

For: State and County Offices

FSA GIS Thin Client Migration

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

FSA GIS is currently managed on County Office servers that are aging and out of warranty. The GIS Office has determined that a centralized approach for managing the GIS assets that uses the CITRIX software is cost-efficient and improves the performance for the users engaged with FSA GIS tasks. New servers have been purchased and piloted with the GIS software. Migrating CLU and all of the other auxiliary spatial databases off the aging hardware in the County Offices will:

- better meet enterprise data integration needs
- allow the Modernize and Innovate the Delivery of Agricultural Systems (MIDAS) initiative to seamlessly integrate with geospatial data to improve business performance.

B Purpose

This notice provides State and County Offices with information and actions for preparing for the FSA GIS migration.

C Contact

Direct questions about this notice to Ted Payne by either of the following:

- e-mail at **ted.payne@wdc.usda.gov**
- telephone at 202-720-2187.

Disposal Date	Distribution
April 1, 2011 7-30-10	State Offices; State Offices relay to County Offices

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2 Migration (Continued)

B Migration Dates

The following identifies the dates for migration.

Date	States
August 7-8, 2010 (Entire States)	CA, NE
August 28-29, 2010 (Entire States)	AK, DE, HI, LA, MA, NJ, NY, PA, RI, WA, WI
September 11-12, 2010 (Entire States)	CO, MD, ME, MN, OR, UT, WV, WY
September 25-26, 2010 (Entire States)	FL, KY, MI, MO
October 9-10, 2010	AL, AR, CT, GA, IA, ID, IL, IN, KS, MS, MT, NC, ND, NH, NM, NV, OH, OK, SC, SD, TN, TX, VA, VT

Note: Only the Domain Controller server upgrades will be migrated to CITRIX at this time for partial States.

The remaining Service Centers will be migrated in March or April 2011 on the hardware being purchased now.

In general, when all Service Centers are being migrated over a weekend (meaning that there will be no disruption of service for GIS activities), a check will be performed to ensure a successful move of the data. If the move is deemed successful, the Microsoft SQL access rights will be turned off, but all data and applications on the desktops and Service Center servers will be retained until it is determined at a later date that:

- sufficient backups exist in the centralized environment
- GIS Office certifies that a stable GIS work environment has been achieved.

Note: Backup of data before migration will also be performed.

3 State and County Office Actions

A FSA-13-A

The State GIS Specialist will receive a list of all users in their State identifying the databases and reader's/editor's role for each user on the databases. A single FSA-13-A needs to be submitted, with the report attached, to the FSA Information Security Office. Instructions for completing FSA-13-A may be found on FSA-13-A, pages 4 and 5. See Exhibit 1.

The permission reports for each State are located at <https://fsa.sc.egov.usda.gov/mgr/GIS/training/State%20Permission%20Files/Forms/AllItems.aspx>.

Complete FSA-13-A according to the following:

- item 1 – enter date of the submission

3 State and County Office Actions (Continued)

A FSA-13-A (Continued)

- item 2 – check (✓) “Modify”
- item 3 – enter the name of the State GIS Specialist who is submitting the request
- item 13 – check (✓) “Yes”
- item 14 – check (✓) “Yes”
- item 15 – check (✓) “Yes”

- item 51 – ENTER “All users in the attached report should be placed into the appropriate domain account” according to the appropriate account (AGLO, AGEAST, AGCENTRAL, or AGWEST) as needed for the State. Copy and paste the appropriate accounts into item 51.
 - AGLO:
 - gg-aglo-FSA-GISUsers
 - gg-aglo-FSA-GISUsersEditors
 - gg-aglo-FSA-GISUsersEditorsBin
 - gg-aglo-FSA-GISUsersReaders

 - AGEAST:
 - gg-ageast-FSA-GISUsers
 - gg-ageast-FSA-GISUsersEditors
 - gg-ageast-FSA-GISUsersEditorsBin
 - gg-ageast-FSA-GISUsersReaders

