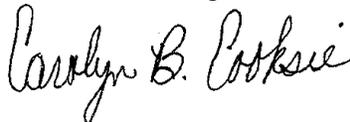


**For:** State Offices

**Deployment of the State Directives Management System (SDMS)**

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



**1 Overview**

**A Background**

State Offices are required to submit all FLP directives to the National Office for prior or post approval. Approval is required to ensure that State directives do not:

- conflict with National Office directives
- impose information collections on the public that have not been approved by OMB as mandated by the Paperwork Reduction Act.

SDMS is a web-based intranet application that was developed to streamline the delivery and clearance process of State directives. It will be used to obtain the appropriate prior or post approvals for all State Office FLP directives.

**B Purpose**

This notice:

- announces deployment of SDMS
- provides guidance on:
  - clearing FLP directives
  - accessing and using SDMS.

**C Contact**

Direct questions about:

- clearance requirements and using SDMS to Gail Wargo, PDEED, at 202-690-4003
- SDMS software to Khalid Khasawinah, ITSD, at 202-690-2187.

**Disposal Date**

February 1, 2006

5-4-05

**Distribution**

State Offices

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### 2 Clearance Requirements for State Office FLP Directives

#### A 1-AS Policy

The provisions in this notice will be included in a future amendment to 1-AS. State Offices shall follow the requirements of this notice until 1-AS has been amended.

#### B Prior Approval

State directives will be submitted for prior approval only if the:

- National directive that requires issuance of the State directive states that prior approval is required
- State directive imposes information collections on 10 or more persons.

**Note:** Information collections include:

- required completion of, or signature on a form
- submission of written materials or copies of documents
- record keeping requirements.

#### C Post Approval

Any State directive that does not require prior approval shall be submitted for post approval.

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### 3 Using SDMS

#### A User Responsibilities

The following lists the State users and their responsibility in SDMS.

User	Responsibility
System Administrator	Submit/view directives and give access to other State users.
General	Submit/view directives for their State(s).
Subscriber	Read only-view of directives for their State(s).

#### B General System Procedure

System administrators and general users shall:

- ensure that all State FLP directives have SED approval before submitting to SDMS
- use SDMS as the official State FLP directives clearance system
- attach only 1 directive for each system-generated FSA-415A submission.

**Notes:** Up to 4 additional forms or other related attachments may be submitted with each directive.

If the directive establishes the use of a State form, a copy of the form shall be included as 1 of the attachments.

#### C Accessing SDMS

SDMS can be accessed by all users from the FLP link on the FSA Intranet homepage at <http://intranet.fsa.usda.gov/fsa> according to the following.

Step	Action
1	Open FSA Intranet homepage and scroll down to the "Programs" section on the right side of the page.
2	Click "Farm Loan Programs Systems". The FLP Systems homepage will be displayed.
3	Click the "SDMS" link on the left side of the page. The SDMS login page will be displayed.
4	Enter SDMS user name and password.

**Notes:** ID's and passwords will be provided to 1 system administrator per State by the National Office. The system-generated password should be copied and pasted into the "password" text box on the SDMS login page. Once the system is open, a new password can be input through the "profiles" menu on the tool bar. The system administrator will provide ID's and passwords to other State users.