

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice MIDAS-16

For: State and County Offices

MIDAS Organizational Structure (ORG)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

ORG is comprised of FSA's geographic units, positions, and employee assignments. Employee data is used to create an employee relationship within the Business Partner software and links the employee's user account to the proper position and office location assignments within ORG.

As updates are made within EmpowHR and Extensible Authorization System (EAS) source systems, a nightly file will be generated to apply employee changes to MIDAS through the I-023 interface.

B Purpose

This notice provides State and County Offices detailed information on how:

- the employee's position and office locations are maintained within MIDAS
- to identify and/or correct source data errors used to maintain employee's assignments
- to request an employee to be acting CED, DD, or SED.

Disposal Date	Distribution
August 1, 2014 3-27-14	State Offices; State Offices relay to County Offices

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2 ORG Details

A ORG Components

ORG is comprised of 3 components, as follows:

- **geographical units**, depicting FSA's organizational hierarchy where:
 - Field Offices are identified by the State and county names (for example, Autauga County - AL) and FSA State and county codes (for example, "01001")
 - physical office locations are established under the applicable FSA State and County Office and identified by Office Information Profile (OIP) Code (for example, "AUTAUGA CO, AL" OIP code is "60001")

Note: An OIP Code may be associated with 1 or more FSA County Offices (for example, OIP Code "60001" services Autauga and Chilton, AL).

- **positions**, where the combination of the employees' official occupational series and job title crosswalks the employee to 1 of the standard MIDAS position assignments (for example, CED, PT, or FLO)

Note: Initially, different PT positions were defined for FLP, GS and CO employees.

- The different PT positions were created on the bulk load using data **not** included in the nightly I-023 interface.
- With an inability to crosswalk the proper PT position, employees continued to be assigned with the incorrect or both PT GS and CO positions within ORG.
- Both PT's have identical MIDAS access. To simplify ORG maintenance, existing PT's will be converted into and maintained by a single PT position targeted to be deployed in April 2014.
- Similar crosswalk issues exist with other MIDAS standard positions (for example, FLO and SFLO) and will be corrected in the future.

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2 ORG Details (Continued)

A ORG Components (Continued)

- **employees.**

Updates made within the EmpowHR and EAS source systems are provided as a nightly I-023 interface to maintain the employee's Business Partner record, link the employee to their user account, and link the employee's position with location assignments within MIDAS.

- EmpowHR provides the following data elements:
 - name
 - official position title (crosswalks to MIDAS position)
 - status (for example, "Active", "Terminated", "Retired", etc.)
 - employee's work e-mail address.
- EAS provides the employee office assignments; that is OIP codes.

State Offices submits Electronic Repository for Security Requests (ERSR) to update the OIP assignments.

B I-023 Interface Validated Employee Data

Employee data is validated during the I-023 interface processing to determine the required updates in MIDAS, as follows.

IF the employee's status is...	THEN processing logic...
"Deceased", "Terminated", or "Retired"	removes the employee's: <ul style="list-style-type: none">• position assignments in ORG• role/relationship within Business Partner• MIDAS access.

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2 ORG Details (Continued)

B I-023 Interface Validated Employee Data (Continued)

IF the employee's status is...	THEN processing logic...
"Active"	<p>will verify the following:</p> <ul style="list-style-type: none">• employee's e-mail address, and if:<ul style="list-style-type: none">• "Null" or "Invalid", employee update fails with an error logged• "Valid", processing continues for the employee• MIDAS position (cross-walking the employee's occupational series and job titles), and if:<ul style="list-style-type: none">• "Undetermined", update fails with an error logged• "Determined", processing continues for the employee• employee's OIP assignments, and if:<ul style="list-style-type: none">• missing or incorrect (for example, closed office), update fails with an error logged• determined, processing continues for the employee.

ORG has the following:

- **position** created for each OIP code, and if the position is:
 - missing, then employee update fails and error logged
 - present, the processing continues for the employee
- **employee** assignments, and if assignments are:
 - not present, the I-023 interface will establish role/relationship within Business Partner, link the employee's user access, and assign the employee under the MIDAS position for the office assignments requested
 - present, the I-023 interface will compare and apply updates based on the position/geographical unit assignments requested.

