

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice AO-1885**

**For:** FSA Employees

**FSA State and County Tableau Licenses**

**Approved by:** Deputy Administrator, Field Operations



**1 Overview**

**A Background**

Tableau viewer licenses are available for all State and County Office employees to provide access to USDA reports and dashboards.

**B Purpose**

This notice:

- informs employees that licenses are available for all FSA employees
- provides instructions for State Offices to review and request Tableau licenses for employees.

**C Contact**

For questions about this notice, contact DAFO, Business Analysis and Management Support Division (BAMSD) by email at [ARSHelp@usda.gov](mailto:ARSHelp@usda.gov).

Disposal Date	Distribution
September 1, 2025	All FSA employees; State Offices relay to County Offices

## 2 Reviewing Tableau Licenses

### A Tableau License Site Roles Managed by DAFO

The following table displays the 4 Tableau license site roles associated with State and County Office employees that are managed by DAFO. State Office employees and County Office supervisors may use the Tableau License Request Tool to submit requests about these site roles.

Tableau License Site Role	Employee Position or Acting Position
FSA_STATE_EXEC	Administrative Officer
	Executive Officer
	Deputy SED
	SED
FSA_STATE_STO	DAFLP or DAFP Chief
	State Office Specialist <u>1/</u>
	DD
FSA_COUNTY_Supervisor	CED
	CED in Training
	FLM
	SFLO
FSA_COUNTY_Non_Supv	FLO
	FLOT
	Loan Analyst
	Program Analyst
	PT

1/ This includes Administrative Specialists, Loan Specialists, PT's in the State Office, and other State Office employees.

### B Other Tableau License Site Roles

State and County Office employees who require a Tableau license site role that is not listed in subparagraph A must contact the managers of that role for assistance. The following table displays the point of contact for these Tableau license site roles.

Tableau License Site Role	Contact
fsa_state_budget	<a href="mailto:Sandra.Warstler@usda.gov">Sandra.Warstler@usda.gov</a>
fsa_state_sto_all_dds_flcs	<a href="mailto:SM.DAFLP.DataAnalytics@usda.gov">SM.DAFLP.DataAnalytics@usda.gov</a>
All other or future roles	<a href="mailto:FPACAnalytics@usda.gov">FPACAnalytics@usda.gov</a>

## 2 Reviewing Tableau Licenses (Continued)

### C FSA-DAFO-Field Operations Tableau Login Status Dashboard

The Tableau Login Status Dashboard is located at [FSA - DAFO - Field Operations Tableau Login Status](#).

