

For: State and County Offices

Service Center Information Management System (SCIMS) Security Requirements

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

SCIMS is scheduled to be deployed in the near future. To access the SCIMS data base, a security password must be requested for each authorized employee. State Office and Service Center employees must receive training in SCIMS before access can be granted.

B

Purpose

This notice:

- outlines training requirements that must be accomplished before an employee requests access to SCIMS
- provides guidance on who should be allowed access to SCIMS
- provides designation of SCIMS Security Officers and their responsibilities
- provides steps for obtaining a password to access SCIMS
- provides a copy of AD-2017 (Exhibit 1) to be completed for each employee that requests a password.

Disposal Date	Distribution
December 1, 2002	State Offices; State Offices relay to County Offices

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2 Training

A

Introduction

After SCIMS is deployed, all additions or modifications to core customer data will be made in SCIMS. SCIMS will then update the county's AS/400 name and address file with the current data. It is required that users receive sufficient training before accessing the SCIMS data base.

B

Training and Certification of State Office and Service Center Employees

National SCIMS training was held for State Office employees October 17 through 24, 2001. Employees who attended the national training are responsible for ensuring that other employees in their State are properly trained before requesting access to SCIMS.

State Office and Service Center employees that request access to SCIMS must certify on AD-2017 that they have received training on SCIMS procedures. Since SCIMS will contain customer data, it is imperative that users understand the proper use of SCIMS and the consequences of improper use.

C

Limited Access Until Resolution of Duplicate Records

Although it is very important that all employees in the Service Center receive training in SCIMS, it is not necessary that every employee in the Service Center initially have access to SCIMS. Initial access to SCIMS should be limited to CED and Service Center employees who have primary responsibility for adding or modifying customer data in SCIMS.

As discussed at the national training, the first step after SCIMS deployment is the resolution of duplicate records on the SCIMS data base. Initial access is limited to CED and Service Center employees who will be responsible for ensuring that these duplicate records are properly resolved.

After all duplicate records have been resolved, the Service Center SCIMS Security Officer shall request that additional employees be granted access to SCIMS as needed to maintain the data base and implement the Management of Agricultural Credit Move software when it is released. However, each employee authorized shall be provided training before authorization.

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2 Training (Continued)

D

Authorized Access to View SCIMS Data

Software is being developed to allow for a “view only” access to SCIMS. The “view only” access will allow the Service Center SCIMS Security Officer to request passwords be issued to Service Center employees to view data in SCIMS for informational purposes without making modifications or additions.

Service Centers will be notified when the “view only” software is completed. At that time, request for “view only” access to SCIMS can be submitted for employees by the SCIMS Security Officer.

3 SCIMS Security Officers and Responsibilities

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SCIMS Security Officers

FSA will designate National and State FSA SCIMS Security Officers. Sandy Bryant, Chief of the Common Provisions Branch, has been designated Acting National FSA SCIMS Security Officer. SED shall designate the State FSA SCIMS Security Officer. CED shall serve as the Service Center SCIMS Security Officer.

Note: If the CED position is vacant, the State SCIMS Security Officer will serve as the Service Center SCIMS Security Officer until the CED position is filled.

B

National FSA SCIMS Security Officer Responsibilities

The National FSA SCIMS Security Officer is responsible for:

- notifying the Kansas City Security Staff of each designated State FSA SCIMS Security Officer
 - e-mailing an Excel spreadsheet to the State FSA SCIMS Security Officer for their use in notifying Kansas City Security Staff the names of Service Center employees who have completed training and will be requesting a security password.
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3 SCIMS Security Officers and Responsibilities (Continued)

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**State FSA
SCIMS Security
Officer
Responsibilities**

The State FSA SCIMS Security Officer is responsible for:

- ensuring that FSA Service Center employees are trained in the use of SCIMS
 - certifying on AD-2017 that the Service Center SCIMS Security Officer has received training in SCIMS
 - notifying Kansas City Security Staff of the names of Service Center employees who have completed training and require access to a password
 - notifying Kansas City Security Staff of Service Center employees that access to SCIMS has been revoked.
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D

**Service Center
SCIMS Security
Officer
Responsibilities**

The Service Center SCIMS Security Officer is responsible for:

- ensuring that Service Center employees are trained in the use of SCIMS
 - certifying Service Center employees have received adequate training in SCIMS before being allowed access to SCIMS
 - notifying the State FSA SCIMS Security Officer of employees that are approved for access to SCIMS
 - notifying the State FSA SCIMS Security Officer of employees who no longer have access to SCIMS.
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**Kansas City
Security Staff
Responsibilities**

The Kansas City Security Staff is responsible for ensuring that:

- the names of Service Center employees approved for access to SCIMS are given a password
 - employees no longer having authority to use SCIMS are immediately barred access.
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4 State and County Office Action

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State Office Action

SED shall designate 1 person from the State Office who has received training in SCIMS to be the State FSA SCIMS Security Officer. When the State FSA SCIMS Security Officer has been designated, AD-2017 shall be completed and FAXed to the Common Provisions Branch at 202-720-0051. The National FSA SCIMS Security Officer will notify the Kansas City Security Staff of the name of the State FSA SCIMS Security Officer.

The State FSA SCIMS Security Officer:

- will be responsible for ensuring that each Service Center SCIMS Security Officer has received training in SCIMS
- shall sign AD-2017, section 12 for each Service Center SCIMS Security Officer
- shall notify the Kansas City Security Staff of the names of each Service Center SCIMS Security Officer, by using the Excel spreadsheet

Note: The Kansas City Security Staff shall ensure that the employee is given a password to access SCIMS.

