

For: All FFAS National Office and Kansas City Employees

Upgrading Web-Based SF-52 (Web52) Application

Approved by: Deputy Administrator, Management



1 Overview

A Background

In 1998, a client Microsoft Windows-based version of the electronic SF-52 application was implemented for the National Office enabling users to eliminate writing and routing of paper in favor of data entry, electronic submissions, and the ability to track the status of SF-52 during its life cycle. In July 2005, the National Office upgraded to a Web52 application.

B Purpose

This notice announces:

- implementation of a new, web-based process for completing and transmitting SF-52's through the FFAS Intranet at the Kansas City offices
- redesigned interface of the Web52 application
- integration of the Web52 application with eAuthentication.

C Labor-Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

| | |
|----------------------|---|
| Disposal Date | Distribution |
| July 1, 2007 | All FAS, RMA, and FAS National Office and Kansas City employees |

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2 System Features, Enhancements, and Requirements

A System Features and Enhancements

Program area (PA) users will have the following functionality with the Web52 application.

- The ability to change password, telephone number, and e-mail address through their eAuthentication account. In their eAuthentication profile, the telephone number should be specified in the “Alternate Phone Number” information and the USDA e-mail address should be specified in the e-mail information.
- The ability to add attachments, such as position descriptions, to an SF-52 document.
- The ability to select and specify options for document access filters, that is, pending and touched lists.
- The ability to add and activate/deactivate their signature to the database by contacting the Web52 Support Help Desk at 202-690-2256.
- The ability to retrieve SF-52 from an owner after it has been sent.
- Assigning and revoking a back-up user can be done in this release by contacting the Web52 Support Help Desk at 202-690-2256. In a subsequent release, users will be able to assign/revoke back-up users in the Web52 application.
- The ability to take SF-52 from their assigned backup.
- Assign a first-line supervisor to track an SF-52 document.

In addition to these enhancements, HRD will be able to do the following:

- download, view, upload, and delete an SF-52 attachment
- export the list of SF-52's displayed to MS Excel, with additional data fields not displayed on the list
- the ability to return SF-52 back to PA
- the ability to re-route SF-52 to a different HRD inbox.

2 System Features, Enhancements, and Requirements (Continued)

A System Features and Enhancements (Continued)

The following functionality will be available for HRD users by October 31, 2006:

- enter, edit, and track milestone dates for a selected SF-52 and vacancy announcement

Note: Viewable milestone dates are as follows:

- Date In (received)
 - Date Completed
 - Classification Date
 - Announcement Open Date
 - Announcement Close Date
 - Certification Issued Date
 - Selection Date
 - Offer Date
 - Offer Accepted Date
 - Offer Rejected Date.
- stopping and resuming the timer for a vacancy “time to fill” milestone date
 - ability to create a vacancy announcement log entry
 - link and unlink a vacancy announcement to/from a recruit action
 - cancel the linkage to a vacancy announcement
 - edit and print milestone dates and duration reports and export them to MS Excel.

B System Requirements

The following is required for the Web52 application:

- personal computer with Internet **and** Intranet capabilities
- Microsoft Internet Explorer browser version 6.02 or higher

Note: Do not attempt to use any Netscape applications to access the Web52 application.

- Adobe Acrobat Reader version 6.0 or higher
- Level-2 eAuthentication account.

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3 Web52 Guidelines

A Policy for Granting Access

HRD is responsible for the oversight of this system. The system is used to originate requests for personnel actions. Because of the nature of the data in the system and so that HRD can maintain responsible oversight, access is granted based on a job-related need. Typically, the users are supervisors, managers, and administrative support personnel. All requests for access, however, will be handled on a case-by-case basis.

The **supervisor** of the employee who needs access to the Web52 application must send an e-mail to Web52access@wdc.usda.gov requesting access to the application. Include the following information in the e-mail:

- the employee's name, telephone number, and PA (division/office)
- position title of the employee who needs access to the Web52 application
- justification for requesting access for the employee.

