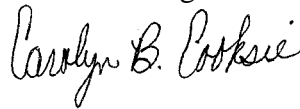


For: State and County Offices

**Implementing Measures for Personally Identifiable Information (PII)  
Affecting the Guaranteed Loan System (GLS)**

Approved by: Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Background**

In Memorandum 06-16, OMB directed agencies to remove PII from viewable media. As a result, FSA, NRCS and Rural Development worked toward using a common set of assigned account numbers for all of their respective systems. In an effort to ensure the protection of PII, FSA, NRCS, and Rural Development developed a Master Reference Table (MRT) that establishes a unique identification number that is linked to each possible SSN/TIN. This unique identification number, rather than SSN/TIN, can then be used by the agencies to identify customers within their respective systems. GLS will be the first system modified to incorporate using the unique identification number established by MRT.

**B Purpose**

This notice provides information and guidance about:

- changes in usage and appearance for GLS web screens, transactions, reports, and forms
- the impact to guaranteed lenders and lender notifications
- field office responsibilities and training that will be made available.

**C Contact Information**

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact:
  - Pat Elzinga, LMD, by telephone at 202-690-1729 or e-mail to [pat.elzinga@wdc.usda.gov](mailto:pat.elzinga@wdc.usda.gov)
  - Courtney Dixon, LSPMD, by telephone at 202-720-1360 or e-mail to [courtney.dixon@wdc.usda.gov](mailto:courtney.dixon@wdc.usda.gov).

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2009	State Offices; State Offices relay to County Offices

## Notice FLP-511

### 2 Revisions to GLS

#### A Implementation Schedule

GLS will be the first FSA system to implement using the unique identification number from MRT in place of the customer's SSN/TIN. GLS web pages, blockmode screens, transactions, forms, reports, and system-generated correspondence are currently being modified. Implementation is tentatively scheduled for August 15 through 17, 2008. GLS will not be available after 12 p.m., e.s.t., on August 15. It is expected to be available on Monday, August 18, 2008.

#### B Obtaining the Unique Identification Number for Customers Currently Established in GLS

GLS will automatically be populated with the unique identification number from MRT for applicants and borrowers, who were entered in GLS before the implementation date, during the implementation process.

#### C Obtaining the Unique Identification Number for New Customers in GLS

Users will be prompted to enter SSN/TIN in a pop-up box when adding a new individual or organization on the GLS Borrower List Screen. GLS will automatically access MRT to obtain the unique identification number that is assigned to that particular SSN/TIN. The unique identification number will be displayed as a hyperlink for the user to complete any further transactions.

#### D Changes to GLS Web/Blockmode Screens

The unique identification number from MRT will be displayed in the "Borrower ID" field on the GLS web/blockmode screens. A cross reference screen will be available to users, only on the GLS web screens, to search for the applicant/borrower's:

- unique identification number, if only the applicant/borrower's SSN/TIN is known
- SSN/TIN if only the applicant/borrower's unique customer identification number is known.

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### 2 Revisions to GLS (Continued)

#### E Changes to GLS Transactions

Use the applicant/borrower's unique identification number, rather than SSN/TIN to complete all transactions in GLS except the following:

- adding a new individual or organization on the GLS Borrower List Screen
- correcting borrower information with a 4A or 4D transaction.

**Notes:** The customer's SSN/TIN will continue to be stored in GLS on a secure data table, which will allow limited access for IRS reporting and any other situation where SSN/TIN is required.

All guaranteed cash collections (guaranteed fees, lender recoveries, etc.) must continue to use the borrower's SSN/TIN when depositing through the System 36 and Automated Discrepancy Processing System (ADPS).

**All other FSA systems will continue to use the customer's SSN/TIN, including SCIMS. The customer's unique identification number will only be used in GLS.**

**Examples:** Direct loans will continue to use the current case number, which includes the customer's SSN/TIN.

Guaranteed loan obligations that are stored on the Program Loan Accounting System (PLAS) will be accessed using the customer's SSN/TIN.

#### F Forms Changes

Guaranteed loan forms will be modified and released in GLS, and posted to both the FFAS Employee Online Forms/Publications website and eGov website, with the following changes.

- Forms that include the customer's case number (State code, county code, and SSN/TIN) will now be displayed with the heading "FSA Account Number (State, County, FSA ID Number)". The instructions for these forms will reflect that the FSA ID number is the customer's unique identification number.
- Forms that include the heading "Borrower ID Number" will now be displayed with the heading "FSA ID Number". The instructions for these forms will reflect that the FSA ID Number is the customer's unique identification number

**Note:** FSA will continue to collect the loan applicant's SSN/TIN on FSA-2211 and FSA-2212.

#### G Changes to GLS Reports

GLS reports that currently include the customer's SSN/TIN will be modified to include the customer's unique identification number.

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### 3 Lender Notification

#### A Previous Notification

Lenders were notified of the planned use of a unique identification number in place of the customer's SSN/TIN in the Spring 2008 Guaranteed Newsletter.

#### B Planned Notification

Notification will also be provided by:

- a cover letter to be mailed to lenders with FSA-2241 and FSA-2222
- an e-mail reminder to lenders who have signed up for FSA notifications through the FSA Internet.

**Note:** The email reminder and cover letter will be provided to State Offices for informational purposes.

Additionally, for lenders who submit data electronically through the USDA Lender Interface Network Connection (LINC) web site, the borrower's unique identification number will automatically be displayed on the GLS web screens. The last 4 digits of the borrower's SSN/TIN will also be displayed on the screen for informational purposes.

### 4 Field Office Responsibilities and Training

#### A Responsibilities

Field Offices may include the customer's new FSA account number on all guaranteed loan files after implementation.

**Note:** Until further notification, all other FSA systems will continue using customer's current case number or SSN/TIN, as applicable. The unique customer identification number will only be used in GLS.

#### B Training

Before implementation, a PowerPoint training package will be:

- emailed to State Offices
- posted on the FLP Systems Intranet website at <https://indianocean.sc.egov.usda.gov/flp/IndexServlet>
- posted as help text in GLS under the "Help" hyperlink.

The training will cover obtaining the unique identification number when adding new individuals or organizations, the USDA LINC screens for lenders, and using the cross reference screen.