

Part 120 – Process to Request Secured Access to FSA Customer Business Data

Subpart A – Purpose, Background, Policy and Procedures

120.0 Purpose

To provide State Conservationists and Directors of the Pacific Islands and Caribbean Areas guidance to request secure access to FSA conservation program information system (Business and Subsidiary Files) for USDA government contractors and conservation partners (for the purposes of this directive these groups are referred to as affiliates).

120.1 Background

NRCS and FSA have entered a memorandum of understanding (MOU) with respect to sharing data between the agencies. FSA and NRCS have complimentary missions that make the sharing of data advantageous to both agencies. Improvements to data sharing authorized under this MOU increase the effectiveness and efficiency in the delivery of USDA products and services to the FSA and NRCS customer bases.

120.2 Policy and Procedures

A. The MOU allows for granting access to certain agency databases within established security restrictions and policy. USDA affiliates who directly assist NRCS in the management of Farm Bill conservation programs through NRCS business tools may be granted secure read-only access to FSA information systems if they complete all necessary agency-identified security background checks and IT security training.

Note: Properly credentialed NRCS Federal staff with business needs to know are automatically granted read only access to FSA information systems.

B. Consistent with applicable Federal statutes and USDA directives and regulations concerning protecting data, access to shared data shall be restricted to only those authorized NRCS employees, contractors, grantors, experts, consultants, and others performing or working on a contract, grant, cooperative agreement, or other assignment for NRCS who meet the following security criteria requirements:

- (1) An active ICAM Verified Identity (formerly eAuthentication Level 2) credential;
- (2) A demonstrated business need to access the information to perform their assigned official duties;
- (3) Have completed all required IT and Information security trainings.

Note: Applicable Federal statutes include the Privacy Act of 1974 (5 U.S.C. 552a - as amended), the Freedom of Information Act (5 U.S.C. § 552 - as amended), and 7 U.S.C. § 8791 Section 1619 of the Food, Conservation and Energy Act of 2008 (7 U.S.C. §8791), and Section 1244(b) of the Food Security Act of 1985 (16 U.S.C. 3844(b)).

C. State Business Tools Coordinators (or designated State point of contact (POC)) may request access for USDA affiliates who assist NRCS staff with program delivery and implementation. Field staff should work through their designated State POC to request access.

D. States POCs may submit access requests to National Headquarters as frequently as needed; however, requests submitted by NRCS will be sent to the FPAC Information Assurance Branch staff every two weeks. FPAC processing of the requests usually will take an additional two weeks.

E. State POCs will request access through the *NRCS Deputy Chief for Programs, FSA Customer Business Data Access SharePoint* list to request access at: [Deputy Chief of Programs \(DCP\) - FSA Customer Business Data Access - All Items \(sharepoint.com\)](#). Access to this SharePoint is limited to two POCs per State.

F. State POCs can find Attachment B, “FSA-13A System Request Instructions” at: [Deputy Chief of Programs \(DCP\) - FSA Customer Data Access Instructions - All Documents \(sharepoint.com\)](#).

G. State POCs are responsible for ensuring the security criteria listed above have been satisfied. The following information is needed for each individual: First Name, Last Name, Service Center, State, Email Address, eAuth ID, User Type (Affiliate/Contractor), Phone Number, OIP Site ID, OIP Office ID and Action Requested (Add/Remove).

H. Office Information Profile (OIP) Site and Office ID can be found at USDA Service Center Locator website at: <https://offices.sc.egov.usda.gov/locator/app>. See Attachment B of this directive for detailed instructions.

I. For less than 10 individual submissions, the State POC will need to submit a completed and digitally signed FSA-13-A (Attachment A) of this directive, also located here: <https://usdagcc.sharepoint.com/sites/FBC-IAB/SitePages/RolesAccess.aspx> for each individual and select ‘N’ for Bulk Processing in the SharePoint form and attach the FSA-13 to the employee’s SharePoint data entry.

J. **For 10 or more submissions**, the State POC will need to submit one completed, digitally signed FSA-13-A form, and select ‘Y’ for the Bulk Processing (for each individual in the bulk submission list) in the SharePoint form and attach the form to the last SharePoint submission.

K. When USDA affiliates no longer require access to these information systems (e.g., separation or retirement), the State POC must submit a new FSA-13-A to have the user’s permissions removed.

L. Entries to add or remove contractors/affiliates for FSA Customer Business Data access will be processed every two weeks.

M. Direct questions about this national instruction through the appropriate State contact using the FAPD SharePoint site- Program Question List or, if related to easement programs, to EasementSupport@usda.gov.

Attachment A: [FSA-13-A, System Access Request Form](#)

Attachment B: FSA-13-A: [System Access Request Form Instructions for FSA Customer Business Data Access](#)