 - AGCENTRAL:
 - gg-agcentral-FSA-GISUsers
 - gg-agcentral-FSA-GISUsersEditors
 - gg-agcentral-FSA-GISUsersEditorsBin
 - gg-agcentral-FSA-GISUsersReaders

 - AGWEST:
 - gg-agwest-FSA-GISUsers
 - gg-agwest-FSA-GISUsersEditors
 - gg-agwest-FSA-GISUsersEditorsBin
 - gg-agwest-FSA-GISUsersReaders

3 State and County Office Actions (Continued)

A FSA-13-A (Continued)

The Readers domain account will apply to all databases when applied. The GISUsersEditors account applies to the Maintenance Tool (MT) if the user is an editor. The GISUsersEditorsBin account applies to the Bin Tool if the user is an editor. The Tool for Environmental Resource Results Assessment (TERRA) does not write data to the Conservation database, so all that will be needed for using TERRA will be the FSA-GISUsersReaders account. The State GIS Specialist will need to specify **the editors for each database** so that the users are appropriately assigned. If an AGWEST user has a mixed roll like a Bin Tool editor and a Maintenance Tool reader, the State needs to identify that person as gg-agwest-FSA-GISUsers, gg-agwest-FSA-GISUsersReaders, and gg-agwest-FSA-GISUsersEditorsBin. Use the following Matrix for each person in the State.

	E=editor	R=Reader			
CONDITION 1: MT EDITOR ONLY					
CLU	fsa_gis_domains	fsa_gis_layers	grain_storage_bin	sde	gisconservation
E	E	E		E	
FSA-GISUsers, FSA-GISUsersEditors					
CONDITION 2: MT READER ONLY					
CLU	fsa_gis_domains	fsa_gis_layers	grain_storage_bin	sde	gisconservation
R	R	R		E	
FSA-GISUsers, FSA-GISUsersReaders					
CONDITION 3: BIN TOOL EDITOR ONLY					
CLU	fsa_gis_domains	fsa_gis_layers	grain_storage_bin	sde	gisconservation
R	E	E	E	E	
FSA-GISUsers, FSA-GISUsersReaders, FSA-GISUsersEditorsBin					
CONDITION 3: BIN TOOL READER ONLY					
CLU	fsa_gis_domains	fsa_gis_layers	grain_storage_bin	sde	gisconservation
R	R	R	R	E	
FSA-GISUsers, FSA-GISUsersReaders					
CONDITION 4: BIN TOOL/MT/TERRA EDITOR					
CLU	fsa_gis_domains	fsa_gis_layers	grain_storage_bin	sde	gisconservation
E	E	E	E	E	R
FSA-GISUsers, FSA-GISUsersEditors, FSA-GISUsersReaders					
CONDITION 5: TERRA User ONLY					
CLU	fsa_gis_domains	fsa_gis_layers	grain_storage_bin	sde	gisconservation
					R
FSA-GISUsers, FSA-GISUsersReaders					
CONDITION 6: BIN TOOL AND TERRA User					
CLU	fsa_gis_domains	fsa_gis_layers	grain_storage_bin	sde	gisconservation
R	E	E	E	E	R
FSA-GISUsers, FSA-GISUsersReaders, FSA-GISUsersEditorsBin					
CONDITION 7: MT EDITOR AND TERRA EDITOR					
CLU	fsa_gis_domains	fsa_gis_layers	grain_storage_bin	sde	gisconservation
R	E	E	E	E	R
FSA-GISUsers, FSA-GISUsersEditors, FSA-GISUsersReaders					

Note: All FSA-13-A's should be submitted 3 weeks before the migration date.

3 State and County Office Actions (Continued)

B Training for County Office Employees

This notice identifies 2 changes in how GIS operations happen, but are very minimal and are not “look and feel” changes of the GIS software itself. Documentation has been completed by the GIS Office and is located on the GIS Office Training SharePoint web site in subparagraph A. The State GIS Specialist shall download the documents and train County Office employees **before** the migration date for the State.

