

For: State Offices and APFO

Authorizing State Office Access to National Time Inquiry - Leave Update System (TINQ)

Approved by: Deputy Administrator, Management



1 Overview

A

Purpose

This notice provides information to State Offices for access to the National Finance Center (NFC), FSA "FA" database through TINQ. State Offices will perform adjustments using TINQ for "FA" employees for the Leave Transfer Program (LTP), leave audits, and restored annual leave. Currently, FSA State Offices have TINQ access to the County Office "CE" database at NFC.

Effective June 30, 2002, approval for LTP recipients and donors will be managed by the respective State Office. Kansas City will forward all active LTP case files to the Administrative State Office.

B

Contacts

To provide technical guidance for:

- NFC and time and attendance (T&A) system adjustments, contact either of the following:
 - Carolyn Layden, KCAO, HRD at 816-926-6709
 - Myrna Highlander, KCAO, HRD at 816-926-6184
- LTP, contact either of the following:
 - Mary Harvey, KCAO, HRD at 816-823-3308
 - Dana Candler, KCAO, HRD at 816-926-6117
- access to TINQ, contact the National Help Desk through your State Computer Specialist.

Disposal Date	Distribution
November 1, 2002	State Offices and APFO

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2 LTP Recipient

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Action for Leave Recipients

All AD-1046's from GS and CO employees within a State shall be FAXed or delivered to the State's Administrative Officer or a designee for review. CED's and/or Service Center managers shall verify that medical documentation has been received and initial AD-1046's before they are FAXed to the State Office. State Offices shall complete the following.

Step	Action
1	The State Administrative Officer or designee shall: <ul style="list-style-type: none">• review each AD-1046• determine eligibility• approve/disapprove application.
2	The State Office shall notify the recipient, recipient's supervisor, and timekeeper of approval. If AD-1046 is disapproved, the reviewing official shall contact the applicant or someone acting on their behalf to request further medical documentation or advise of reason for disapproval.
3	The State Office shall perform Payroll/Personnel Remote Entry System (PRES) 120 action to establish the employee as an approved leave recipient in the NFC database.
4	The State Office Administrative Officer or designee will e-mail the recipient's solicitation information to the appropriate nationwide CO or GS Leave Transfer Subscription List on the FSA Intranet.
5	The State Office shall establish and maintain a leave transfer file on all approved recipients.

Note: Forms are available on the FFAS Employee Forms Online Intranet site. Access the site from the FSA Intranet at <http://intranet.fsa.usda.gov/>.

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3 LTP Donor

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**Action for
Leave Donors**

All AD-1043's from GS and CO employees shall be:

- approved by the leave donor's CED, Office Manager, or supervisor
- FAXed or delivered to LTP coordinator in the State Office for TINQ action.

State Office LTP coordinators shall use the following table.

Note: When FSA State, County, and Service Center Offices receive the T&A software upgrade, steps 1 through 3 will not be necessary. Further information on this subject will be provided with the new software.

Step	Action
1	Verify donor's annual leave balance and deduct the donation through TINQ by adjusting the amount used from the donor's annual leave balance.
2	Notify the donor and donor's timekeeper of the pay period in which donation was processed.
3	Advise the donor's timekeeper to deduct the annual leave donation amount from employee's annual leave balance in PC-TARE before preparing T&A for current pay period.

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3 LTP Donor (Continued)

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Action for Leave Donation Processed The leave donor's LTP coordinator shall use the following table after the leave donation has been processed.

IF recipient of donation resides...	THEN the State's LTP coordinator shall...
within the State	<ul style="list-style-type: none">• update the recipient's file with donated hours• total the recipient's donated hours at end of the pay period• TINQ total donated hours into the recipient's NFC leave balance, as appropriate• advise the recipient's timekeepers to add the donated hours to appropriate leave balance in the PC-TARE master record before preparing T&A's for pay period.
outside the State	forward approved AD-1043 to LTP coordinator in recipient's State Office by FAX.
outside the agency	forward approved AD-1043 to LTP coordinator at recipient's agency by FAX.

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4 TINQ Authorization

A

**Requesting
NFC TINQ
Access**

To request TINQ access, use the following table.

Step	Action
1	Complete FSA-13-D (Exhibit 1) items 1 through 13. Provide the correct RD or FSA code for user in item 10. Note: TINQ is a stand-alone system and can be requested without needing access to PC-TARE. However, if the user has PC-TARE access, the account codes for PC-TARE will be used for TINQ access.
2	Check item 18, "TINQ".
3	Complete items 20 and 21.
4	FAX or e-mail FSA-13-D to KC-Information Systems Security Office: <ul style="list-style-type: none">• e-mail to security@kcc.usda.gov• FAX to 816-926-6090.

