

For: FSA and NRCS State Offices

**Developing Conservation Reserve Program (CRP) Soils Data and
Establishing Conservation Security Access Accounts**

Approved by: Deputy Administrator, Farm Programs



1 Overview

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Background

CEPD and KC-ITSDO, with NRCS's assistance, are developing a soils database to support CRP signup operations. Startup soils data will be obtained for this database from FSA's System 36 soil rental rate (SRR) files and from NRCS's soils databases.

To facilitate development of the soils database, CEPD and KC-ITSDO are also developing an Intranet-based Soils Database Management System to provide State FSA and NRCS employees update access to central soils files.

Access to the Intranet-based Soils Database Management System will be controlled through security accounts established as a result of this notice. This system and the related soils database will be used to:

- provide SRR's and marginal pasture land rental rates (MPLRR's) to be used for maximum payment rate calculations
- provide natural resource elements to be used to help make land eligibility determinations
- provide natural resource elements to be used to determine soils-based EBI ranking factors
- report, store, maintain, and transmit CRP soils data.

Note: A general CRP signup is scheduled to occur in 2003; however, a signup has not yet been announced.

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Disposal Date	Distribution
July 1, 2003	FSA and NRCS State Offices

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1 Overview (Continued)

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Purpose

This notice informs FSA and NRCS State Offices:

- the general steps taken to develop a CRP Soils Database and the State Office workload expectations
 - to designate FSA State Office and NRCS State and Area Office secure users for update and maintenance of the joint FSA and NRCS CRP Soils Database, through the Excel Conservation Secure Users spreadsheet in Exhibit 1
 - where to forward the spreadsheet and the deadlines for providing the information.
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High State Office Workload

After startup data is assembled for the Soils Database Management System, FSA and NRCS State Office and NRCS Area Office staff will be charged with accessing and updating the soils records. This activity will entail:

- matching FSA SRR records with NRCS soils records for those records not matched by computers which is based on State and County codes, soil survey area ID, and soil map unit symbol
- adding/deleting soils records, for cropped soils, as needed
- setting/updating soils-based natural resource data elements
- adjusting/updating SRR's if necessary.

Some FSA and NRCS State Offices and NRCS Area Offices may experience high workloads to update the startup CRP Soils Database during a 6-8 week period. Some Service Center interaction with State and Area Office staff may also increase to help refine the database before and after the next general sign-up.

Exact timetable details will be provided as soon as available. When schedule details are provided, State and Area Office staff shall set workload priorities and manage staffing in a manner that ensures employees are available and dedicated to updating these soils records timely.

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2 Security for Accessing the CRP Soils Database Management System

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Soils Database Access

The CRP Soils Database Management System is primarily a State level application.

- Service Center employees will have general user access, limited to view and print functions only.
 - FSA and NRCS State Office employees designated for **secure access** will have the ability to add, change, or delete soils records pertaining to their State.
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Single Sign-on

All FSA and NRCS State Office and NRCS Area Office users for whom **secure access** is to be provided must be:

- listed on the Excel spreadsheet in Exhibit 1
- submitted to the Kansas City Information System Security Program Staff, according to subparagraph 3 A.

The majority of the employees listed will already have existing “single sign-on” accounts established. For these individuals, their account profile will be modified to include add/change/delete permission for the CRP Soils Database.

For any employees listed who do not already have an existing “single sign-on” account, one will be established and their profile will include add/change/delete permission for the CRP Soils Database. The Kansas City Information System Security Program Staff will then forward account ID and password information to the employee.

For assistance or future revisions, contact the Kansas City Information System Security Program Staff at 816-926-1641.

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3 Action

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State Office Action

State Offices shall, **by January 3, 2003**:

- designate at least 2 FSA State Office employees as Secure Users for Conservation Software and obtain their applicable data for the spreadsheet in Exhibit 1
- obtain from their respective NRCS State Office, a designation of at least 2 NRCS State Office employees and **all** NRCS Area Office employees as Secure Users for update of the joint FSA and NRCS CRP Soils Database information and obtain their applicable data for the spreadsheet in Exhibit 1
- complete the spreadsheet

Note: An electronic version will be e-mailed from Karen McGinnis at KCAO shortly after this notice is published. If there are questions, or spreadsheet is not received, contact Karen at 816-926-2164.

- submit the completed spreadsheet to the Kansas City Information System Security Program Staff, using both of the following e-mail addresses:
 - jsduke@kcc.usda.gov
 - jdhall@kcc.usda.gov

Note: Do **not** FAX or mail completed spreadsheets.

- retain a copy of each spreadsheet in a secure place in the State Office.
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NRCS Concurrence

NRCS has concurred with this notice.

Completing Conservation Secure Users Spreadsheet (Microsoft Excel)

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Instructions for Completing Spreadsheet

Follow these instructions to complete the Microsoft Excel Spreadsheet. For instances where there is one State Specialist for multiple States, use a separate line for each State of responsibility.

Submit account information for FSA State and NRCS State and Area office employees only. Do not submit account information for any Service Center employees.

Note: Do **not** alter the format of the spreadsheet. Information is needed in the specified columns to meet automation requirements for KC-ITSDO to populate an active directory.

Column	Action
1	Enter State code.
2	Enter County code as 000.
3	Enter employee CAMS ID (this will be in the format of 2 letters followed by 4 numbers).
4	Enter employee name (first, middle initial, and last).
5	Enter level of authorization by placing an asterisk (*) in the appropriate column (either FSA or NRCS).

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Example of Microsoft Excel Spreadsheet

The following is an example of a completed Microsoft Excel spreadsheet to designate Secure Users.

State		County		Employee		Authorization Level			
FIPS Code	FIPS Code	CAMS ID	Name (First, Middle, Last)	National	FSA State	FSA County	NRCS State / Area		
51	000	AA1234	John P. Smith		*				
09	000	BA4444	Bob K. Hays		*				
44	000	BA4444	Bob K. Hays		*				
54	000	ZA2234	Lavar T. Arrington						*
54	000	YZ3361	Wanda G. Johnson						*

Examples: John P. Smith is an FSA State Office employee for State 51.
 Bob K. Hays is an FSA State Office employee for State 09 and State 44.
 Lavar T. Arrington is an NRCS State Office employee for State 54.
 Wanda G. Johnson is an NRCS Area Office employee in State 54.