C Annotation Layer Creation

For each Service Center that will be migrated to the CITRIX environment, the CLU dataset must include at least 1 Annotation layer to satisfy a requirement of the latest version of CLU Maintenance Tool (MT 5.1.11.2). The State Office shall ensure that an Annotation layer is in the datasets of the Service Centers that are to be migrated. Service Centers will create an Annotation layer upon instruction from the State GIS Specialist.

D GIS Environmental Tool (GET Tool)

Each user will need to configure the GET Tool the first time they open the Thin Client environment. Documentation has been created for this activity and is located on the GIS Training SharePoint web site. The GET Tool setup is not expected to last more than 10 minutes.

E Copying and Pasting Soil Survey Geographic (SSURGO) Data to State Folder

The TERRA application uses the following 6 layers for the software to function correctly:

- SSURGO Soils Layer
- County Boundary
- Hydrologic Unit Code
- Imagery
- State Conservation Layers, such as State Conservation Priority Area (CPA), National CPA, State Acres for Wildlife Enhancement (SAFE), and Wellhead Protection Areas
- Public Land Survey System Layer.

All layers can be placed in the State folders by the National Headquarters GIS Office staff except for the SSURGO Soils layer and the imagery. State GIS Specialists will be required to place the single layer in their State folder in the centralized environment. Imagery from APFO image services will fill the imagery void.

Example of FSA-13-A (Continued)