- will be responsible for submitting the Excel spreadsheet to Kansas City, with the names of other Service Center employees who have received training and are requesting a password to access SCIMS
- will be responsible for notifying the Kansas City Security Staff when an employee's access to SCIMS has been revoked.

It is very important that the Kansas City Security Staff be notified immediately of any employee who has their security to SCIMS revoked so they can be prevented from accessing SCIMS.

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4 State and County Office Action (Continued)

B

**Service Center
Action**

The Service Center SCIMS Security Officer shall:

- certify on AD-2017 for each Service Center employee who has received training in SCIMS and is requesting a password
- notify the State FSA SCIMS Security Officer of the names of Service Center employees who are approved for a password to access SCIMS.

A request to allow an employee access to SCIMS is an ongoing process. The Service Center SCIMS Security Officer can request that employees be added at anytime by submitting the information to the State FSA SCIMS Security Officer.

CED will also be responsible for immediately notifying the State FSA SCIMS Security Officer of any employee who has had access to SCIMS revoked.

5 Steps for Accessing SCIMS

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AD-2017

Each employee who requests access to SCIMS shall complete AD-2017 and submit it to the Service Center SCIMS Security Officer. AD-2017 requests information about the employee that has been determined necessary to identify the employee who will be granted access to SCIMS.

AD-2017 provides a certification by the employee that they have received training in SCIMS procedures and understand the consequences of changing core data. AD-2017 must be signed by the employee and the SCIMS Security Officer and kept indefinitely in a SCIMS security folder.

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5 Steps for Accessing SCIMS (Continued)

B

Gaining Access to SCIMS The following table outlines steps to gain access to SCIMS.

Step	Who Is Responsible	Action
1	SED	<p>Designates a State Office employee who has received training in SCIMS to serve as the State FSA SCIMS Security Officer.</p> <p>Ensures that all employees who need access to SCIMS receive training.</p> <p>Notifies the National FSA SCIMS Security Officer of the name of the State FSA SCIMS Security Officer by FAXing AD-2017, completed through item 11, to the National FSA SCIMS Security Officer at 202-720-0051.</p>
2	National FSA SCIMS Security Officer	<p>Notifies the Kansas City Security Staff of the name of the State FSA SCIMS Security Officer.</p> <p>E-mails an Excel spreadsheet to the State FSA SCIMS Security Officer for use in notifying the Kansas City Security Staff of the names of Service Center employees who have received training and are requesting a password to access SCIMS.</p>
3	Kansas City Security Staff	Ensures that employees on the spreadsheet are allowed access to SCIMS.
4	Service Center SCIMS Security Officer	<p>Trains or arranges training for Service Center employees on the use of SCIMS.</p> <p>Approves AD-2017 for Service Center employees requesting access to SCIMS.</p> <p>Notifies the State FSA SCIMS Security Officer of the names of Service Center employees who have completed training and are requesting a password to access SCIMS.</p> <p>Immediately notifies the State FSA SCIMS Security Officer of the names of Service Center employees who no longer should have access to SCIMS.</p>
5	State FSA SCIMS Security Officer	<p>Approves AD-2017 for the Service Center SCIMS Security Officer.</p> <p>Notifies the Kansas City Security Staff by Excel spreadsheet of the names of Service Center employees who have received training and will request a password to access SCIMS.</p> <p>Immediately notifies the Kansas City Security Staff of the names of Service Center employees who no longer have access to SCIMS.</p>

AD-2017, Service Center Information Management System (SCIMS) Access Form

REPRODUCE LOCALLY. Include form number and date on all reproductions.

AD-2017 (11-15-01)		U.S. DEPARTMENT OF AGRICULTURE		1. Request Date
SERVICE CENTER INFORMATION MANAGEMENT SYSTEM (SCIMS) ACCESS FORM				
INSTRUCTIONS: Please complete a separate form for each employee.				
2. Employee Name (Last, First, MI)		3. Social Security No.	4. State FIPS Code	5. County FIPS Code
6. Type of Employee (Check One) <input type="checkbox"/> Permanent Federal <input type="checkbox"/> Permanent County Office <input type="checkbox"/> Temporary Federal <input type="checkbox"/> Temporary County Office <input type="checkbox"/> Other (Specify) _____		7. Agency (Check One) <input type="checkbox"/> FSA <input type="checkbox"/> NRCS <input type="checkbox"/> RD <input type="checkbox"/> Other (Specify) _____	8. State Name	9. County Name
10. Type of Access Requested: <input type="checkbox"/> Full Access (Employee complete Item 11) <input type="checkbox"/> View Only Access				

11. Certification by Employee

By signing this form, I certify that I have received training by a USDA Employee who has authority to grant me use of the SCIMS database. I understand that proper use of the database and the consequences of accessing and making changes to customer's core data. I certify that I will use the database only for conducting USDA Governmental business as a necessary part of my position with the United States Department of Agriculture.

Employee Signature

Date

12. Certification by Security Officer

As State or County Security Officer, I certify that the above employee has received sufficient training on the use of the SCIMS database. By signing this form, I have granted this USDA employee permission to obtain a password to access the SCIMS database to conduct official USDA business.

Security Officer Signature

Date

13. Revocation of Authority

The authority for the above-named person was revoked on the day shown below.

A. Security Officer Signature	B. Date
_____	_____

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