Date**: [Date]   **Access End Date**: [Date]

8. **ADD ADDITIONAL OFFICE(s):**

9. **LOCATION OR AGENCY TRANSFER** From: To:	10. **POSITION CHANGE** From: To:

PART B – REQUEST ACCESS *(Check all that apply)*

11. FARM PROGRAM *(County)*:	12. FARM PROGRAM Chief/Specialist *(State)*:	13. FARM LOAN:
☐ Program Technician (PT) ☐ Administrative ☐ Farm Storage Facility Loan ☐ Price Support ☐ County Operations Trainee (COT) ☐ County Executive Director (CED) ☐ Acting ☐ GIS Disaster (Edit Folder)	☐ Compliance ☐ Conservation ☐ Farm Records ☐ Farm Storage Facility Loan ☐ Livestock ☐ NAP ☐ Payment Limitation/Eligibility ☐ Price Support ☐ Production Adjustment ☐ TAP	☐ Program Technician (PT) ☐ Loan Analyst/Operations Trainee (FLOT) ☐ Officer (FLO)/Senior Officer (SFLO) ☐ Manager (FLM) ☐ Appraiser ☐ State Office Chief/Specialist
14. EXECUTIVE	15. ADMINISTRATIVE *(State/Large Office)*	16. ADDITIONAL *(State/Large Office)*
☐ GIS Specialist ☐ Outreach Coordinator ☐ County Operations Reviewer (COR) ☐ District Director (DD) ☐ Administrative Officer (AO) ☐ Executive Officer ☐ State Executive Director (SED)	☐ Budget ☐ Contracting ☐ Leasing ☐ Payroll/Time & Attendance (Admin) ☐ Personnel Processing ☐ Procurement ☐ Property ☐ Travel	☐ Civil Rights/EEO ☐ County Office Committee Elections ☐ Freedom Of Information Act (FOIA) ☐ Security Liaison Representative (SLR) ☐ Webmaster ☐ Position Title *(Specify)*:

Example of FSA-13-A (Continued)

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PART B - REQUEST ACCESS *(Continued from Page 1)*

17. SUPERVISORY *(Large Office)*:	18. INFORMATION TECHNOLOGY:	19. SPECIALIZED *(National/Large Office)*:
☐ Director/ Deputy Director	☐ Application/ Software Development	☐ Accounting/Financial
☐ Chief (Branch/Office/Section)	☐ Architecture	☐ Aerial Photography/Imagery
	☐ Modeling	☐ Commodities
	☐ Data Management	☐ Contracting
	☐ Information Security	☐ Contracting Officer Representative
	☐ Operations	☐ Personnel Security Specialist (EPD)
	☐ System Administration	☐ Warehouse Examiner
	☐ Testing	☐ Position Title (Specify):
	☐ Web Services	

20. ADD

21. REMOVE

22. COMMENTS/JUSTIFICATION

PART C - APPROVING OFFICIAL

Approving Officials (e.g. Supervisor, COR, etc) must ensure that the mandatory Information Security Awareness, Rules of Behavior Training (ISA/ROB), applicable application training and the FBI National Criminal History Check (i.e. fingerprint results) are completed and approved for every new user. If the ISA/ROB or SAC is not completed, access will not be granted. If the applicable application training is not completed, access to the specific system will not be granted before completion.

23A. SUPERVISOR/APPROVING OFFICIAL NAME AND TITLE	23B. SIGNATURE *	23C. DATE APPROVED * (MM-DD-YYYY)

PART D - ALTERNATE POINT OF CONTACT

24A. ALTERNATE CONTACT NAME	24B. ALTERNATE EMAIL	24C. PHONE NUMBER *(Including Area Code)*

SECURITY USE ONLY (ACTIONS, COMMENTS, DATES)