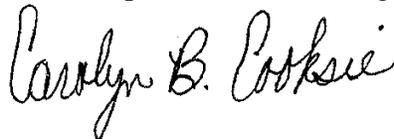


For: FSA National Office Employees

Request for Financial Management Modernization Initiative (FMMI) Access

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

On December 1, 2010, FSA’s administrative funds migrated to FMMI from FFIS. FFIS access was requested on AD-1143; however, FMMI access shall be requested on FSA-FM1 accompanied with FSA-13-A. Mandatory FMMI training is available through AgLearn+ and **must** be completed before FMMI access being granted.

B Purpose

This notice provides:

- an example of FSA-FM1
- instructions for adding, deleting, or modifying FMMI roles for existing or new FMMI users.

C Contacts

National Offices with questions about this notice shall contact either of the following FSA User Access Requestors (UAR’s):

- Claire Lindsey by either of the following:
 - e-mail to **claire.lindsey@kcc.usda.gov**
 - telephone at 816-926-6245
- Marsha Stevens by either of the following:
 - e-mail to **marsha.stevens@kcc.usda.gov**
 - telephone at 816-926-6288.

Disposal Date	Distribution
September 1, 2011	All FSA National Office employees

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2 FSA- FM1, Data Security Access Authorization Form

A Accessing FSA-FM1

To access FSA-FM1 from the Information Security Office (ISO) Home Page at <https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/Home.aspx>, CLICK “**View and Download Current Security Forms**” in the left navigation pane. The Forms Page will be displayed with a list of available options. CLICK “**FSA-FM1**” link located at the bottom of the page.

Documents	Form Number	Form Name	Description	Supporting Documentation
Home	» FSA-13-A	Data Security Access Authorization Form	A form used to request access to most FSA systems. The form must be submitted to the appropriate SLR or supervisor each time a user requests modifications (additions/deletions) to their current computer access. Note: Certain systems and applications require submitting specialized forms in addition to FSA-13-A (i.e. AD-1143 for NFC Corporate Systems and AD-2017 for SCIMS).	SLR and Approving Official Quick Start Guide For Completing the FSA-13-A Request Form
Important Dates	» AD-1143	Corporate Systems Access Request Form	A specialized form used to request access to NFC Corporate Systems.	
Security Program Areas	» AD-2017	Service Center Information Management System (SCIMS) Access Form	A specialized form used to request access to SCIMS.	
Security Policies	» EmpowHR	EmpowHR Request for Security Access	A specialized form used to request access to EmpowHR. (Must be submitted with an FSA-13-A form).	
Acronyms	» NEIS	NEIS Login Request	A specialized form used to request access to NEIS. (Must be submitted with an FSA-13-A form)	
Links	» FSA-FM1	FMMI Request Form	A specialized form used to request access to FMMI. (Must be submitted with an FSA-13-A form). To request access to FMMI, please click here .	FMMI Role Descriptions
Newsletters				
Contact Us				
Security Resource Library				
View and Download Current Security Forms				

B Completing FSA-FM1

Complete FSA-FM1 as follows.

Item	Action
1	Enter “ X ” in the appropriate Request Type; that is, “Add”, “Modify”, “Delete”.
2-8	Enter name, organization, phone, e-mail, and supervisor’s phone.
FMMI Roles	Enter “ X ” in each requested role box under each applicable module; for example, Accounts Payable, Purchasing, Funds Management, etc.
“Comments/ Job Function”	Briefly describe user’s current job functionality/responsibilities.
“Supervisor”	Print/type supervisor’s name. Supervisor must sign, date, and e-mail to FSA UAR’s (subparagraph 1 C).