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2 ORG Details (Continued)

B I-023 Interface Validated Employee Data (Continued)

Note: DD's required customized ORG assignments allowing escalated workflows for only their associated counties to be received. The I-023 interface does **not** perform any updates for DD's. State Offices supplied DAFO with the DD assignment spreadsheet used to initially load ORG in September 2012. DD assignment updates **must** be coordinated with DAFO and provided to the ORG maintainer to be manually updated. State Offices shall provide data according to the following table to Trina Brake, DAFO, by e-mail to trina.brake@wdc.usda.gov for ORG maintainer coordination.

State	DD Name	Fund Center	County FIPS Code	County Name	County OIP Code
Texas	Joe Smith	FA55048027	48027	Bell	65724
		FA55048099	48099	Coryell	65822
		FA55048309	48309	McLennan	66080

C New Employee MIDAS Access

New employees requiring MIDAS access:

- shall submit access request on FSA-13A/FP1 forms located at <https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/MIDAS%20-%20Requesting%20Access.aspx>
- **must** complete the following MIDAS training loaded in AgLearn:
 - “FN100 Introduction to MIDAS”
 - “FN200 Basic Navigation of MIDAS”
 - “BP301 MIDAS Business Partner View”
 - “FN220 Managing the MIDAS Universal Worklist”
 - “FN240 Basic Navigation of GIS in MIDAS”
- **must** have data sent to MIDAS from EmpowHR and EAS through the I-023 interface.

D Acting Employee MIDAS Access

When an employee is acting in the **same** official position, access can be assigned in MIDAS.

Example: CED in “County A” is acting CED for “County B”. The MIDAS assignment can be triggered by adding the additional OIP code in ERSR for “County B”.

When an employee is acting in a **different** position temporarily and there is no SF-52 created, there is **not** an automated assignment method for MIDAS. CED shall:

- submit FSA-13A/FP1 requesting an acting role for CED that would be “Grantor Process Manager” role
- notify the ORG maintainer to manually apply the acting employee to the acting position.

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2 ORG Details (Continued)

E Example ORG Components

The following screen print is an example of ORG components.

Unit Name	FSA Code	Position	Start Date	End Date	Status
Farm Service Agency	FSA	O 50000001	0005000003	11/14/2013	Unlimited
Commodity Operations	DACO	O 50000002	0005000004	11/14/2013	Unlimited
Farm Programs	DAFP	O 50000003	0005000005	11/14/2013	Unlimited
Field Operations	DAFO	O 50000004	0005000006	11/14/2013	Unlimited
National Office	105917	O 50075133		11/19/2013	Unlimited
Analyst	AN	S 50080002		11/19/2013	Unlimited
Division Deputy Director	DDD	S 50081964		11/19/2013	Unlimited
Environmental Specialist	ES	S 50081965		11/19/2013	Unlimited
Field Assistant	FA	S 50082167		11/19/2013	Unlimited
NO ROLE	NOROLE	S 50083364		11/19/2013	Unlimited
National Specialist	NS	S 50084898		11/19/2013	Unlimited
Program Technician GS	PTG	S 50086333		11/19/2013	Unlimited
State Executive Director	SED	S 50087060		11/19/2013	Unlimited
State Farm Loan Specialist	SFL	S 50087347		11/19/2013	Unlimited
Senior Farm Loan Officer	SFL	S 50087529		11/19/2013	Unlimited
State Specialist	SS	S 50087990		11/19/2013	Unlimited
ALABAMA S	01000	O 50070001		11/19/2013	Unlimited
Autauga County - AL	01001	O 50070002		11/19/2013	Unlimited
AUTAUGA CO, AL	60001	O 50073194		11/19/2013	Unlimited
County Executive Director	CED	S 50081335		11/19/2013	Unlimited
NO ROLE	NOROLE	S 50084144		11/19/2013	Unlimited
Program Technician GS FLP	PTG	S 50086314		11/19/2013	Unlimited
Baldwin County - AL	01003	O 50070003		11/19/2013	Unlimited
Barbour County - AL	01005	O 50070004		11/19/2013	Unlimited
Bibb County - AL	01007	O 50070005		11/19/2013	Unlimited
Blount County - AL	01009	O 50070006		11/19/2013	Unlimited
Bullock County - AL	01011	O 50070007		11/19/2013	Unlimited
Butler County - AL	01013	O 50070008		11/19/2013	Unlimited
Calhoun County - AL	01015	O 50070009		11/19/2013	Unlimited
Chambers County - AL	01017	O 50070010		11/19/2013	Unlimited

Details for Organizational unit AUTAUGA CO, AL					
Attribute Maintenance Scenario: Sales					
Obj. Permitted in Determination: Consistency					
Description	Exclu...	Default	Inher...	Value	Value to
Division	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AG	
Distribution Channel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AG	

In this example's State and County geographic assignments, the Alabama State Office is identified by its FSA Code, "01000".

