FARM SERVICE AGENCY

Privacy Impact Analysis (PIA)
for
Common Farm Program Systems (CFPS)

- Acreage Reporting and Compliance Systems
- Farm Programs Management Systems
- Web-Based Farm Records Management System
- Service Center Information Management System (SCIMS)
- Customer Name & Address (MF – S/36)
- Subsidiary (MF – S/36)
- Web-Based Subsidiary Systems
- COC Elections
- Representative Link Manager System (RLMS / EREP)
- SCOAP Mailings
- COF Newsletter

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Document Control

Date	Source	Author	Description of Changes
			Original document.
02/02/2007	2004 PIAs	Sarita Gupta, EDS	Transcribed to new 2007 template
02/22/2007		Partha Chowdhury SAIC/USDA	Reviewed/updated entries related to COC Newsletter
02/23/2007		John Blankenship, PARMO/ PAPG	Reviewed/updated entries related to COC Elections
02/23/2007		Joe Hensley, PARMO/ ARRMG	Reviewed/updated entries related to Representative Link Manager (RLMS / EREP)
02/23/2007		James Bowman, SAIC / USDA	Reviewed/updated entries related to COC Newsletter, COC Elections, SCIMS
02/26/2007		ARRMG/ PARMO	Reviewed/updated entries related to Acreage Reporting and Compliance Modified system names and/or descriptions in Section 1.2.1 for FPR and CWS and updated the responses to the following questions: Table 2: Data in the System (1, 2a, 2b, 2c, 2e, 2f, 3a, 3b) Table 3: Access to the Data (1, 2, 3, 4, 5a, 5b, 6a, 6b, 6c) Table 4: Attributes of the Data (2a, 2b, 2c, 2d, 3a, 3b, 4a) Table 5: Maintenance of Administrative Controls (2a, 2c, 2d, 2e, 4a, 4b, 4c)
02/26/2007		John Daugherty, PARMO/FRG	Reviewed/updated entries related to Customer Name and Address (MF – S/36), Subsidiary (MF – S/36), Web-Based Subsidiary Systems (Eligibility)
02/26/2007		Doug Ingle, PARMO/FRG	Reviewed/updated entries related to Noninsured Crop Disaster Program Table and Program Parameter Table

Date	Source	Author	Description of Changes
02/26/2007		Charles Schleper, PARMO/FRG	Reviewed/updated entries related to Web-Based Farm Records Management System, S/36 Farm and Tract Files (Farm Program Management Systems), and SCOAP Mailings
02/26/2007		Bill Rice, PARMO/FRG	Reviewed/updated entries related to National Crop Table
02/28/2007		Pam Siemiatkowski, PARMO	Reviewed/updated entries related to Web-Based Subsidiary Systems (Fiduciary and Business File)
02/28/2007		Glenn Johnson, PARMO/FRG	Reviewed/updated entries related to Subsidiary (MF – S/36), Web-Based Subsidiary Systems (Combinations, Payment Limitation)
	Charles Schleper, PARMO/FRG	Charles Schleper, PARMO/FRG	System Owner Approved
03/09/2007	J Wagner, EDS	J Wagner, EDS	SME Approved – fixed applicability table to match 2007 FSA System Inventory.
03/21/2007	Eric Miller, ISO	Eric Miller, ISO	C&A ISO Approval
08/07/2007	OCIO Template	J Wagner, EDS	Added signature page
08/19/2007	ISO	E. Miller, ISO	Final C&A Review, Insert fax signature
08/22/2007	ISO	B. Davies, ISO	Made minor syntax changes
10/09/2007	OCIO-CS	E. Miller, ISO	Edited to remove process or technical information from Sections 1.2.1; 1.2.3; and Table 2.

Prepared for:
Certification & Accreditation
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Purpose of Document

USDA DM 3515-002 states: "Agencies are responsible for initiating the PIA in the early stages of the development of a system and to ensure that the PIA is completed as part of the required System Life Cycle (SLC) reviews. Systems include data from applications housed on mainframes, personal computers, and applications developed for the Web and agency databases. Privacy must be considered when requirements are being analyzed and decisions are being made about data usage and system design. This applies to all of the development methodologies and system life cycles used in USDA.