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2 FSA- FM1, Data Security Access Authorization Form (Continued)

C Example FSA-FM1

FSA-FM1		U.S. Department of Agriculture		Farm Service Agency		INSTRUCTIONS: Submit to Agency contact-FMMI User Access Requestor (UAR). For role assistance inquiries, contact the FSA UARs. Required fields indicated by *.		1. Request Type* <input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete	
DATA SECURITY ACCESS AUTHORIZATION FORM Financial Management Modernization Initiative (FMMI)									
2. Last name*			3. First Name*					4. Middle Initial	
5. Agency/Organization Acronym*						6. Phone*			
7. Email Address*				8. Supervisor Phone*					
<p><i>Approving Officials (e.g. Supervisor, COTR, SLR, etc.) must ensure that the mandatory information Security Awareness and Rules of Behavior Training (ISA/ROB) and the FBI National Criminal History Check (i.e. fingerprint results) are completed and approved for every new user. If the ISA/ROB is not completed, access will not be granted</i></p>									
FMMI Access Roles									
Please select each required role. <i>New user must register in FMMI prior to request submission (http://info.fmmi.usda.gov/).</i>									
Accounts Payable					Accounts Receivable				
<input type="checkbox"/>	Accounts Payable Evaluator	<input type="checkbox"/>	Accounts Receivable Approver	<input type="checkbox"/>	Accounts Receivable Evaluator	<input type="checkbox"/>	Accounts Receivable Processor	<input type="checkbox"/>	Cash Collection Processor
<input type="checkbox"/>	Accounts Payable Processor	<input type="checkbox"/>	Accounts Receivable Approver	<input type="checkbox"/>	Accounts Receivable Evaluator	<input type="checkbox"/>	Accounts Receivable Processor	<input type="checkbox"/>	Cash Collection Processor
<input type="checkbox"/>	Invoice Approver	<input type="checkbox"/>	Accounts Receivable Approver	<input type="checkbox"/>	Accounts Receivable Evaluator	<input type="checkbox"/>	Accounts Receivable Processor	<input type="checkbox"/>	Cash Collection Processor
<input type="checkbox"/>	Invoice Processor	<input type="checkbox"/>	Accounts Receivable Approver	<input type="checkbox"/>	Accounts Receivable Evaluator	<input type="checkbox"/>	Accounts Receivable Processor	<input type="checkbox"/>	Cash Collection Processor
<input type="checkbox"/>	Payment Processor	<input type="checkbox"/>	Accounts Receivable Approver	<input type="checkbox"/>	Accounts Receivable Evaluator	<input type="checkbox"/>	Accounts Receivable Processor	<input type="checkbox"/>	Cash Collection Processor
<input type="checkbox"/>	Payment Reversal Processor	<input type="checkbox"/>	Accounts Receivable Approver	<input type="checkbox"/>	Accounts Receivable Evaluator	<input type="checkbox"/>	Accounts Receivable Processor	<input type="checkbox"/>	Cash Collection Processor
Purchasing					<input type="checkbox"/>	Debt Management Processor			
<input type="checkbox"/>	Goods Receipt Processor	<input type="checkbox"/>	Employee Vendor/Customer Master Data Evaluator (PII)	<input type="checkbox"/>	Invitational Travelers Vendor Master Data Evaluator (PII)				
<input type="checkbox"/>	Purchase Order Approver	<input type="checkbox"/>	Invitational Travelers Vendor Master Data Evaluator (PII)	<input type="checkbox"/>	Overhead Allocation Processor				
<input type="checkbox"/>	Purchase Order Processor	<input type="checkbox"/>	Overhead Allocation Processor	<input type="checkbox"/>	Price Condition Processor				
<input type="checkbox"/>	Purchase Requisition Approver	<input type="checkbox"/>	Price Condition Processor	<input type="checkbox"/>	Revenue Forecasting Processor				
<input type="checkbox"/>	Purchase Requisition Processor	<input type="checkbox"/>	Revenue Forecasting Processor	<input type="checkbox"/>	Sales Order Billing Processor				
<input type="checkbox"/>	Purchasing Evaluator	<input type="checkbox"/>	Sales Order Billing Processor	<input type="checkbox"/>	Sales Order Processor				
<input type="checkbox"/>	Vendor Correspondence Processor	<input type="checkbox"/>	Sales Order Processor	<input type="checkbox"/>	Vendor and Customer Master Data Requestor (PVND)				
Funds Management					<input type="checkbox"/>	Vendor and Customer Master Data Evaluator (Non PII)			
<input type="checkbox"/>	Funds Commitment Approver								
<input type="checkbox"/>	Funds Commitment Processor								
Reporting Roles									
<input type="checkbox"/>	Funds Management Approver	<input type="checkbox"/>	Accounts Payable Reporter						
<input type="checkbox"/>	Funds Management Budget Approver	<input type="checkbox"/>	Accounts Receivable Reporter						
<input type="checkbox"/>	Funds Management Budget Coordinator	<input type="checkbox"/>	Cost Management Reporter						
<input type="checkbox"/>	Funds Management Derivation Evaluator	<input type="checkbox"/>	Financial Reporter						
<input type="checkbox"/>	Funds Management Evaluator	<input type="checkbox"/>	Funds Management Reporter						
<input type="checkbox"/>	Funds Management Processor	<input type="checkbox"/>	IAS Interface Reporter						
<input type="checkbox"/>	Funds Reservation Processor	<input type="checkbox"/>	Purchasing Reporter						
General Ledger					<input type="checkbox"/>	Sales Order Reporter			
<input type="checkbox"/>	General Ledger Approver	<input type="checkbox"/>	BI Payroll Reporter						
<input type="checkbox"/>	General Ledger Evaluator	<input type="checkbox"/>	BI Payroll Power User						
<input type="checkbox"/>	General Ledger Processor	<input type="checkbox"/>	BI Power User						
Cost Management					<input type="checkbox"/>	Accounts Payable BI Reporter			
<input type="checkbox"/>	Agency Cost Management Master Data Maintainer	<input type="checkbox"/>	Accounts Receivable BI Reporter						
<input type="checkbox"/>	Cost Management Evaluator	<input type="checkbox"/>	Cost Management BI Reporter						
<input type="checkbox"/>	Cost Management Processor	<input type="checkbox"/>	Funds Management BI Reporter						
Periodic Processing/Ops and Maintenance					<input type="checkbox"/>	General Ledger BI Reporter			
<input type="checkbox"/>	FACTS Processor	<input type="checkbox"/>	Purchasing BI Reporter						
<input type="checkbox"/>	Lockbox Evaluator								
<input type="checkbox"/>	Lockbox Processor	<input type="checkbox"/>	PLCE State:						
<input type="checkbox"/>	Shorthand Code Approver	<input type="checkbox"/>	Other:						
<input type="checkbox"/>	Shorthand Code Evaluator	Security - FSA Security Office Only							
<input type="checkbox"/>	Shorthand Code Requestor	<input type="checkbox"/>	Agency Security Administration						
Comments/ Job Function:									
ASA Print/Type Name*					ASA Signature*				
Supervisor Print/Type Name*			Supervisor Signature*				Date*		