Note: Current users of the Web52 application will not need to request access to the Web52 application.

B Connectivity

Access Web52 by logging onto either of the following sites:

- <http://web52.wdc.usda.gov/>
- FFAS Intranet homepage at <http://dc.ffasintranet.usda.gov/> and click "Web Applications" and select "FFAS Web52" as shown on the following screen.



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3 Web52 Guidelines (Continued)

C Training and Demonstrations

Workbooks for the SF-52 application can be downloaded at <http://dc.ffasintranet.usda.gov/hrd/web52/web52qa.htm>. There are workbooks for the following 3 different types of users:

- PA
- human resources
- first-line supervisor.

Note: Training guide will be available at a later date.

The workbooks should be used as a training scenario and as a way to help guide the user through the process of originating and finalizing SF-52 for processing into the National Finance Center/EmpowHR database.

HRD users in Kansas City will receive a demonstration of the web application. Attendance at the training/demonstration is imperative to learn everything available in the application. Training will be conducted according to subparagraph D.

D Timeline for Kansas City Office Implementation

Follow this table for the timeline for the Kansas City Office implementation.

| Date | Activity |
|---------------------|---|
| September 29, 2006 | Employees shall discontinue using the existing Web52 application. PA's must ensure that any critical SF-52's are submitted to HRD before this date. HRD must ensure that all personnel actions in the Web52 application that are effective in pay period 21 are completed in the application before this date. The application will be unavailable until October 10, 2006. |
| October 2 - 6, 2006 | HRD and Kansas City PA employees will be trained on the Web52 application through NetMeeting. |
| October 2 - 4, 2006 | All existing data in the Web52 application will be converted to the upgraded version of Web52. Note that only SF-52's created in FY 2006 will be converted in the initial release. SF-52's handled in prior years will be converted in November 2006. Any SF-52's that were drafted more than 90 calendar days from this date will be deleted from the application. SF-52's that were routed to a PA user's "Pending" filter more than 6 months before this date will also be deleted from the application. HRD will not be affected by these changes. |
| October 2 - 4, 2006 | ITSD web developers will verify the validity of the converted data. |
| October 10, 2006 | All National and Kansas City Office employees will begin using the Web52 application. See Exhibit 1 for instructions to access the application after receiving user account name and password. |

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3 Web52 Guidelines (Continued)