FSA-13A (05-18-10)		Page 2 of 5	
FSA Security Office Use Only		Required	
29. ISOS Initials:		30. Supervisor Initials:	
31. Security Tracking No.:			
32. <input type="checkbox"/> NFC	USERID:	POI Code(s):	CE Org Code: Agency: <input type="checkbox"/> FA <input type="checkbox"/> CE
◇ Payroll/Personnel Systems		<input type="checkbox"/> Sensitive	<input type="checkbox"/> Non-Sensitive
<input type="checkbox"/> SPPS Web <input type="checkbox"/> Inquiry <input type="checkbox"/> Update <input type="checkbox"/> Certify/Approve		<input type="checkbox"/> SPPS Mainframe <input type="checkbox"/> Inquiry <input type="checkbox"/> Update <input type="checkbox"/> All	
<input type="checkbox"/> PMSO <input type="checkbox"/> Inquiry <input type="checkbox"/> Update	<input type="checkbox"/> TINQ	<input type="checkbox"/> PINQ	<input type="checkbox"/> IRIS <input type="checkbox"/> TRAI <input type="checkbox"/> Inquiry <input type="checkbox"/> Update
<input type="checkbox"/> UCFE <input type="checkbox"/> Inquiry <input type="checkbox"/> Update <input type="checkbox"/> Update w/comments	<input type="checkbox"/> EPIC <input type="checkbox"/> Inquiry <input type="checkbox"/> Update <input type="checkbox"/> EPIC Personnel Action		
<input type="checkbox"/> STARWEB	<input type="checkbox"/> Timekeeper/Transmit <input type="checkbox"/> Admin	Specify Contact Point(s):	
◇ Financial Information Systems			
You must complete form AD-1143 if you require any of the following systems: ACRWS, CPAIS, FDW, FFIS, IAS			
<input type="checkbox"/> ABCO <input type="checkbox"/> BLCO <input type="checkbox"/> Inquiry <input type="checkbox"/> Update	<input type="checkbox"/> DOTSE <input type="checkbox"/> Inquiry <input type="checkbox"/> Update <input type="checkbox"/> All		<input type="checkbox"/> FFIS (Menu selection only)
◇ Property Mgt Information Systems		<input type="checkbox"/> PROP <input type="checkbox"/> Inquiry <input type="checkbox"/> Update	PROP Officer:
◇ Administrative Systems		<input type="checkbox"/> TMGT <input type="checkbox"/> Inquiry <input type="checkbox"/> Update	
<input type="checkbox"/> TRAVEL <input type="checkbox"/> Inquiry	<input type="checkbox"/> Entry	<input type="checkbox"/> Release Authority	<input type="checkbox"/> Release Voucher
OON(s):		ORG(s):	
◇ Reporting Systems		<input type="checkbox"/> Sensitive	<input type="checkbox"/> Non-sensitive
<input type="checkbox"/> FOCUS <input type="checkbox"/> TUMS	<input type="checkbox"/> RFQS	<input type="checkbox"/> RETM <input type="checkbox"/> Inquiry <input type="checkbox"/> Update	<input type="checkbox"/> RIFR
<input type="checkbox"/> REPORTING CENTER List reports:			
<input type="checkbox"/> CULPRIT List reports:			
33. <input type="checkbox"/> HYPERION	E-Auth ID:	<input type="checkbox"/> Production	<input type="checkbox"/> Development
	NITC ID:	Datamart (Group):	
NOTE: Only Complete User Table Section for FSA Core and FWA Data Marts			
<input type="checkbox"/> Federal Users table (fsa_core only) List Federal org codes:	<input type="checkbox"/> State Users table (fsa_core only) List States:	<input type="checkbox"/> County Users table (fsa_core and FWADM only) List Counties:	<input type="checkbox"/> County Users table (fsa_core only) List Federal Counties:
List Informix tables for each Datamart below in section 35. Please contact Datamart owner for assistance. https://fsadwhouse.sc.egov.usda.gov/FSA-DataMarts/FSAdataMartsHomePage.html			
Print Name of Approving Official		Sign Approval of Business Application Sponsor	Date
34. <input type="checkbox"/> UNIX	USERID:	<input type="checkbox"/> Data stage:	Folder/Server:
	<input type="checkbox"/> Peacockd1 <input type="checkbox"/> Greenjay <input type="checkbox"/> Kingfisher <input type="checkbox"/> Corncrake <input type="checkbox"/> Screechowl <input type="checkbox"/> BoaFD2 <input type="checkbox"/> Shell Login	<input type="checkbox"/> KCAX06 <input type="checkbox"/> KCAX09 <input type="checkbox"/> Kingsnake <input type="checkbox"/> ViperFC2 <input type="checkbox"/> ViperFD2 <input type="checkbox"/> ViperFP2	
System	User Id:	Database	Environment
35. <input type="checkbox"/> INFORMIX			<input type="checkbox"/> Production <input type="checkbox"/> Acceptance Testing <input type="checkbox"/> Development
36. <input type="checkbox"/> DB-2			<input type="checkbox"/> Production <input type="checkbox"/> Acceptance Testing <input type="checkbox"/> Development
37. <input type="checkbox"/> SYBASE			<input type="checkbox"/> Production <input type="checkbox"/> Acceptance Testing <input type="checkbox"/> Development
38. <input type="checkbox"/> SQL			<input type="checkbox"/> Production <input type="checkbox"/> Acceptance Testing <input type="checkbox"/> Development
39. <input type="checkbox"/> Oracle			<input type="checkbox"/> Production <input type="checkbox"/> Acceptance Testing <input type="checkbox"/> Development
40. <input type="checkbox"/> READ <input type="checkbox"/> WRITE <input type="checkbox"/> INSERT <input type="checkbox"/> UPDATE <input type="checkbox"/> DELETE <input type="checkbox"/> EXECUTE <input type="checkbox"/> SPECIAL:			
Note: Approval (signature of DBMO Chief) is required when requesting any of the following access types: write, insert, update, delete, execute or special.			
41. Print Name of Approving Official (DBMO Rep)		Sign Approval of DBMO Representative	Date

Example of FSA-13-A (Continued)