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**Users Requiring
NITC and NFC
Logon ID's**

State Offices requiring a new logon ID for NITC and NFC shall:

- complete steps 1 through 4 in subparagraph A
 - check item 16, "NITC/TSO", "Create/Re-establish".
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FSA-13-D, Field Office Data Security Access Authorization Form

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FSA-13-D U.S. DEPARTMENT OF AGRICULTURE
 (3-1-02) Farm Service Agency
FIELD OFFICE DATA SECURITY ACCESS AUTHORIZATION FORM

INSTRUCTIONS: Complete a separate form for each employee. For quicker processing, please complete all required fields.

1. REQUEST DATE

2. NAME (Last, First, MI)

7. TYPE OF EMPLOYEE
 Are you a Federal Employee? Yes No

11. CHECK & LIST CURRENT USER ID

NITC/TSO
 GLS/EFT
 COPS
 NFC
 ADPS
 EIS/OTIS
 FOCUS
 FIRM
 TAC AC
 INTERNET
 VPS Printer

3. PHONE NO. (Include Area Code)
 { } - Ext.

8. CHECK THE TYPE OF FSA EMPLOYEE
 State County District

4. FAX NO. (Include Area Code)
 { } -

9. TITLE OR POSITION

5. INTERNET E-MAIL ADDRESS (REQUIRED)

10. SERVICING OFFICE CODES:
(REQUIRED FIELDS)
 RD Code { } FSA Code { }

6. SOCIAL SECURITY NUMBER (REQUIRED)

12. STATE OFFICE ADDRESS (Include ZIP Code)

13. COUNTY OFFICE ADDRESS (Include County Name & ZIP Code)

14. COMMENTS REGARDING THIS REQUEST

PLEASE CHECK ONLY THOSE SYSTEMS THE USER NEEDS TO HAVE ADDED OR CHANGED.

15. IDMS SYSTEM APPLICATIONS
 ADPS Create/Re-establish Make Change
 APPROP Create/Re-establish Make Change

16. NITC SYSTEM APPLICATIONS
 NITC/TSO Create/Re-establish Make Change
 GLS State County District
 EFT
 FOCUS FLP Staff District
 OTIS Read Write
 EIS IRMAD
 TRMS (Include VPS ID) FIRM

17. WEB APPLICATIONS
 PROXY Server (Internet Access)
 TAC AC Server (Remote Dial-In Access)

18. NFC SYSTEM APPLICATIONS
 PCTARE Entry Transmit
 PCPRCH 40 Inquiry Entry Verify
 PCPRCH 60 Inquiry Entry Verify
 PCTRAV/TRVL Inquiry Entry
 Release Authorization Release Voucher
 PRCHINQ
 PAYROLL/PERSONNEL SYSTEM
 Check applicable option: I = Inquiry or U = Update
 NS = Non-Sensitive, S = Sensitive

19. VPS ID REQUEST (Must be LAN/WANed)
 a. TCP/IP ADDRESS:
 b. PRINTER NAME:
 c. NAME OF MAINFRAME SOFTWARE:

20. STATE EXECUTIVE DIRECTOR (SED) DATE

21. SERVICE CENTER SECURITY OFFICER DATE

OFFICIAL SIGNATURES OF APPROVAL

SECURITY STAFF ONLY

22. ISSO SIGNATURE APPROVAL

23. REQUEST TO NITC (Date)

24. REQUEST TO NFC (Date)

25. NEW NITC ID CREATED

26. NEW NFC ID CREATED

27. OTHER NEW IDs CREATED

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FSA-13-D, Field Office Data Security Access Authorization Form (Continued)