Nested under Alabama State Office are the County Offices. "Autauga County -AL" is displayed first and is identified by FSA Code "01001". Nested under county "01001" is a physical office assignment displayed as "AUTAUGA CO, AL" and identified by OIP code "60001".

All counties will be listed under their State and have a leading arrow or dot. An arrow indicates the presence of a physical office location, depicted by its OIP code, where employee assignments are maintained. A dot indicates the county does **not** have a physical office location and is served by in a different county location.

Note: Each State Office will have a physical office OIP assignment. In this example, **no** State Office physical office OIP assignment is displayed.

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2 ORG Details (Continued)

E Example ORG Components (Continued)

“Autauga County - AL” “01001”, expanded in the following screen print example, displays the physical County Office “AUTAUGA CO, AL” “60001”. The standard MIDAS postions will vary by office based on the employees working in each location.

Assignment Plan (CRM)	Code
▼ <input type="checkbox"/> USDA Organizational Structure	USDA
▼ <input type="checkbox"/> Farm Service Agency	FSA
• <input type="checkbox"/> Commodity Operations	DACO
• <input type="checkbox"/> Farm Programs	DAFP
▼ <input type="checkbox"/> Field Operations	DAFO
▶ <input type="checkbox"/> National Office-KC	106205
▶ <input type="checkbox"/> National Office-DC	105917
▼ <input type="checkbox"/> ALABAMA S	01000
▶ <input type="checkbox"/> Autauga County - AL	01001
▶ <input type="checkbox"/> Baldwin County - AL	01003
▶ <input type="checkbox"/> Barbour County - AL	01005
• <input type="checkbox"/> Bibb County - AL	01007
▶ <input type="checkbox"/> Blount County - AL	01009
• <input type="checkbox"/> Bullock County - AL	01011
▶ <input type="checkbox"/> Butler County - AL	01013
▶ <input type="checkbox"/> Calhoun County - AL	01015
• <input type="checkbox"/> Chambers County - AL	01017
▶ <input type="checkbox"/> Cherokee County - AL	01019
• <input type="checkbox"/> Chilton County - AL	01021

▼ <input type="checkbox"/> ALABAMA S	01000
▼ <input type="checkbox"/> Autauga County - AL	01001
▼ <input type="checkbox"/> AUTAUGA CO, AL	60001
▶ County Executive Director	CED
▶ NO ROLE	NOROLE
▶ Program Technician GS FLP	PTG

The “AUTAUGA CO, AL” “60001” physical office services the following two FSA counties:

- “Autauga County - AL” “01001”
- “Chilton County - AL” “01021”.

OIP assignments link FSA counties to a single physical county location with each office having identical mailing addresses.

Details for Organizational unit Chilton County - AL			
Basic data	Address	Function	Attributes
type	Main address		
ress suppl.			
se no/street	2226 HIGHWAY 14 W		Valid from 02.04.203
			To 31.12.999
	AUTAUGAVILLE		
tal code	36003-2530		
ntry	US	Region	AL

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E Example ORG Components (Continued)

Office address and OIP changes are currently **not** updated automatically. Provide those changes to the ORG maintainer. Forthcoming MIDAS Release 2 will automate these updates.

3 Action

A State Office Action

State Offices shall:

- ensure that County Offices are notified of the contents of this notice
- ensure that their State Office is entering valid data for employees in EmpowHR and managing OIP assignments in ERSR
- direct questions to Christine Claussen, ORG Maintainer, by either of the following:
 - e-mail to **christine.claussen@kcc.usda.gov**
 - telephone at 816-926-1949.

B County Office Action

County Offices shall contact their State Office specialists for further assistance.