

**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 that 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 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 a list of State and County Office employees authorized to access NPS and the employees' roles. Additional users have been added as needed.

**Note:** This notice does not apply to FLP.

**B Purpose**

This notice:

- provides a reminder of the:
  - levels of security access
  - roles and responsibilities for each level
- establishes e-mail contact at **security@kcc.usda.gov** for security-related issues
- includes the format (Exhibit 1 or 2) to establish user access to NPS.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2007	All FSA Offices; State Offices relay to County Offices

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### 1 Overview (Continued)

#### C Contact

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

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

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

#### A Service Center Representative

The service center representative is the first employee to handle processing payments when special processing is required. The service center representative shall:

- accept or modify displayed amounts of offsets for debts due FSA or CCC
- enter the amount of offset for any other agency's debts
- establish foreign tax withholding percentages
- enter reason codes when prompt payment interest is due.

CCC-392 is **not** required for a service center representative.

#### B County Certifying Official

The county certifying official must ensure that CCC-392 is on file, except when the county certifying official is CED. The county certifying official may:

- hold payments for cancellation by the program application if the payment should **not** be issued
- reset special processing by the service center representative if the withholdings or offsets are incorrect
- electronically certify that the payment is due and proper.

**Note:** Certifying that the payment is due and proper is the same function as signing CCC-184 except the signature is electronic.

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

#### C County Signing Official

The county signing official requires that CCC-392 is on file, except when the county signing official is CED. The county signing official may:

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

**Note:** Signing that payments are due and proper is the same function as counter-signing CCC-184's or signing ACH transmission verification reports, except the signature is electronic.

#### D Separation of Duties

Separation of duties in 1-FI, paragraph 32 applies to payments issued through NPS. The same person who approves the related expenditure documents shall **not** serve as the county certifying official or the county signing official.

NPS provides system verification that separation of duties is maintained based on the eAuthentication user ID being used. When an employee is authorized to serve as a certifying or 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 eAuthentication user sign the payment.

**Note:** The signing official must sign into NPS using their eAuthentication user ID for the payments to appear on the signing official's worklist.

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

#### A State Representative

The State representative is the first employee to handle processing a State Office-issued payment when special processing is required. The State representative will:

- apply offsets for debts due FSA or CCC
- apply offsets for any other agency's debts
- establish foreign tax withholdings
- enter reason codes when prompt payment interest is due.

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

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

#### B State Certifying Official

The State certifying official must require that CCC-392 is on file, except when the State certifying official is SED. The State certifying official may:

- hold payments for cancellation by the program application if the payment should **not** be issued
- reset special processing by the State representative if the withholdings or offsets are incorrect
- electronically certify that payments are due and proper.

**Note:** Certifying that payments are due and proper is the same function as signing CCC-184's except that payments are certified electronically.

#### C State Signing Official

The State signing official requires that CCC-392 is on file, except when the State signing official is SED. The State signing official may:

- dispute payments if payments are **not** correct
- electronically sign that payments are due and proper.

**Note:** Signing that payments are due and proper is the same function as counter-signing CCC-184's or signing the ACH transmission verification reports except that the signature is electronic.

#### D Separation of Duties

Separation of duties in 1-FI, paragraph 32 applies to payments issued through NPS. The same person who approves the related expenditure documents shall **not** serve as the State certifying official or the State signing official.

NPS provides system verification that separation of duties is maintained based on the eAuthentication user 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 eAuthentication user sign the payment.

**Note:** The signing official must sign into NPS using their own eAuthentication user ID for the payments to appear on the signing official's worklist.

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

#### 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 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 eAuthentication user ID and password will be used.

#### 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 employee. If the employee works in a combined county, include each county that 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 that the employee should be terminated.

#### D Completing Security Spreadsheet

The State Office shall complete the security spreadsheet with changes, as necessary, to keep the security up-to-date. Only include changes on 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.

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

#### E Establishing Security Access

The eGov Coordinator or State Security Officer shall send the completed security spreadsheet by e-mail to the KC security desk at [security@kcc.usda.gov](mailto: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**

This is an example of the security spreadsheet that State Offices shall complete to identify County Office employees who require 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**

This is an example of the spreadsheet that State Offices shall complete to identify State Office employees who require access to NPS.

State Office Contact Person:

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Action	Employee Name	e-Mail Address	Telephone	E-AUTH ID	Social Security No.	State Rep.	State Certifying	State Signing