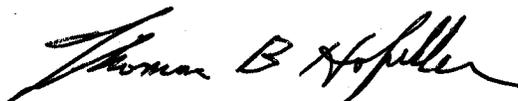**For:** State and County Offices

Updating National Payment Services (NPS) Security

Approved by: Associate Administrator for Operations and Management

[signature: Thomas B Hofeller]

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1 Overview

A Background

NPS is a centralized, web-based accounting application that interfaces with a web-based program application to complete the payment process for that program. Payment centralization will route all payments to NPS, regardless of where the payment is initiated. All payments will be made using NPS.

State Offices previously submitted a list of State and County Office employees authorized to access NPS and the employees' roles. Additional users have been added as needed.

Note: This notice does not apply to FLP.

B Purpose

This notice describes:

- levels of security access
- roles and responsibilities for each level.

C Contacts

State Offices with questions about:

- this notice shall contact Debbie Simmons by either of the following:

  - telephone at 703-305-1309
  - e-mail at **debbie.simmons@wdc.usda.gov**

- security-related issues shall e-mail **security@kcc.usda.gov**.

Disposal Date	Distribution
March 1, 2009	State Offices; State Offices relay to County Offices

2   County Office Levels of Security Access and Roles and Responsibilities for Each Level

A   Service Center Representative

The Service Center representative is the first employee to handle processing payments when special processing is required. The Service Center representative shall:

- accept or modify displayed amount of offsets for debts due FSA or CCC
- enter the amount of offset for any other agency's debts
- establish foreign tax withholding percentages
- enter reason codes when prompt payment interest is due
- be responsible for filling out alternate payee information, if applicable

CCC-392 is **not** required for a Service Center representative role.

B   County Office Certifying Official

The County Office certifying official must have CCC-392 on file, except when the County Office certifying official is CED. The County Office certifying official may:

- hold payments for cancellation by the program application if the payment should not be issued

- reset special processing by the Service Center representative if the withholding or offsets are incorrect

- electronically certify that the payment is due and proper.

  Note: Certifying that the payment is due and proper is the same function as signing CCC-184, except the signature is electronic.

C   County Office Signing Official

The County Office signing official must have a CCC-392 on file, except when the County Office signing official is CED. The County Office signing official may:

- dispute the payment if payment is not correct
- electronically sign that payments are due and proper.

  Note: Signing that payments are due and proper is the same function as countersigning CCC-184's or signing ACH transmission verification reports, except the signature is electronic.

2   **County Office Levels of Security Access and Roles and Responsibilities for Each Level (Continued)**

   D   Separation of Duties

   Separation of duties in 1-FI, paragraph 32 applies to payments issued through NPS. The same person who approves the related expenditure documents shall **not** serve as the County Office certifying official or the County Office signing official.

   NPS provides system verification that separation of duties is maintained based on the e-Authentication user ID being used. When an employee is authorized to serve as a certifying or signing official, and the employee certifies the payment, the system will not display the same payment on the employee's signing worklist. The system requires that a different e-Authentication user sign the payment.

   Note: The signing official must sign into NPS using their e-Authentication user ID for the payments to appear on the signing official's worklist.

3   **State Office Levels of Security Access and Roles and Responsibilities for Each Level**

   A   State Office Representative

   The State Office representative is the first employee to handle processing payments when a special processing is required. The State Office representative shall:

   - apply offsets for debts due FSA or CCC
   - apply offsets for any other agency's debts
   - establish foreign tax withholding
   - enter reason codes when prompt payment interest is due
   - be responsible for filling out alternate payee information, if applicable

   CCC-392 is **not** required for a State Office representative role.

   B   State Office Certifying Official

   The State Office certifying official must have CCC-392 on file except when the State Office certifying official is SED.   The State Office certifying official may:

   - hold payments for cancellation by the program application if the payment should not be issued

   - reset special processing by the State Office representative if the withholding or offsets are incorrect

   - electronically certify that payments are due and proper.

     Note: Certifying that payments are due and proper is the same function as signing CCC-184's, except that the signature is electronic.

3   State Office Levels of Security Access and Roles and Responsibilities for Each Level (Continued)

C   State Office Signing Official

The State Office signing official must have CCC-392 on file, except when the State Office signing official is SED. The State Office signing official may:

- dispute payments if payments are not correct
- electronically sign that payments are due and proper.

> **Note:** Signing that payments are due and proper is the same function as countersigning CCC-184's or signing the ACH transmission verification reports except that the signature is electronic.

D   Separation of Duties

Separation of duties in 1-FI, paragraph 32 applies to payments issued through NPS. The same person who approves the related expenditure documents shall **not** serve as the State Office certifying official or the State Office signing official.

NPS provides system verification that separation of duties is maintained based on the e-Authentication user ID being used. When an employee is authorized to serve as a certifying or signing official, and the employee certifies the payment, the system will **not** display the same payment on the employee's signing worklist. The system requires that a different e-Authentication user sign the payment.

Note: The signing official must sign into NPS using their own e-Authentication user ID for the payments to appear on the signing official's worklist**.**

E   State Office Signing Official May Sign County Office Payment

The State Office signing official may also serve as the signing official for a County Office payment, if there are not enough employees in the County Office to complete the payment process and maintain separation of duties. A separate CCC-392 is **not** required for the State Office signing official to sign a County Office initiated payment unless the existing CCC-392 has restrictions included.

4   Establishing User ID's and Passwords for Access to NPS

A   Access to NPS

NPS is a secure web site and requires that a user ID and password be entered to gain access to the application. The KC Application Development Center Security Office is responsible for assigning user ID's and initial passwords for State and County Office employees. An employee's existing e-Authentication user ID and password will be used. FSA-13-A must be completed and submitted to security to grant access to NPS.

4   Establishing User ID's and Passwords for Access to NPS (Continued)

B   Security Roles on FSA-13-A

The following roles shall be used on FSA-13-A to grant the proper access to NPS.

Role	Approver
FS.P.AFAO. ROLE. CtyCertOff	eAuthentication coordinator, SCIMS Coordinator, or SLR must approve.
FS.P.AFAO. ROLE. CtySignOff	
FS.P.AFAO. ROLE. StCertOff	
FS.P.AFAO. ROLE. StRep	
F.S.P.AFAO. ROLE StSignOff	
F.S.P.AFAO. ROLE. SvcCtrRep	

C   Establishing Security Access

The e-Gov Coordinator or State Security shall send the completed FSA-13-A by e-mail to KC security desk at **security@kcc.usda.gov**. Allow up to 5 workdays for the employee's security level to be updated.