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3 Determining Appropriate FMMI Roles for User Access

A FMMI Role Descriptions Guide

A detailed explanation of each role is available in the FMMI Role Descriptions Guide (169 pages). To view the guide from the ISO Home Page, under “Supporting Documentation”, CLICK “FMMI Role Descriptions”.

Documents	Form Number	Form Name	Description	Supporting Documentation
Home	» FSA-13-A	Data Security Access Authorization Form	A form used to request access to most FSA systems. The form must be submitted to the appropriate SLR or supervisor each time a user requests modifications (additions/deletions) to their current computer access. Note: Certain systems and applications require submitting specialized forms in addition to FSA-13-A (i.e. AD-1143 for NFC Corporate Systems and AD-2017 for SCIMS).	SLR and Approving Official Quick Start Guide For Completing the FSA-13-A Request Form
Important Dates	» AD-1143	Corporate Systems Access Request Form	A specialized form used to request access to NFC Corporate Systems.	
Security Program Areas	» AD-2017	Service Center Information Management System (SCIMS) Access Form	A specialized form used to request access to SCIMS.	
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Acronyms	» NEIS	NEIS Login Request	A specialized form used to request access to NEIS. (Must be submitted with an FSA-13-A Form)	
Links	» FSA-FM1	FMMI Request Form	A specialized form used to request access to FMMI. (Must be submitted with an FSA-13-A form). To request access to FMMI, please click here .	FMMI Role Descriptions 
Newsletters				
Contact Us				
Security Resource Library				
View and Download Current Security Forms				

