

For: FSA Offices

Updating National Payment Services (NPS) Security

Approved by: Deputy Administrator, Management



1 Overview

A Background

NPS is a centralized, web-based accounting application that interfaces with a web-based program application to complete the payment process for the program. As existing program applications are migrated to the web environment, or new programs are developed initially as a web application, the applicable program division will determine whether the payments will be issued using NPS or the Disbursement/Check Writing function on the System 36/AS 400. Eventually, all programs will be migrated to the web and all payments will be made using NPS.

In May 2004, State Offices submitted spreadsheets listing the State and County Office employees authorized access to NPS, and their roles. Additional users have been added as the need arises.

B Purpose

This notice:

- provides a reminder of the levels of access and roles and responsibilities for each level
- establishes **security@kcc.usda.gov** as the contact for security-related issues
- includes a revised format (Exhibit 1) necessary to establish user access to NPS.

C Contact

State Offices with questions about this notice should contact Debbie Simmons by:

- e-mail at **Debbie_Simmons@wdc.usda.gov**
- telephone at 703-305-1309.

Disposal Date	Distribution
January 1, 2006	All FSA Offices; State Offices relay to County Offices

Notice FI-2692

2 County Office Levels of Security Access and Roles and Responsibilities of Each Level

A Service Center Representative

The Service Center Representative is the first person to handle the processing of a payment when special processing is required. The Service Center Representative will:

- accept or modify the displayed amount of an offset for a debt due FSA or CCC
- enter the amount of an offset for any other agency's debts
- establish foreign person's tax withholding percentage
- enter a reason code when prompt payment interest is due.

CCC-392 is **not** required for a Service Center Representative.

B County Certifying Official

The County Certifying Official requires CCC-392 be on file, except when the County Certifying Official is CED. The County Certifying Official has the responsibility to:

- hold a payment for cancellation by the program application if it is determined that the payment should not be issued
- reset special processing done by the Service Center Representative if it is determined that the withholdings or offsets are incorrect
- electronically certify that the payment is due and proper.

Certifying that the payment is due and proper is the same function as signing CCC-184 or the disbursement transaction statement, except it is done electronically.

C County Signing Official

The County Signing Official requires CCC-392 be on file, except when the County Signing Official is CED. The County Signing Official has the responsibility to:

- dispute the payment if the payment is not correct
- electronically sign that the payment is due and proper.

Signing that the payment is due and proper is the same function as counter-signing CCC-184 or signing the ACH transmission verification report, except it is done electronically.

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2 County Office Levels of Security Access and Roles and Responsibilities of Each Level (Continued)

D Separation of Duties

The separation of duties in 1-FI, paragraph 32 applies to payments issued through NPS. The same person who approved the related expenditure documents shall **not** serve as the County Certifying Official or the County Signing Official.

NPS provides system verification that the separation of duties are maintained based upon the e-Auth ID being used. When an employee is authorized to serve as a Certifying Official or a Signing Official, and the employee certifies the payment, the system will not display the same payment on the employee's signing worklist. The system requires that a different e-Auth ID sign the payment.

Note: The Signing Official must sign on to NPS using their own e-Auth ID for the payments to be signed to appear on the Signing Official's worklist.

3 State Office Levels of Security Access and Roles and Responsibilities of Each Level

A State Representative

The State Representative is the first person to handle the processing of a State Office-issued payment when special processing is required. The State Representative will:

- apply an offset for a debt due FSA or CCC
- apply an offset for any other agency's debts
- establish foreign person's tax withholding
- enter a reason code when prompt payment interest is due.

CCC-392 is **not** required for a State Representative.

B State Certifying Official

The State Certifying Official requires CCC-392 be on file, except when the State Certifying Official is SED. The State Certifying Official has the responsibility to:

- hold a payment for cancellation by the program application if it is determined that the payment should not be issued
- reset special processing done by the State Representative if it is determined that the withholdings or offsets are incorrect
- electronically certify that the payment is due and proper.

Certifying that the payment is due and proper is the same function as signing CCC-184 or the disbursement transaction statement, except it is done electronically.

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3 State Office Levels of Security Access and Roles and Responsibilities of Each Level (Continued)

C State Signing Official

The State Signing Official requires CCC-392 be on file, except when the State Signing Official is SED. The State Signing Official has the responsibility to:

- dispute the payment if the payment is not correct
- electronically sign that the payment is due and proper.

Signing that the payment is due and proper is the same function as counter-signing CCC-184 or signing the ACH transmission verification report, except it is done electronically.

D Separation of Duties

The separation of duties in 1-FI, paragraph 32 applies to payments issued through NPS. The same person who approved the related expenditure documents shall **not** serve as the State Certifying Official or the State Signing Official.

NPS provides system verification that the separation of duties are maintained based upon the e-Auth ID being used. When an employee is authorized to serve as a Certifying Official or a Signing Official, and the employee certifies the payment, the system will not display the same payment on the employee's signing worklist. The system requires that a different e-Auth ID sign the payment.

Note: The Signing Official must sign on to NPS using their own e-Auth ID for the payments to be signed to appear on the Signing Official's worklist.

E State Signing Official May Sign County Office Payments

The State Signing Official may also serve as the Signing Official for a County Office payment if there are not enough employees in the County Office to complete the payment process and maintain a separation of duties. A separate CCC-392 is not required for the State Signing Official to sign a County Office-initiated payment unless the existing CCC-392 had restrictions included.

4 Establishing User ID's and Passwords for Access to NPS

A Access to NPS

NPS is a secure web site and requires that a user ID and password be entered to gain access to the application. The KC-Application Development Center security office is responsible for assigning user ID's and initial passwords for State and County Office employees. An employee's existing e-Auth ID and password will be used.

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4 Establishing User ID's and Passwords for Access to NPS (Continued)

B Identifying Employees Requiring Access to NPS

Use Exhibit 1 or 2 to identify employees who must have access to NPS, and the level of access authorized. In the first column, ENTER "A" to add the employee. If the employee works in a combined county, include each county to which the employee will have access.

C Terminating an Employee's Access to NPS

Complete Exhibit 1 or 2 to request that an employee's access to NPS be terminated. In the first column, ENTER "T" to terminate the employee's access. If the employee works in a combined county, include each county in which the employee should be terminated.

D State Office Complete Security Spreadsheet

The State Office shall complete the security spreadsheet with changes, as necessary, to keep the security up-to-date. Only include changes in the spreadsheet; do not include all employees who have previously been established.

Create an Excel spreadsheet using the columns in Exhibit:

- 1 for County Office employees
- 2 for State Office employees.

Note: E-mail the spreadsheet to the KC Security Officer.

E Establishing Security Access

The e-Gov coordinator or State Security Officer shall send the completed security spreadsheet by e-mail to the security desk at KC at security@kcc.usda.gov. Allow up to 5 workdays for the employee's security level to be updated.

Note: In the future, the KC Security Officer may change the process for notifying security of changes to NPS access. Follow instructions received from the KC Security Officer.

5 Training and Additional Instructions on NPS

A NPS Training

Training on NPS will be held in conjunction with the program division training on using the web-based program application.

County Office Security Access to NPS

State Office Contact Person:

Telephone Number:

State Code:

							Place an "X" in the Columns		
Action	County Code	Employee Name	e-Mail Address	Telephone	E-AUTH ID	Social Security No.	County Rep.	County Certifying	County Signing

State Office Security Access to NPS

State Office Contact Person:

Telephone Number:

State Code:

						Place an "X" in the Columns		
Action	Employee Name	e-Mail Address	Telephone	E-AUTH ID	Social Security No.	State Rep.	State Certifying	State Signing