

**For:** State and County Offices

**Providing DCP State Office Administrative Access to DD's**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

1-DCP (Rev. 3) requires any enrollment date and signature date on CCC-509 that is after the end of DCP/ACRE signup to be submitted to the State Office for review and entry.

State Office specialists have requested additional employees be allowed to assist in entering enrollment and signature dates on CCC-509.

**B Purpose**

This notice provides guidance to SED's to request DCP State Office administrative access for DD's.

<b>Disposal Date</b>	<b>Distribution</b>
September 1, 2011	State Offices; State Offices relay to County Offices

## Notice DCP-239

### 2 DCP State Office Administrative Access

#### A Requesting Web-Based DCP State Office Administrative Access

SED's, in consultation with the DCP/ACRE Program Specialist, may request that any or all DD's be granted State Office administrative access to web-based DCP and ACRE. SED may select DD's who are to have State Office administrative access to DCP and ACRE, and submit the following information to the Security Liaison Representative (SLR):

- State Office name
- employee's legal first and last name
- employee's job title
- employee's USDA eAuthentication user ID.

SLR's shall do 1 of the following:

- disapprove and return the request to the State Office specialist in charge of DCP
- approve the request and FAX the information to 202-690-2130.

**Note:** The subject of the FAX should be "Requesting DCP State Office Administrative Access".

SLR's may contact Brent Orr, DCP Program Manager by e-mail at [brent.orr@wdc.usda.gov](mailto:brent.orr@wdc.usda.gov) with any questions or concerns.

#### B Adding DD as a State User

In many States, DD is not a "State User" in the Electronic Repository of Security Request (ERSR) system. For the administrative access granted according to subparagraph A to be valid, each DD must be given access by adding the "All Counties" OIP Access Code to each user's profile in ERSR.

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### 2 DCP State Office Administrative Access (Continued)

#### B Adding DD as a State User (Continued)

To obtain this access, FSA-13A must be submitted to SLR.

**Important:** FSA-13A, item 18 **must** be completed to obtain access.

Once FSA-13A is approved, SLR shall:

- access ERSR
- find and click on employee's name
- CLICK "Extensible Authorization System (EAS)"
- enter employee's eAuth ID and highlight OIP Office Codes for "All Counties" as shown in the example
- CLICK "Done"
- CLICK "Submit".

ERSR - EAS Role Request - Windows Internet Explorer

File Edit View Favorites Tools Help

https://

Georgia Field Service Center ... IMS ERSR - EAS Role Request

View Requests  
View User Info  
New Employee  
Contact Info  
ERSR Help  
Logout

revoled for that user for all OIPs associated with that role. To revoke only some BUT NOT all roles associated with an OIP, or to revoke only some but not all OIPs associated with a specific role, add a note in the Comments box below specifying which roles and which OIPs should be retained and which should be revoked.  
See [EAS Roles, OIP Codes and Attributes \(PDF\)](#).

- All required fields are denoted by an asterisk(\*).

\*Employee eAuth ID:  EAS Roles Descriptions (PDF)

Select a User ID:  
 for Brown, Adam

*EAS Roles	*OIP Office Codes
app.fsa.agcredit.admin app.fsa.cdp.state app.fsa.ced app.fsa.cfm.InternalFundManager APP.FSA.COMB.NATIONAL APP.FSA.COMB.STATE app.fsa.csc.readonly app.fsa.csc.readwrite app.fsa.eas.Monitor app.fsa.ecm.appealsOfficer app.fsa.ecm.coordinator app.fsa.ecm.officer app.fsa.efc.grp.ALL	104795 - All Counties 104795 - Clarke 60734 - Appling 60737 - Atkinson 60737 - Ware 60739 - Bacon 60741 - Baker 60745 - Berrien 60748 - Bleckley 60748 - Pulaski

A full listing of OIP codes can be found on the FSA intranet [here](http://intranet.fsa.usda.gov/fsa/files/StateCountyNameAddressListing.pdf)

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### 2 DCP State Office Administrative Access (Continued)

#### C Updating Enrollment and Approval Dates on CCC-509

DCP State Office administrative access users shall update the enrollment and approval date for any reason specified in 1-DCP (Rev. 3), subparagraph 402 B or if:

- a successor-in-interest CCC-509 was properly executed according to 1-DCP (Rev. 3)
- a timely requested reconstitution was completed.

The user updating the enrollment and approval date shall be satisfied that CCC-509 was enrolled within the guidelines of 1-DCP (Rev. 3).

### 3 Action

#### A State Office Action

SED shall:

- consult with the State Office DCP and ACRE specialist and determine if any or all DD's shall be granted DCP State Office administrative access role
- request, through SLR, that selected DD's be granted DCP State Office administrative access.

The DCP/ACRE program specialist shall, after DD's have been granted access, inform County Offices where to send CCC-509s and supporting information to have enrollment and approval dates updated.

#### B DCP State Office Administrative Access User Action

After receiving DCP State Office Administrative Access, users shall:

- review CCC-509 and any supporting documentation received from the County Office to determine if CCC-509 was enrolled timely
- request additional supporting documentation, if necessary
- follow 2-DCP, paragraph 50 to update enrollment and approval dates for CCC-509
- notify the County Office that applicable CCC-509 has been updated.

#### C County Office Action

County Offices shall submit CCC-509's enrolled after June 30 and supporting documentation to the appropriate official to have the enrollment and approval date entered.