E Contact Information

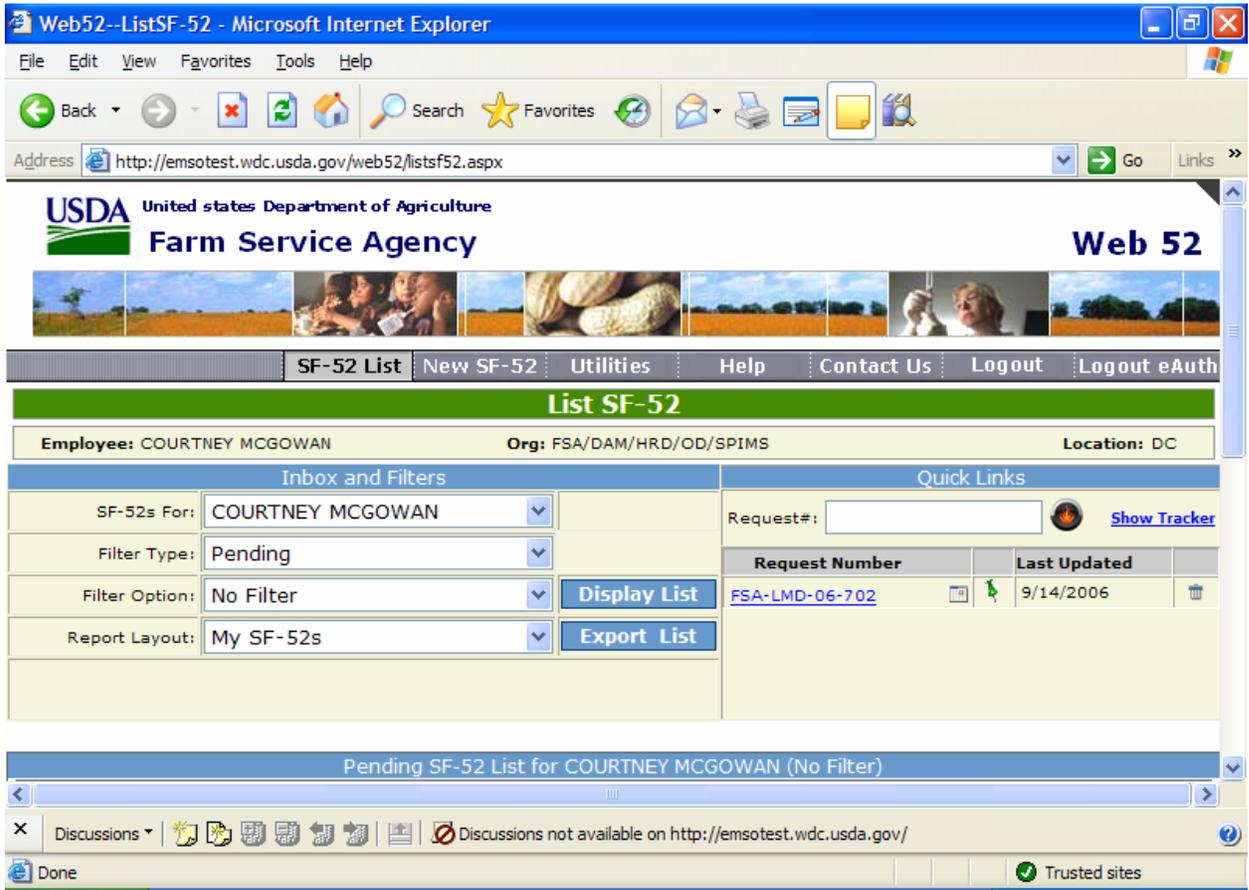
If assistance is needed implementing the Web52 application, employees shall contact the appropriate individual or office according to this table.

| IF assistance is needed with... | THEN contact... |
|--|--|
| new access requests | Web52access@wdc.usda.gov by e-mail. |
| connectivity issues and/or password resetting | Web52 Support Help Desk at 202-690-2256. Password resetting must be handled in eAuthentication. If further assistance is needed, contact the ITS service desk at 800-457-3642 or by e-mail at eAuthHelpDesk@ftc.usda.gov . |
| error messages because of network or server problems | your local ITS Support Staff to complete a help desk ticket and forward to ITSD. |
| application questions or issues | FSA.EMSO@wdc.usda.gov by e-mail. |
| other implementation issues | Courtney McGowan, HRD, at 202-401-0244. |

Instructions for Initial Access to Web52 Application

Access the Web52 application as follows.

