

For: State and County Offices

Requesting Access to Systematic Tracking for Optimal Risk Management (STORM) Tool

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

An amendment is forthcoming announcing the implementation of a new automated tool called STORM.

STORM is a web-based application that enables County Offices to enter Flash Reports and Disaster Assessment Reports in an automated environment.

B Purpose

This notice informs State and County Offices to:

- designate authorized users of STORM
- compile the information needed to prepare a Microsoft Excel spreadsheet in the format shown in Exhibit 1.

2 STORM

A Uses for STORM

STORM will be used to record information related to disasters that are normally recorded on Flash Reports as well as Disaster Assessment Reports (DAR's).

Disposal Date

October 1, 2007
5-9-07

Distribution

State Offices; State Offices relay to County Offices

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2 STORM (Continued)

B STORM Security

STORM is designed to ensure that a user can only enter STORM data for their respective State or County Office. Authorized users:

- will have the capability to:
 - access STORM and add/modify disaster information for their State or County Office
 - view records for all States nationwide
- are provided access through established accounts
- shall be limited to 2 employees per County Office as determined by CED.

Note: Combined counties shall be limited to 2 employees for the office. When reporting authorized users according to Exhibit 1, make separate entries for each county that the user will be given access.

3 Action

A State Office Action

State Offices shall:

- ensure that CED's only authorize 2 employees to access STORM in their County Office
- Note:** If CED is designated access, then only 1 additional employee can obtain access.
- establish a deadline for CED's to submit user information to ensure that they can provide a complete spreadsheet to PECD by May 18, 2007
 - designate 2 State Office employees as authorized users of STORM at the State level
 - prepare 1 Microsoft Excel spreadsheet similar to Exhibit 1 to include all counties in the State
 - submit the completed spreadsheet to Helen Mathew, PECD by e-mail at **helen.mathew@wdc.usda.gov** by COB May 18, 2007.

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

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3 Action (Continued)

B CED Action

Upon receiving this notice, CED's shall:

- designate 2 users to have access to STORM

Note: If CED is designated access, then only 1 additional employee can obtain access.

- Submit the user information requested in Exhibit 1 in an Excel spreadsheet, using the example format, to the State Office by the State-established deadline.

Completing the Microsoft Excel Spreadsheet for STORM Authorization

A Instructions for Completing the Microsoft Excel Spreadsheet

Complete the Microsoft Excel Spreadsheet according to the following.

Column	Action
State FIPS Code	Enter State code.
County FIPS Code	If applicable, enter county code.
OIP Office	Enter OIP Office code. Note: OIP codes are available on the FSA intranet at http://intranet.fsa.usda.gov/fsa/ . Under “Notices and Directives”, select “State/County – Name and Address List”.
Name (First and Last)	Enter employee’s legal first and last name.
Employees USDA eAuthentication ID	Employee’s USDA eAuthentication ID.
Authorization Level	The 3 levels of authorization are as follows: <ul style="list-style-type: none"> • National Level – reserved for National Office employees • State Level – access to STORM data for all counties within the specified State code • county Level – access to STORM data within specified county code only. Indicate level of authorization by placing an asterisk (*) in the State or County column under “Authorization Level”. If an employee needs: <ul style="list-style-type: none"> • State level authorization: <ul style="list-style-type: none"> • enter the applicable State code or codes • ENTER “000” as the county code • put an asterisk (*) in the State column or columns • county level authorization: <ul style="list-style-type: none"> • enter the applicable State and county code or codes • put an asterisk (*) in the county column or columns.

Note: Do **not** alter the column headings of the spreadsheet. Information is needed in the specified columns to meet automation requirements for ITSD Application Development Center to populate an active directory.

Completing the Microsoft Excel Spreadsheet for STORM Authorization (Continued)

B Example of the Microsoft Excel Spreadsheet

The following is an example of a completed Microsoft Excel spreadsheet to request authorization for STORM.

State FIPS Code	County FIPS Code	OIP Office	Name (First and Last)	Employees USDA eAuth ID	Authorization Level		
					National	State	County
51	000	104412	Henry Marshall	Henry.Marshall		*	
51	023	354872	John Doe	John.Doe			*
09	000	125458	Thomas Roth	Thomas.Roth		*	
09	057	125482	Michael Turner	Michael.Turner			*

Example 1: Henry Marshall is a State Office employee requesting user authorization for State 51.

John Doe is a County Office employee requesting user authorization for county code 023 within State 51.

Example 2: Thomas Roth is a State Office employee requesting user authorization for State 09.

Michael Turner is a County Office employee requesting user authorization for county code 057 within State 09.