Note: When referring to the guide, only Agency designated roles may be assigned.

B Role Assignments

FSA UAR’s will assign roles in FMMI based on FSA-FM1 entries.

4 Training

A Mandatory Training

AgLearn+ FMMI training is **mandatory** for new users and courses will be assigned by FSA UAR's based on roles selected on FSA-FM1. Courses will be added to each new user's AgLearn + "To Do List" by the FSA AgLearn administrator. New users will be notified by e-mail when all courses have been added.

The following are examples of required training courses:

- "Introduction to FMMI (Audio) D2"
- "Process Overview"

Note: Total of 8 courses, FMMI 201, 202, 203, 204, 205, 206, 207, and 208. The number of required courses will depend on the type of roles selected on FSA-FM1.

- "FMMI Portal and SAP Navigation".

Note: Two courses, FMMI 301 and 302. FMMI 301 is required for all new users; however, FMMI 302 depends on the type of roles selected on FSA-FM1.

B Reporting Training Completion

AgLearn+ training is self-paced. After all training courses have been completed, new users **must** e-mail a screen print of their AgLearn+ Completed Work to FSA UAR's.

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5 FSA-13-A

A Accessing FSA-13-A

FSA-13-A **must** be submitted along with FSA-FM1. To access FSA-13-A from the ISO Home Page, under “Description”, CLICK **“please click here”**.

Documents	Form Number	Form Name	Description	Supporting Documentation
Home	> FSA-13-A	Data Security Access Authorization Form	A form used to request access to most FSA systems. The form must be submitted to the appropriate SLR or supervisor each time a user requests modifications (additions/deletions) to their current computer access. Note: Certain systems and applications require submitting specialized forms in addition to FSA-13-A (i.e. AD-1143 for NFC Corporate Systems and AD-2017 for SCIMS).	SLR and Approving Official Quick Start Guide For Completing the FSA-13-A Request Form
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Acronyms	> NEIS	NEIS Login Request	A specialized form used to request access to NEIS. (Must be submitted with an FSA-13-A Form)	
Links	> FSA-FM1	FMMI Request Form	A specialized form used to request access to FMMI. (Must be submitted with an FSA-13-A form). To request access to FMMI, please click here .	FMMI Role Descriptions
Newsletters				
Contact Us				
Security Resource Library				
View and Download Current Security Forms				

B Completing FSA-13-A

Complete FSA-13-A as follows.

Item	Action
1-13	Complete the Employee/User information sections.
“Other Comments”	Go to “Other/Comments”, page 3, and ENTER “Access to FMMI” .
“Justification”	Go to “Justification” and enter a justification statement. The justification area is available to explain the need for access, as it is very important the ISO staff understands why the request is necessary, for example, “Current job function requires FMMI access”.
	Sign FSA-13-A.
	E-mail to FSA UAR’s (subparagraph 1 C) along with FSA-FM1.

6 Granting FMMI System Access

A Access Requirements

FMMI system access will **only** be granted after the following requirements have been met:

- new user self-registration in FMMI at <http://info.fmmi.usda.gov/>
- submission of correctly completed and approved FSA-FM1 and FSA-13-A to FSA UAR's
- completion of the "Information Security Awareness and Rules of Behavior" training as cited on FSA-FM1
- completion and submission of AgLearn+ Completed Work to FSA UAR's.

B Access Notification

A system generated e-mail will be sent to the user notifying them their system access has been granted.