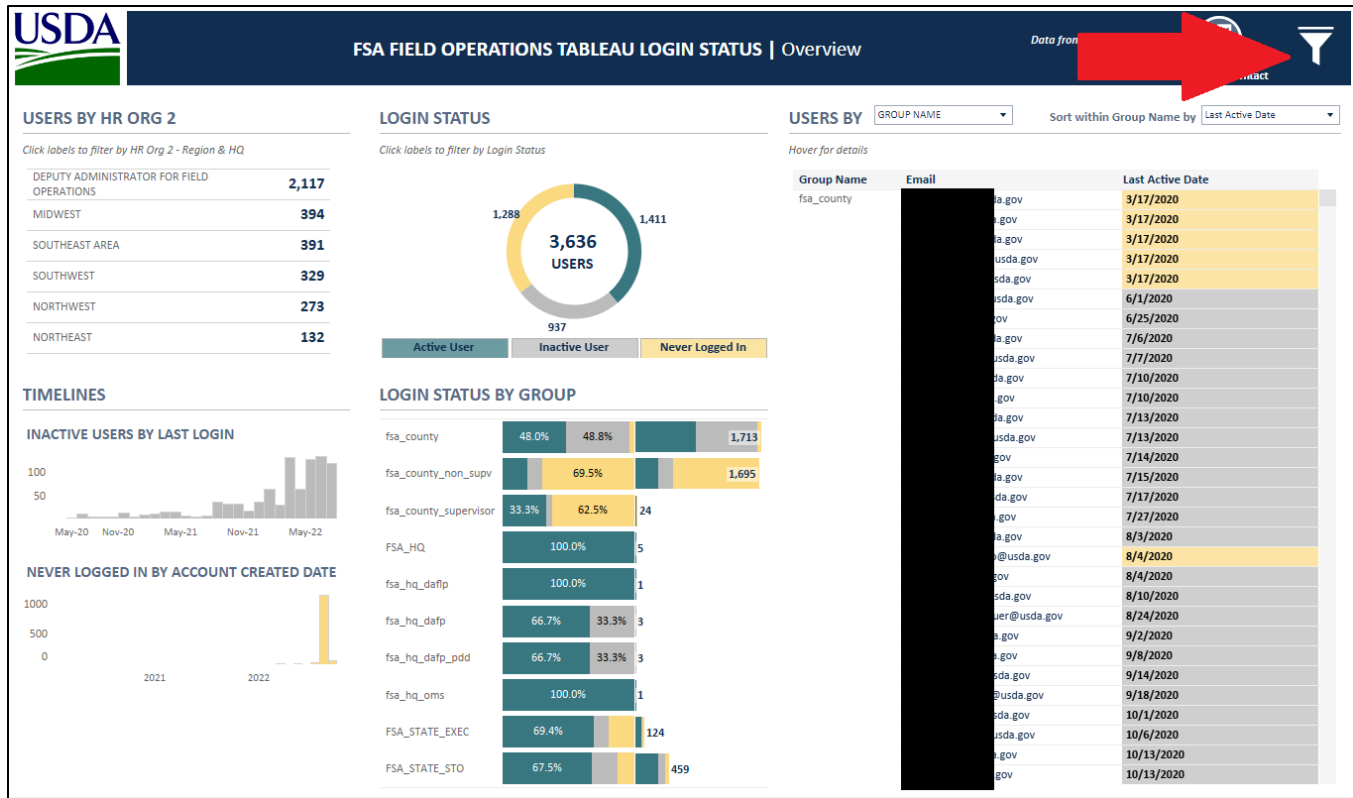
States Office employees and County Office supervisors will use the Tableau Login Status Dashboard to:

- review licenses currently assigned to employees in a State
- determine whether employees have the appropriate site role
- monitor license usage for employees.

All State Office employees and County Office supervisors have access to this dashboard and are responsible for managing employee licenses.

### D FSA-DAFO-Field Operations Tableau Login Status Dashboard Instructions

To review licenses associated with a State, select the filter icon in the top right corner of the dashboard.



## 2 Reviewing Tableau Licenses (Continued)

### D FSA-DAFO-Field Operations Tableau Login Status Dashboard Instructions (Continued)

The Filters Menu will be displayed.



**FILTERS** [X]

Group Name  
(All)

Gov/Contractor  
(All)

HR Org 2 - Region & HQ  
(All)

**HR Org 3 - State**  
(All)

HR Org 4  
(All)

HR Org 5  
(All)

Login Status  
(All)

Last Active  
7/13/2020 9/15/2024

To filter results to a State, select the State from the “HR Org 3 - State” drop-down list.

Users can further filter the results by selecting the district, division, or county from the “HR Org 4” drop-down list.

**Note:** The “HR Org 2 - Region & HQ” drop-down list allows users to filter by GS and CO employees. Selecting “DAFO” will filter to GS and selecting the appropriate region will filter to CO.

## 2 Reviewing Tableau Licenses (Continued)

### D FSA-DAFO-Field Operations Tableau Login Status Dashboard Instructions (Continued)

Users can also search for an individual employee to:

- confirm that the employee has a license
- monitor that employee's usage.

To search for an individual employee, navigate to the “Detail Report” tab, type the employee's email address into the “Email” field, and PRESS “Enter”.

**USDA** FSA FIELD OPERATIONS TABLEAU LOGIN STATUS | Detail Report

Data from Tableau Server as of 9/15/2024

Click icon to contact

**FILTERS**

Email:  Sort:

**LOGIN STATUS AND LAST LOGIN DATE BY USER**

Email	Gov/Contractor	HR Org 2 - Region & HQ	HR Org 3 - State	HR Org 4	HR Org 5	Group Name	Login Status	Day of Last Active
GOV	DEPUTY ADMINISTRATO..	SOUTH DAKOTA STATE OFFICE	DISTRICT 5	SERVICE CENTER 5E	fsa_county_non_supv	Inactive	7/13/2020	
GOV	DEPUTY ADMINISTRATO..	NEW MEXICO STATE OFFICE	DISTRICT 2	SERVICE CENTER A	fsa_county_supervisor	Inactive	7/14/2020	
GOV	DEPUTY ADMINISTRATO..	MISSOURI STATE OFFICE	ADMINISTRATIVE BRANCH	ADMINISTRATIVE BRANCH	fsa_county_supervisor	Inactive	7/27/2020	
GOV	DEPUTY ADMINISTRATO..	SOUTH DAKOTA STATE OFFICE	DISTRICT 4	SERVICE CENTER 4C	fsa_county_non_supv	Inactive	8/24/2020	
GOV	DEPUTY ADMINISTRATO..	SOUTH CAROLINA STATE OFF..	DISTRICT 3	DISTRICT 3	fsa_county_non_supv	Inactive	10/13/2020	
GOV	DEPUTY ADMINISTRATO..	SOUTH DAKOTA STATE OFFICE	DISTRICT 4	SERVICE CENTER 4B	fsa_county_non_supv	Inactive	10/13/2020	
GOV	DEPUTY ADMINISTRATO..	TEXAS STATE OFFICE	DISTRICT 9	TITUS COUNTY	fsa_county_supervisor	Inactive	11/9/2020	
GOV	MIDWEST	MISSOURI STATE OFFICE	DAVIESS COUNTY OFFICE	DAVIESS COUNTY OFFICE	fsa_county_supervisor	Inactive	11/16/2020	
GOV	DEPUTY ADMINISTRATO..	COLORADO STATE OFFICE	DISTRICT 2	SERVICE CENTER	fsa_county_supervisor	Inactive	11/23/2020	
GOV	DEPUTY ADMINISTRATO..	ILLINOIS STATE OFFICE	DISTRICT 2	SERVICE CENTER 2A	fsa_county_supervisor	Inactive	11/23/2020	
GOV	DEPUTY ADMINISTRATO..	NEBRASKA STATE OFFICE	DISTRICT 2	SERVICE CENTER 2B	fsa_county_supervisor	Inactive	11/24/2020	
GOV	DEPUTY ADMINISTRATO..	TEXAS STATE OFFICE	COMMODITY/COMPLIANCE BR..	COMMODITY/COMPLIANCE BRA..	fsa_county_supervisor	Inactive	11/25/2020	
GOV	DEPUTY ADMINISTRATO..	WISCONSIN STATE OFFICE	DISTRICT 4	SERVICE CENTER 4A	fsa_county_non_supv	Inactive	11/30/2020	
GOV	DEPUTY ADMINISTRATO..	CALIFORNIA STATE OFFICE	ADMINISTRATIVE BRANCH	ADMINISTRATIVE BRANCH	FSA_STATE_STO	Inactive	11/30/2020	
GOV	DEPUTY ADMINISTRATO..	KENTUCKY STATE OFFICE	DISTRICT 5	SERVICE CENTER 5B	fsa_county_non_supv	Inactive	11/30/2020	
GOV	DEPUTY ADMINISTRATO..	NEBRASKA STATE OFFICE	DISTRICT 6	SERVICE CENTER 6D	fsa_county_supervisor	Inactive	12/3/2020	
GOV	DEPUTY ADMINISTRATO..	NORTH DAKOTA STATE OFFICE	DISTRICT 5	TRAIL COUNTY OFFICE	fsa_county_supervisor	Inactive	1/13/2021	
GOV	DEPUTY ADMINISTRATO..	NEBRASKA STATE OFFICE	DISTRICT 1	SERVICE CENTER 1C	fsa_county_supervisor	Inactive	2/8/2021	
GOV	DEPUTY ADMINISTRATO..	OKLAHOMA STATE OFFICE	DISTRICT 5	PITTSBURG/MCINTOSH/LATIME..	fsa_county_supervisor	Inactive	3/15/2021	
GOV	DEPUTY ADMINISTRATO..	OKLAHOMA STATE OFFICE	DISTRICT 2	WASHITA COUNTY OFFICE	fsa_county_supervisor	Inactive	3/30/2021	
GOV	NORTHWEST	SOUTH DAKOTA STATE OFFICE	BUTTE COUNTY OFFICE	BUTTE COUNTY OFFICE	fsa_county_supervisor	Inactive	4/7/2021	
GOV	DEPUTY ADMINISTRATO..	MISSISSIPPI STATE OFFICE	DISTRICT 2	SERVICE CENTER 2B	fsa_county_supervisor	Inactive	4/7/2021	
GOV	DEPUTY ADMINISTRATO..	WEST VIRGINIA STATE OFFICE	DISTRICT 1	SERVICE CENTER 1B	fsa_county_supervisor	Inactive	5/17/2021	
GOV	DEPUTY ADMINISTRATO..	MONTANA STATE OFFICE	DISTRICT 5	SERVICE CENTER 5A	fsa_county_non_supv	Inactive	5/18/2021	