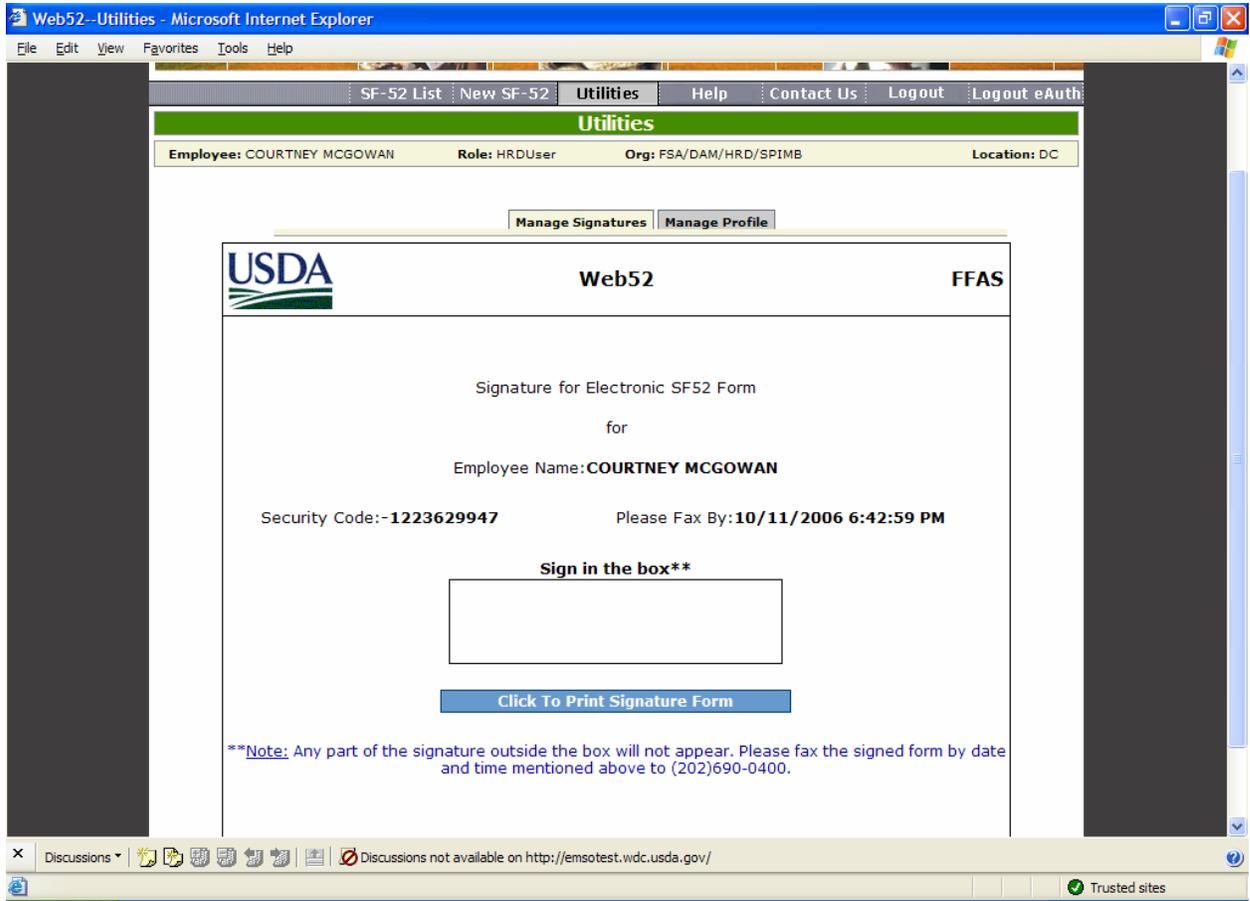
- Users shall log in to their eAuthentication account to launch the Web52 application:
 - enter the eAuthentication user ID and password
 - click the “Login” button.
- Users will then be directed to the homepage where they will find a list of SF-52’s pending action, if any.



Instructions for Initial Access to Web52 Application (Continued)

- Click “Utilities” and select the “Manage Signatures” tab if a signature is required in the application. Any user who previously had a signature stored in the Web52 application will continue to have one stored in the Web52 application. Users can edit the position title on the signature block. If a signature needs to be added to the Web52 application, click “Click To Print Signature Form”, sign the form, and FAX it to the Web52 Support Help Desk at 202-690-0400.