FSA-13-D, FIELD OFFICE DATA SECURITY ACCESS AUTHORIZATION FORM Completion Instructions	
1 Security Request Date	Enter the date you submit the request to the FSA-Kansas City-ITSTO-Security Office.
2 Employee Name	Provide your full name. Enter last name, first name, middle initial, as applicable.
3 Phone No.	Provide your direct telephone number, including the area code.
4 FAX No.	Provide a FAX number which would allow Security to fax you documents if required. Include area code.
5 Internet E-mail Address	Provide your entire Internet E-mail address so Security can send you notification of completed request.
6 Social Security Number	Provide your SSN. Requests cannot be processed without the SSN. This is a MANDATORY field. Disclosure Statement: The SSN that you have provided is considered sensitive and not for public disclosure. The SSN will only be used for authentication purposes and will not be disseminated other than on a need-to-know basis for security related purposes.
7 Type of Employee	Check whether you are Federal or non-federal by placing an X in the appropriate box.
8 Type of FSA Employee	Identify if you are a State, County or District employee by checking the correct box.
9 Title or Position	Provide your full title or position.
10 FSA/RD Servicing Office Codes	Provide the FLP Servicing Center Office Code (Example: 01-306) and the FSA FIPS code (Example: 01-005). This is REQUIRED to process NITC, GLS, EIS/OTIS and ADPS.
11 Current Logon IDs	Check the box beside any logon ids you currently have in your possession. Include the USER ID to the right of the checked box.
12 State Office Address	Provide the complete State office mailing address for the State in which you are currently employed.
13 County Office Address	Provide the complete County office mailing address for the County Office in which you are physically located.
14 Comments Regarding This Request	Please enter any comments, such as if this is a transfer, whether we are to delete the user ID's or any other information that will be helpful in processing this request.
15 IDMS System/Applications	Place an X in the box of the system/application for which you require access. Select Create/re-establish for a new or deleted ID. Select Make Change to alter an existing ID.
a. Proficiency Level	a. Select Inquiry (0 = read only within your domain) or Update and 1 = update within your domain or 2 = update outside your domain.
b. Transaction Authority Codes	b. Place an X in the box describing the transactions for which you will require access.
c. Office Access Codes	c. List all the counties for which you will need access.
d. Setup Same as USERID	d. Provide a setup ADPS same as logon id if one has already been established in the same office location.
16 NITC System/Applications	These logon IDs provide you access to system/applications through Kansas City. For NITC, place an X in the box Create/re-establish for new ID or deleted ID needing re-established. Select Make Change to alter an existing NITC ID. For GLS, FOCUS and OTIS, place an X in the box describing which level of access you will require. For all other access, place an X in the box or boxes indicating the system/applications for which you require access. If you choose TRMS access, be sure to include a VPS printer ID in section 11 beside VPS Printer .
17 WEB Applications	For access to the internet, place an X in the box next to PROXY Server.
Dial-In Access	If you require dial-in access for On-Net, place an X in the box next to TACAC Server.

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FSA-13-D, Field Office Data Security Access Authorization Form (Continued)

FSA-13-D, FIELD OFFICE DATA SECURITY ACCESS AUTHORIZATION FORM Completion Instructions (Continued)		
18	<p>NFC System/Applications</p> <p>PCTARE</p> <p>PCPRCH 40/60</p> <p>PCTRAV/TRVL</p> <p>Payroll/Personnel System</p> <p>POI, OON and OLN codes</p>	<p>These systems/applications are controlled by the National Finance Center. Requests are forwarded to NFC for processing.</p> <p>Place an X in the box marked Entry to have Time and Attendance entry access and/or Transmit to have Time and Attendance transmission ability.</p> <p>Check PCPRCH 40 and/or 60 as well as what levels of access are needed for each application.</p> <p>Place an X in the box marked PCTRAV/TRVL and select the levels or access needed.</p> <p>Check the box next to the desired applications. Check the additional information as follows:</p> <ul style="list-style-type: none"> ➤ PINQ, IRIS, TRAI - Check the letter beside the appropriate box, as applicable: S = Sensitive; N = Non-sensitive; or check both ➤ SPPS, RETM, TMGT, UCFE, PROP/EMIS and PMSO - Check ONE letter beside the appropriate box: I = Inquiry; U = Update <p>When requesting access to Payroll/Personnel System, remember to include the Originating Office Number (OON), the Organization Level Number (OLN) and the 4-digit Personnel Office Identifier Number.</p>
19	<p>VPS Print ID for Local Area Network (LAN)</p>	<p>To request a printer ID, please include the following information:</p> <ul style="list-style-type: none"> ➤ TCP/IP address assigned to you ➤ Printer name (you name it) ➤ The name of the mainframe software you are using to access the mainframe
20	<p>Signature of the State Executive Director (SED)</p>	<p>Please ensure that the SED signature is in place. If the SED is unavailable, the Acting may sign as a substitute.</p>
21	<p>Signature of the Automation Coordinator (AC)</p>	<p>Please ensure that the AC signature is in place. If the AC is unavailable, the Acting may sign as a substitute.</p>

WHERE TO SUBMIT SECURITY ACCESS REQUEST FORM, FSA-13-D

Information Systems Security Program Staff: FAX: 816-926-6090 E-MAIL: security@kcc.usda.gov	Customer Questions: Phone: 816-926-6537
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