

UNITED STATES DEPARTMENT OF AGRICULTURE

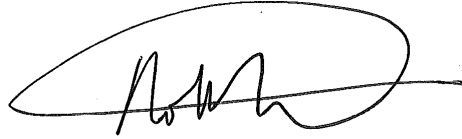
Farm Service Agency
Washington, DC 20250

Notice SEM-59

For: State and County Offices

MIR3 Emergency Notification System for State Offices

Approved by: Acting Deputy Administrator for Management



1 Overview

A Background

Six months ago the FSA Emergency Preparedness Division (EPD) released the MIR3 emergency notification system to assist each state office in having more timely and accurate contact with their employees during an emergency. With almost 12,000 FSA employees nationwide, this had the potential of creating excess administrative work to keep the employee contact details up to date. To minimize the administrative effort of maintaining the employee data base, EPD purchased an additional function, a “Portal”, from MIR3 that would allow the employees to log-in to their own employee profile in MIR3 and update their own contact details.

B Purpose

This notice informs state office initiators that EPD has completed testing of the MIR3 Portal and will require each state office to release a MIR3 notification including the Portal from September 21 through 25, 2015. State office initiators are encouraged to use the MIR3 notification built by EPD for sending the Portal to all their employees in their state. Upon releasing the notification, State office initiators will report completion results to EPD.

C Contact

For questions regarding this notice, contact Anthony Galvin at either of the following:

- e-mail to **anthony.galvin@wdc.usda.gov**, or
- telephone at 202-772-9096.

Disposal Date

October 1, 2016

9-4-15

Distribution

State Offices; State Offices relay to County Offices

2 MIR3 Portal Process

A MIR3 Portal Usage Process

The following provides the steps and actions for using the MIR3 portal.

Step	Action	Status
1	EPD unlocks all FSA employee MIR3 user profiles.	Complete
2	EPD sets individual unique username for all FSA employee MIR3 user profiles.	Complete
3	EPD sets generic password for all FSA employee MIR3 user profiles.	Complete
4	EPD builds generic notification for each state office to use as a template.	Complete
5	State Office initiators during the week of September 21 through 25, 2015, notify all state employees that an MIR3 notification will be released in the next day that will allow them to log into the secure MIR3 web site and update their personal contact details.	
6	State Office initiators during the week of September 21 through 25, 2015, build and release an MIR3 notification that includes a link to the portal for each employee to update their own contact details.	
7	The notification will be released to all state employees work e-mail account during normal working hours.	
8	Portal address is https://ondemand.mir3.com/usda .	
9	State initiators report to EPD upon completion of releasing notification.	

B Sample MIR3 Notification Message

The following is an example of the MIR3 portal notification.

“This is the [*State Name*] FSA State Office requesting that you update your contact details. Please click on the link below or copy and paste it into your browser. Thank You.

Your User name is: [*The letter T followed by Your Telephony ID below*]

Your password is: U\$DAfsa2015!

<https://ondemand.mir3.com/usda>”

C Employee Action

All employees receiving MIR3 notification must respond as appropriate to the MIR3 notification.