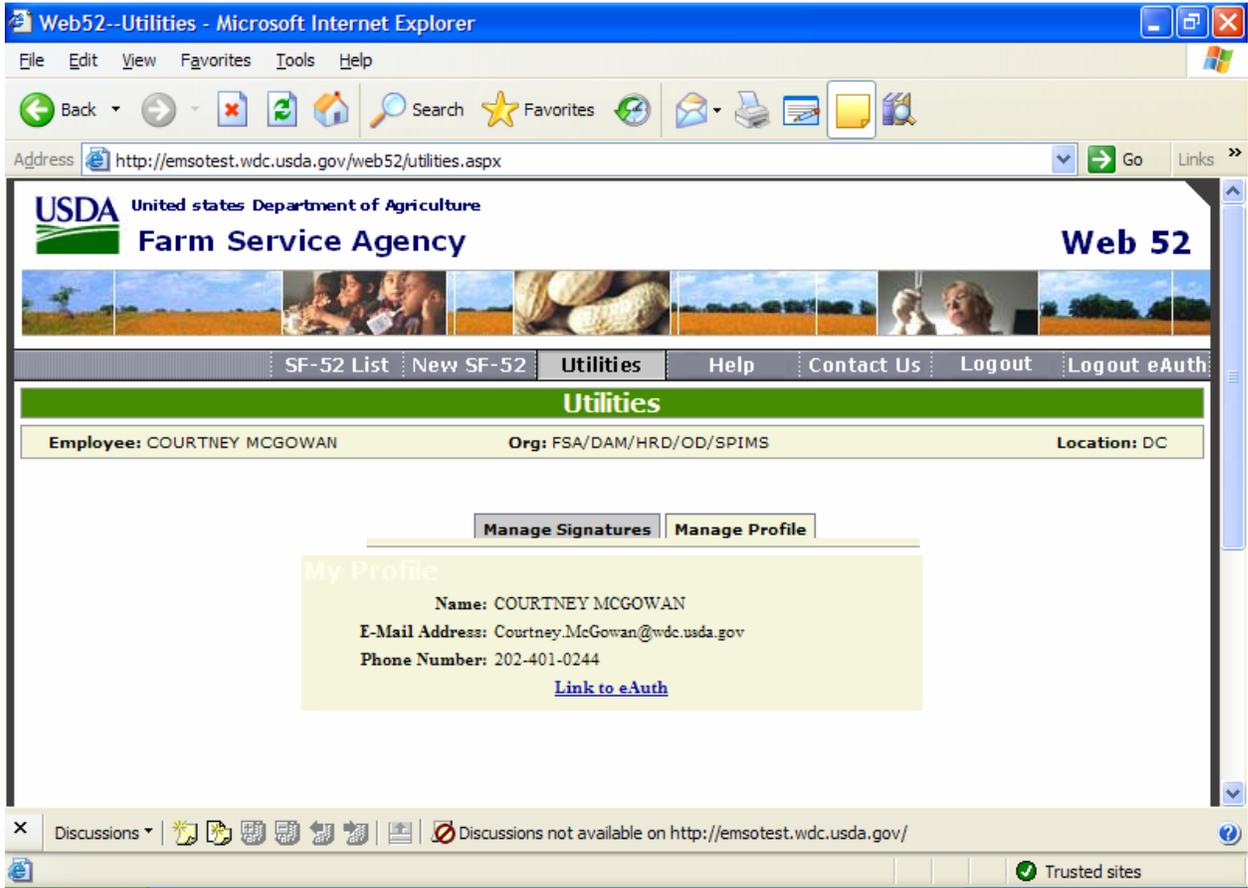
Following is an example of the Manage Signatures Screen.



- Select the “Manage Profile” tab to verify if your name, e-mail address, and telephone number are displayed correctly. This information will populate in appropriate fields of SF-52.

Instructions for Initial Access to Web52 Application (Continued)

- If the information is **not** correct, click “Link to eAuth” under the “Manage Profile” tab, log in to your eAuthentication account, and update your account information in eAuthentication. Enter your USDA office telephone number in the “Alternate Phone Number” box, and enter your USDA e-mail address in the “Email Address” box.



Once the tasks in this exhibit have been completed, users will be able to proceed with completing SF-52.