**Filters Applied:** HR Agency: FSA, Email: All, Gov/Contractor: All, HR Org 2 - Region & HQ: All, HR Org 3 - State: All, HR Org 4: All, HR Org 5: All, Group Name: All, Login Status: All, Last Active: 7/13/2020 to 9/15/2024

**DOWNLOAD DATA**

## 3 Requesting Changes to Tableau Licenses

### A Tableau License Request Tool

The Tableau License Request Tool is used to request to assign a Tableau license for an employee. It can also be used to request a change to an employee's Tableau license site role. The Tableau License Request Tool is located on the BAMSD SharePoint site at [DAFO - BAMSD SharePoint](#).

All State Office employees and County Office supervisors have access to this tool and may request Tableau licenses for employees.

### 3 Requesting Changes to Tableau Licenses (Continued)

#### B Submitting a Tableau License Request

After reviewing the Tableau Login Status Dashboard, if it is determined that an employee requires a Tableau license or Tableau site role that they do not have, the user will do the following on the Tableau License Request Tool.



- In the “**Employee Email**” field, begin typing the email address for the employee to whom a license should be assigned, and then select the correct employee from the drop-down list.
- In the “**Employee Position**” field, select the employee’s current position.
- The “**Tableau License Site Role**” field is prefilled according to the position selected and cannot be edited.

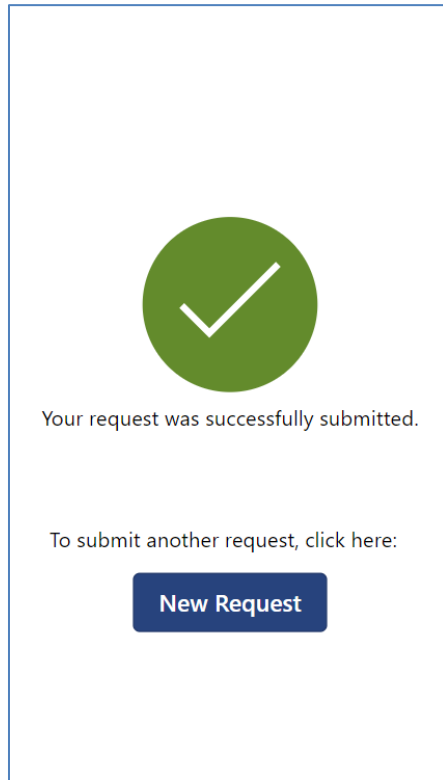
**Note:** If an employee already has a Tableau license site role listed in subparagraph 2 A, this site role will be automatically unassigned when the new site role request is processed.

- The “**Comments**” field is optional. If an employee requires a Tableau license site role that is different than the one that is displayed, the user may add details in this field. For example, if a key PT needs an FSA\_STATE\_STO role, justification for this request can be entered in the “Comments” field.

### 3 Requesting Changes to Tableau Licenses (Continued)

#### B Submitting a Tableau License Request (Continued)

- Once all required fields have been completed, CLICK “**Submit**”.
- The user will be notified if the request was successfully submitted. The user may now close the Tableau License Request Tool or CLICK “**New Request**” to enter another Tableau license request.



#### C Employee Notification

Once a request is received, DAFO will review and take appropriate action. If a request to assign a license is valid, DAFO will submit the request to the Farm Production and Conservation (FPAC) Business Center for activation.

The employee will be notified by email after the FPAC Business Center activates the license. This normally occurs in 1 to 2 weeks.