

For: State and County Offices

Procedure for Requesting Access to Subsidiary, Direct and Counter-Cyclical Program (DCP) Contracts, and the Farm Records Management System (FRS)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice CM-560 provided the procedure for requesting access to SCIMS. Many questions have also arisen about procedure for requesting access to the following web-based applications:

- Subsidiary
- DCP Contracts
- FRS.

B Purpose

This notice provides guidance on accessing the web-based Subsidiary, DCP Contracts, and FRS applications and handbook references for requesting special access.

Note: Procedure for requesting access to the web-based Subsidiary, DCP Contracts, and FRS applications is provided in the handbook applicable to each program.

2 Accessing the Web-Based Subsidiary System

A County Office Access

County Offices:

- automatically have the ability to update records in the employee’s home county based on their eAuthentication credentials
- have view-only access to all other records in the nation
- do not need to submit FSA-13-A for access to the web-based Subsidiary system.

Disposal Date	Distribution
November 1, 2007	State Offices; State Offices relay to County Offices

2 Accessing the Web-Based Subsidiary System (Continued)

B State Office Access

State Offices:

- automatically have the ability to update records for all counties in the employee's home State based on their eAuthentication credentials
- have view-only access to all other records
- do not need to submit FSA-13-A for access to the web-based Subsidiary system.

C NRCS Access

NRCS employees:

- automatically have view-only access and the ability to view/print reports in the web-based Subsidiary system based on their eAuthentication credentials
- do not need to submit FSA-13-A for access the web-based Subsidiary system.

3 Accessing the DCP Contracts System

A County Office Access

County Offices:

- automatically have the ability to add, update, and cancel DCP contracts based on their eAuthentication credentials
- do not need to submit FSA-13-A for access to DCP contracts.

B State Office Access

State Offices:

- automatically have view-only access to DCP contracts based on their eAuthentication credentials
- do not need to submit FSA-13-A for view-only access to DCP contracts.

3 Accessing the DCP Contracts System (Continued)

B State Office Access (Continued)

According to 1-DCP, subparagraph 840 B, State Offices can request access to DCP nationwide customer service according to the following:

- provide the National Office with the State employee(s) who is to have access, and include the following:
 - State Office name
 - employee's legal first and last name
 - employee's USDA eAuthentication user ID

Note: This procedure also applies to DD's.

- FAX information to 202-720-0051, Attn: Neeru Gulati

Note: Include on the FAX that the request is for "DCP access".

- contact PECD, Common Provisions Branch at 202-720-6602 with any questions or concerns.

4 Accessing FRS

A County Office Access

County Offices:

- automatically have the ability to access FRS and update records in the user's home county
- has view-only access to all other records in the nation
- do not need to submit FSA-13-A for access to FRS.

B State Office Access

State Offices:

- automatically have view-only access to FRS based on their eAuthentication credentials
- do not need to submit FSA-13-A for view-only access to FRS.

4 Accessing FRS (Continued)

B County Office Access (Continued)

According to 3-CM, subparagraph 112 D, State Offices can request the ability to update farm records in their home State according to the following:

- provide the National Office with the State employee(s) who is to have access, and include the following:
 - State Office name
 - employee's legal first and last name
 - employee's USDA eAuthentication user ID

Note: This procedure also applies to DD's.

- FAX information to 202-720-0051, Attn: Neeru Gulati

Note: Include on the FAX that "the request is for Farm Record Management System access".

- contact PECD, Common Provisions Branch at 202-720-6602 with any questions or concerns.

C NRCS Access

NRCS employees:

- automatically have view-only access and the ability to view/print reports in FRS based on their eAuthentication credentials
- do not need to submit FSA-13-A for access to FRS.

5 Accessibility

A Office Information Profile (OIP) Access Problems

The following provides OIP errors that the user may encounter when accessing the web-based Subsidiary, DCP Contracts, and FRS applications. Users who encounter any of the following errors shall contact the State Office eGov coordinator.

Web-Based Application	After accessing the web-based system, the user...
Subsidiary	receives the error message, “An Internal Error Has Occurred With The Subsidiary Application”.
	only has view-only access but should have update access according to subparagraph 2 A or B.
DCP	receives the error message, “The System Did Not Receive a County Office ID”.
Farm Records	receives the error message, “Error encountered: FarmList: org.hibernate.hql.ast.QuerySyntaxError...”, on the Matching Farms Screen after entering a farm number and pressing “Submit”.
	only has view-only access but should have update access according to subparagraph 4 A or B.

B eAuthentication Access Problems

Users who cannot access the web-based Subsidiary, DCP Contracts, and FRS applications because of an eAuthentication problem shall contact the State Office eGov coordinator.

C State Office eGov Coordinator Action

The following provides instructions for the State Office eGov coordinator to follow when receiving reports of OIP and/or eAuthentication access problems within the web-based Subsidiary, DCP Contracts, and FRS applications.

Access Problem	Action
OIP	Submit FSA-13-A with numbers 1 through 17 and 38 completed. Ensure that number 38 includes the users eAuthentication ID and OIP that the user needs to access.
eAuthentication	Contact the eAuthentication help desk.