

For: State and County Offices

Hyper Dynamic Reporting Application (HyDRA) for Recording RCO Spot Check Inspections

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

In March 2012, RMA:

- notified FSA that it was working on a web-based application that will allow State and County Offices to enter RCO spot check list inspection results online
- advised that all users who would be required to use HyDRA must complete and submit FCIC-586, "RMA Security Access Authorization Form", to obtain access to HyDRA.

RMA has completed development of HyDRA. HyDRA will provide a centralized location for State and County Offices to load and maintain documentation related to RCO spot check list inspection results.

FSA plans to use HyDRA to record RCO inspections for the 2013 crop year. RMA has received numerous FCIC-586's from users requiring access to HyDRA. However, many users have **not** yet submitted a completed FCIC-586.

B Purpose

This notice advises State and County Offices of the following:

- **April 19, 2013**, deadline to submit FCIC-586 to gain access to HyDRA
- notice of HyDRA access processing and upcoming training.

Disposal Date	Distribution
October 1, 2013	State Offices; State Offices relay to County Offices

Notice RM-242

2 FCIC-586

A FCIC-586 Deadline

All State and County Office employees requiring access to HyDRA who have **not** already submitted a completed FCIC-586 must do so by **April 19, 2013**.

Notes: The National Office will e-mail a list of employees who have already submitted FCIC-586 to POC's listed in 4-RM, Exhibit 11. Employees who are on this list have already submitted a completed FCIC-586 and do **not** have to resubmit FCIC-586.

Contact Melonie Sullivan by e-mail at melonie.sullivan@wdc.usda.gov if an electronic version of FCIC-586 is needed.

B Completing and Submitting FCIC-586

The following must be completed on FCIC-586:

- items 1 through 14
- for item 4, ENTER "FSA" under "RMA"
- signature of employee and date needs to be completed
- management review/approval date needs to be completed.

Note: CED requests must be reviewed and approved by the State Office. PT requests must be signed by CED.

In addition to these items, the RMA Help Desk has requested that new FCIC-586 requests contain the FSA employee's USDA e-mail address. Employees may write their USDA e-mail address anywhere on FCIC-586 as there is not a designated space for an e-mail address entry.

Submit completed FCIC-586's to the RMA IT Help Desk by either of the following:

- e-mail at rmaithelpdesk@rma.usda.gov
- FAX at 816-737-3588.

3 HyDRA Access Processing/Training

A Processing FCIC-586's

RMA is currently processing FCIC-586's. Once processing has been completed, RMA will e-mail users their HyDRA login and password.

B HyDRA Training

The National Office is currently working with RMA in preparing training on using HyDRA. Detailed information about the date and time of training is forthcoming.