

For: All FSA and RMA Offices

**Electronic Access to FSA Handbooks**

Approved by: Deputy Administrator, Management



**1 Overview**

**A**

**Background**

FSA has developed a system that will allow electronic access to handbooks. The Document Management Information System (DMIS) will provide employees, and eventually the public, online access to handbooks with search, retrieval, and print capabilities using the Intranet and Internet. Online updating and distribution of handbooks will continue.

**B**

**Purpose**

This notice:

- informs offices that electronic access to some of the handbooks is now available from the FSA Intranet
- provides:
  - general information about DMIS
  - instructions for accessing handbooks online
  - a list of FSA and KC handbooks currently available online.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2001	All FSA and RMA Offices; State Offices relay to County Offices

## 2 General Information About DMIS

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### A

#### Overview

DMIS is a web-based system that enhances FSA's ability to provide access to handbooks online. DMIS will allow users to retrieve, search, and print handbooks from the Intranet. The system was developed using Excalibur RetrievalWare Software and New Technology (NT) Hardware.

DMIS:

- provides efficient and accurate search capabilities
  - allows concurrent online searches, including primary and sub-category subject areas:
    - of 1 or more handbooks
    - across 1 or more libraries
  - provides an electronic repository of FSA handbooks easily accessible from FSA Intranet.
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### B

#### Loading Handbooks in DMIS

Kansas City will import the latest version of handbooks in electronic format into DMIS. Handbooks that are not available entirely in electronic format will be scanned into the system.

A number of handbooks are currently loaded into the system. An electronic checklist showing the handbooks that have been updated and/or added to the system will be available online.

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## 2 General Information About DMIS (Continued)

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### C

#### Updating DMIS After a Handbook Has Been Amended

When a handbook has been amended or revised, Kansas City will import the entire amended or revised handbook into the DMIS "Current FSA Handbooks" library, replacing the existing handbook. The entire previous version of the handbook will be moved to the DMIS "Archived FSA Handbooks" library. Search capabilities are available for both libraries.

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### D

#### DMIS Online Handbooks User Guide

Users may access the DMIS Online Handbooks User Guide from the FSA Handbooks Library Screen. This is the first screen displayed after logging into the system.

**Note:** The electronic version of the user guide is currently being developed. It will be added to the screen when it is ready.

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### E

#### Search Modes

Following are the 3 basic modes of searching handbooks using DMIS.

- **Concept Search.** The concept search finds documents that contain the query words and words with related meaning.  
  
**Example:** If the query word is child, the system may also search for descendant, offspring, progeny, baby, infant, etc.
- **Pattern Search.** The pattern search finds documents that contain the query words and similarly spelled words (for example, knee and nee) or misspelled words (for example, agriculture for agriuctuer) if they exist in the library. This is especially helpful if the document was scanned, because optical character recognition is not always accurate.
- **Boolean Search.** The Boolean search uses traditional Boolean operators to find exact matches for all query words entered.

**Example:** If looking for beaches or resorts in Hawaii, search for **beaches or resorts and Hawaii.**

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## Notice AS-2023

### 3 FSA Handbooks Online

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#### A Accessing FSA Handbooks

Follow the instructions in this table to access FSA handbooks online.

Step	Action
1	Select and double click the <b>Netscape</b> icon from the desktop. If located in: <ul style="list-style-type: none"><li>• <b>State or County Office</b>, a blank screen will be displayed</li><li>• <b>Kansas City or St. Louis office</b>, the Intranet Home page will be displayed; go to step 4</li><li>• <b>National Office, RMA, or APFO</b>, the user's home page will be displayed.</li></ul>
2	Type the address, <b>http://intranet.fsa.usda.gov/</b> , in the "Location" field at the top of the screen.
3	PRESS "Enter". The Intranet Home Page will be displayed.
4	Scroll down the middle of the screen and click on "FSA Handbooks". FSA Handbooks Username and Login Screen will be displayed.
5	Enter username and click on "Login".

**Suggestion:** Users may bookmark the Intranet page location for easy access later. Click on the "Bookmarks" button on the tool bar next to the "Location" field to record the URL in Bookmarks.

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**Notice AS-2023**

**3 FSA Handbooks Online (Continued)**

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**B  
National  
Handbooks  
Available Online**

Following is a list of National handbooks that can currently be accessed online.

Short Reference	Title
12-AO (Rev. 16)	County Office Work Measurement and Fund Allocation System for FY 2000
15-AO (Rev. 3)	County and Community Committee Elections
1-AS (Rev. 8)	Directives Management
1-CM (Rev. 2)	Common Management and Operating Provisions
1-CMA	CMA and LSA Loan and LDP Procedures
7-CN (Rev. 15)	Cotton Loans and Loan Deficiency Payments
2-CP (Rev. 15)	Acreage Compliance Determinations
1-DAP	Disaster Assistance Programs
1-FLP	General Program Administration
2-FLP	Guaranteed Loan Making and Servicing
2-FLP Lender	Lender Manual
1-FSFL	Farm Storage Facility Loan Program
2-LP Grains and Oilseeds	Commodity Data Specific to Wheat, Feed Grains, and Oilseeds
2-LP Rice (Rev. 8)	Loans and Loan Deficiency Payments for Rice
8-LP	Marketing Assistance Loans and Loan Deficiency Payments for 1999 and Subsequent Crop Years
1-NAP	Noninsured Crop Disaster Assistance Program
1-PF	Agricultural Market Transition Program
2-PM	Position Classification
3-PM (Rev. 3)	Personnel Operations
13-PM (Rev. 5)	Personnel Management Evaluation Program
17-PM (Rev. 2)	Leave Administration and Alternative Work Schedules
20-PM (Rev. 4)	Time and Attendance Reporting

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**Notice AS-2023**

**3 FSA Handbooks Online (Continued)**

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**B  
National  
Handbooks  
Available Online  
(Continued)**

<b>Short Reference</b>	<b>Title</b>
23-PM (Rev. 3)	Career Enhancement Program
28-PM	County Office Personnel Processing
29-PM	Reduction in Force
32-PM	Pay Administration
7-PN (Rev. 1)	Administration, Documentation, and Supervision Instructions for Contract Additional Peanuts

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**C  
KC  
Handbooks  
Available Online**

The following Kansas City handbooks can be accessed online.

<b>Short Reference</b>	<b>Title</b>
1-AEB	KCCO Desk Procedures
7-ADM	Secretaries' Reference Manual
8-ADM	Administrative Operations
9-ADM	Custody and Control of Negotiable Documents
14-ADM	ADP Standards and Procedures for Development of Computer Systems
22-ADM	IT Equipment, Software and Service Acquisition
23-ADM	State and County Office Automation Project/Configuration Management System
25-PCIMS	Financial and Position Accounting

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**D  
User Assistance**

If there are questions about the operation of DMIS or accessing FSA handbooks online, contact the National Help Desk at 1-800-255-2434.

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