FSA-13A (05-18-10)		Page 3 of 5
FSA Security Office Use Only		Required
42. ISOS Initials:		43. Supervisor Initials:
		44. Security Tracking No.:
IDMS SYSTEMS- SELECT ONE FROM DATABASE, APPLICABLE USER TYPE(S) AND ALL APPLICABLE GROUP(S)		
<p>48. DATABASE SYSTEM</p> <p><input type="checkbox"/> MTPPRD KCMO Production</p> <p><input type="checkbox"/> MTPAXT KCMO Acceptance Testing</p> <p><input type="checkbox"/> Dictionary MAXTEST</p> <p><input type="checkbox"/> Dictionary MCDSACPT</p> <p><input type="checkbox"/> MTPTST KCMO Test</p> <p><input type="checkbox"/> Dictionary MTEST</p> <p><input type="checkbox"/> Dictionary MCDSDEVL</p> <p><input type="checkbox"/> MTPDEV MTEST</p> <p><input type="checkbox"/> MTPCD2 CD2 Production</p> <p><input type="checkbox"/> MTPGIM GIMS Production</p> <p><input type="checkbox"/> MTPGAT GIMS Acceptance Test</p> <p><input type="checkbox"/> MTPGDV GIMS Test/Development</p> <p><input type="checkbox"/> MTPPCI PCIMS Production</p> <p><input type="checkbox"/> PCIAXTST Acceptance Testing</p> <p><input type="checkbox"/> PCIMSDEV Development/Test</p> <p><input type="checkbox"/> PCIMSPT Production Test</p> <p><input type="checkbox"/> PCIMSDT Development Test</p> <p><input type="checkbox"/> PCITEST PCIMS Test</p>	<p><input type="checkbox"/> Centralized Disbursement System (CDS)</p> <p><input type="checkbox"/> CAS – Adjust Controls</p> <p><input type="checkbox"/> CAS – Inquiry</p> <p><input type="checkbox"/> CAS – Monitor Controls</p> <p><input type="checkbox"/> CASH – Inquiry</p> <p><input type="checkbox"/> CASH – Data entry</p> <p><input type="checkbox"/> CASH – Database Maintenance</p> <p><input type="checkbox"/> CCDB – Inquiry</p> <p><input type="checkbox"/> CCDB – Maintenance (Update)</p> <p><input type="checkbox"/> Financial Management System (FMS)</p> <p><input type="checkbox"/> GIMS – PRODUCTION</p> <p><input type="checkbox"/> PCIMS – BATCH PROCESSING</p> <p><input type="checkbox"/> PCIMS - MESSAGE UPDATE</p> <p><input type="checkbox"/> APLUS – Basic (BAS)</p> <p><input type="checkbox"/> Create/Modify Agreements (232)</p> <p><input type="checkbox"/> Delete Agreements (227)</p> <p><input type="checkbox"/> Bank Reference File (247)</p> <p><input type="checkbox"/> Budget (231)</p>	<p>49. GROUPS</p> <p><input type="checkbox"/> Create/Modify Collections (238)</p> <p><input type="checkbox"/> Commodity Reference File (243)</p> <p><input type="checkbox"/> Commodity Supplier Ref. File (242)</p> <p><input type="checkbox"/> Country/Country Name Ref. File (246)</p> <p><input type="checkbox"/> Create/Modify Disbursements (237)</p> <p><input type="checkbox"/> Create/Modify Letter of Commitment (235)</p> <p><input type="checkbox"/> Delete Letter of Commitment (236)</p> <p><input type="checkbox"/> Month end Processing (240)</p> <p><input type="checkbox"/> Create/Modify PA/SALES (233)</p> <p><input type="checkbox"/> Delete PA/SALES (228)</p> <p><input type="checkbox"/> Port Reference File (244)</p> <p><input type="checkbox"/> Create/Modify Rescheduling (239)</p> <p><input type="checkbox"/> System Parameters Reference File-ASCS (248)</p> <p><input type="checkbox"/> System Parameters Reference File- FAS (241)</p> <p><input type="checkbox"/> Create/Modify Vessel Approvals (234)</p> <p><input type="checkbox"/> Delete Vessel Approvals (229)</p> <p><input type="checkbox"/> Vessel Supplier Reference File (245)</p> <p><input type="checkbox"/> Remove Funds (249)</p> <p><input type="checkbox"/> Change Request (250)</p>
50. USER TYPES		
<p><input type="checkbox"/> Programmer <input type="checkbox"/> OLP (Online Print Log) <input type="checkbox"/> IDD (Integrated Data Dictionary) <input type="checkbox"/> System Administrator <input type="checkbox"/> DB Administrator</p> <p><input type="checkbox"/> Programmer Analyst <input type="checkbox"/> OPER <input type="checkbox"/> Manager (Data base) <input type="checkbox"/> OLQ (Online Query) <input type="checkbox"/> DC Administrator</p> <p><input type="checkbox"/> Change Control (Migrations) <input type="checkbox"/> Scheduler <input type="checkbox"/> DMLO (Data Manipulation Online)</p>		
51. Other:		
52. Justification:		
53A. Secondary Contact Name		53B. Phone No. (Include Area Code):
54A. Print Supervisor Name		54B. Phone No. (Include Area Code):
54C. Supervisor Signature		54D. Date (MM-DD-YYYY):
FSA SECURITY OFFICE USE ONLY		
55A. ISOS/SLR Signature		55B. Date (MM-DD-YYYY)
		56. Security Tracking No.

Example of FSA-13-A (Continued)

FSA-13A (05-18-10)		Page 4 of 5
COMPLETION INSTRUCTIONS		
Note: For Hardware and/or Software requirements contact your local ITS group.		
ITEM NO.	ITEMS 1-15 ARE REQUIRED FOR ALL REQUEST TYPES	
1	Request Date	Enter the date you submit the request for the FSA Security Office.
2	Request Type	Check the box which is applicable to the type of request. For Hardware and/or Software requirements contact your local ITS group.
3	Last Name	Enter last name.
4	First Name	Enter first name, middle initial and suffix (if applicable).
5	Full Organizational Acronym	Provide your full organizational acronym, for example DAM/ITSD/OTC and Office Location
6	Room/Cube No.	Provide your Room or Cube number, if applicable
7	Phone No.	Provide your Phone number, including Area Code
8	Fax No.	Provide your Fax number, including Area Code
9	FSA User Email Address	Provide your FSA User Email Address
10	Request Effective Date	Enter the Effective Date, or Start Date
11	Employee Type	Identify your appropriate employee type. If Contractor, enter contracting company name
12	Temporary Access	Check 'YES', if temporary access request. If "YES" enter date access should end
13	Special Agency Check	Check 'YES' if "Fingerprint Results" were favorably adjudicated" and enter date completed
14	Security Awareness	Check 'YES' if "Security Awareness Training" was completed and enter date completed
15	User Agreement	Check 'YES' if User Agreement was completed satisfactorily and enter date completed
SYSTEM ACCESS INFORMATION		
16	SAAR	Select appropriate action for LAN, EMAIL, VPN/Dial-In
16a	Network Drives Needed	List any shared drives, full share name
16b	Preferred email name	List how you prefer your name to appear in email address, not guaranteed
17	AS400/System36	Enter system name needed. Select User, Master, Communications or Other. If other, specify
18	EAS/eAuth	Enter e-Auth user ID, OIP code(s), Role names, Service Center Attributes, Mail Code(s)
19	ArcGIS	Select : CLU; Maintenance tool; LUT: Land Use; GSB: Grain Storage Bin; TERRA; Tool Environment Resources Results Assessment, the Editor/Reader boxes
20	CAIVRS	Enter User ID (This is a required field. Request will be rejected if left blank.)
21	NITC	Enter user ID, select TSO type. Select CORE, Production and/or Acceptance Test, if applicable.
22	TRMS	Enter NITC user ID. Enter VPS Printer ID, i.e. U1234). Enter County codes.
23	GLS	Enter NITC user ID, select Type, select Level, select Transaction options. Enter main Servicing County code for St/Co employees.
24	ADPS	Enter user ID, Select Production or Development, Proficiency Level and Authority Code. Default RD Code and Mail codes Required for St/Co employees
25	PFCS	Select Level, enter your Approver. Responsibility, choose GL and/or BE and Type. Select range of access for Budget Levels
26	VSS	Visual Source Safe, enter Server name and Folder names
27	SCOP2 (FMS)	Enter NITC mainframe user id
28	SYS36 Dev	Enter User ID Enter System Name. Enter Server Name
29	ISOS Initials	FOR FSA Security Office USE ONLY
30	Supervisor Initials	REQUIRED , supervisor must initial they have reviewed Page 1
31	Security Tracking No.	FOR FSA Security Office USE ONLY
32	NFC	Enter user ID, POI and ORG code(s), Agency. Select all applicable sub-systems, must choose application level from each area, as appropriate.
33	HYPERION	Enter e-Auth user ID, environment- Production or Development, NITC user id, Datamart or Group. Enter org/state/county codes, enter Informix table names. You MUST submit form to Datamart Owner for approval prior to submitting to FSA Security.
34	UNIX	Enter user ID, Select Server; enter Folder if Datastage is needed, Select Shell Login if needed
DBMO SYSTEMS Approval Required		
35	INFORMIX	Enter user ID, Database name, Environment (i.e. Production, Acceptance Test, Development)
36	DB-2	Enter user ID, Database name, Environment (i.e. Production, Acceptance Test, Development)
37	SYBASE	Enter user ID, Database name, Environment (i.e. Production, Acceptance Test, Development)
38	SQL	Enter user ID, Database name, Environment (i.e. Production, Acceptance Test, Development)
39	Oracle	Enter user ID, Database name, Environment (i.e. Production, Acceptance Test, Development)
40	Access Level	Select level of access for Informix, DB-2, Sybase, SQL and/or Oracle
41	Approving official (DBMO)	Approval (signature of DBMO Chief) is required when requesting any of the following access types: write, insert, update, delete, execute or special.
42	ISOS Initials	FOR FSA Security Office USE ONLY
43	Supervisor Initials	REQUIRED , supervisor must initial they have reviewed Page 2
44	Security Tracking No.	FOR FSA Security Office USE ONLY

Example of FSA-13-A (Continued)

FSA-13A (05-18-10)		Page 5 of 5
COMPLETION INSTRUCTIONS CONTINUED		
45	File Net Imaging	Check the File Net Imaging box and enter E-Auth ID
	Doc Wizard Imaging	Check the Doc Wizard Imaging box. Enter User ID. Check system boxes that apply
46	ACAS Claims	Enter Sybase ID, select ACAS Claims, select ACAS Notes
47	MS Project Server	Check the MS Project Server box
IDMS SYSTEMS		
Must Select at least 1 Database, the Applicable User type(s) and ALL Applicable Group(s)		
48	IDMS Database	Select at least 1 for type of database. Required for this section.
49	IDMS Groups	Select at least 1 for database/system group. Required for this section.
50	IDMS User Types	Select your User Type for IDMS system(s). Required for this section
51	Other	Write in any other access that you need that was not identified in sections 16 through 50
52	Justification	Business justification for access
53A	Secondary Contact Name	Legibly print the secondary contact name
53B	Phone No.	Enter secondary contact phone number
54A	Supervisor Name	Legibly print the supervisor name
54B	Phone No.	Supervisor phone number
54C	Supervisor Signature	Signature of supervisor (Branch Chief or above)
54D	Date	Date signed by supervisor
55A	ISOS/SLR Signature	FOR FSA Security Office USE ONLY
55B	Date	FOR FSA Security Office USE ONLY
56	Security Tracking No.	FOR FSA Security Office USE ONLY
<p>Please submit the Security Access Request Form, FSA-13-A, to your SLR If you do not have a SLR, please fax the form to FAX: 816-627-0687 FSA Information Security Office Phone: 1-800-255-2434 Opt 2 then follow prompts email: security@kcc.usda.gov</p>		