Both the system owners and system developers must work together to complete the PIA. System owners must address what data are used, how the data are used, and who will use the data. System owners also need to address the privacy implications that result from the use of new technologies (e.g., caller identification). The system developers must address whether the implementation of the owner's requirements presents any threats to privacy."

The Privacy Impact Assessment (PIA) document contains information on how CFPS affects the privacy of its users and the information stored within. This assessment is in accordance with NIST SP 800-37 *Guide for the Security Certification and Accreditation of Federal Information Systems.*

1 Applicability

1.1 Applicability of System

The information in this document is applicable to the system and its subsystems as listed below.

Table 1: System Applicability

System	Subsystem
Common Farm Program Systems (CFPS)	- Acreage Reporting and Compliance Systems - Farm Programs Management Systems - Web-Based Farm Records Management System - Service Center Information Management System (SCIMS) - Customer Name & Address (MF -- S/36) - Subsidiary Files (MF – S/36) - Web-Based Subsidiary Systems - COC Elections - Representative Link Manager System (RLMS / EREP) - SCOAP Mailings - COF Newsletter

1.2 System Overview

The Common Farm Programs Systems enclave consists of a family of automated systems providing management of and access to foundational data in support of FSA program areas. The enclave includes systems for managing basic customer information, business entity structures, payment eligibility determinations, third party representation, farm and tract composition and acreage, agricultural land ownership, agricultural crop production reporting and history, and generic crop reference data. Additionally, the enclave automates several generic office functions that integrate with these data areas, such as customer mailings and county office committee elections.

1.2.1 Acreage Reporting and Compliance Systems

The Acreage Reporting and Compliance Systems aid in checking the accuracy of producer reported acreage and that producers are complying with conditions of other farm programs (typically soil and water conservation measures). Summarized data are provided to other automated applications to update farm crop records and for use by the Conservation Reserve Program and the Noninsured Crop Disaster Assistance Program.

The missions for the individual systems are:

- **Report of Acreage (FSA-578):** This system automates the entry and revision of crop, acreage, and producer share data at the county office level. Producers annually report their acreage and crop information on form FSA-578 to the County Offices.

- **Automated Farm Inspection Selection (AFIS):** This system automates the selection of the farms to be inspected (*spot checked*) for compliance. It generates a list (*register)* of the farms to

be inspected. Data from the inspection report is entered into the acreage records and an FSA-468 Notice of Determined Acreage report for producer notification of the compliance inspection results.

- **Fruit and Vegetable Payment Reductions (FPR):** This system provides the capability to apply reductions to Direct and Counter-Cyclical payments based on non-compliance findings resulting from the farm inspections.

- **Compliance Data Reporting (CDR):** This system, by providing reports, aids PECD in monitoring the progress of counties and states on the timely completion of compliance inspections.

- **Highly Erodible Land/Wetland Conservation Violation (HELC):** This Farm Service Agency website is provided to review Highly Erodible Land Conservation and Wetland Conservation violation data, and provide various reports about reported violations.

- **Compliance Validation System (CVS):** This system empowers the Production, Emergencies, and Compliance Division (PECD), to maintain control of the crops and crop characteristics database (to control the entry selections for acreage reporting fields).

- **Crop Acreage Data Warehouse (CADW):** This system serves as a repository of producer crop acreage reports and producer shares which FSA Headquarters and field personnel will use for management, county, state, and National reporting purposes. The Headquarters Office will also use this repository for making policy decisions regarding new legislation passed for various FSA programs.

- **Compliance Web Service (CWS):** This system is a web service that provides acreage reporting and compliance data to web applications.

- **Compliance Query Tool (CQT):** This system provides the National Agricultural Statistics Service (NASS) with administrative producer information so as to determine a producer's operating status for his entire farm acreage.

1.2.2 Farm Programs Management Systems

The Farm Program Management Systems (FPMS) supports the recording of farm, crop, owner, and tract data. Additionally, this group of systems includes a series of reference tables that capture detailed information about crops. This data is stored to support various FSA applications and congressional programs.

The missions for the individual systems are:

- **S/36 Farm and Tract files:** A repository of data about farms, tracts, crops, farm operators, and tract owners. Management of this data was previously controlled through S/36 data management software applications, but these have now been replaced by a centralized web-based system (see below). The web Farm Records Management System implements a centralized database, and a transactionally synchronous downloading of data to these distributed local S/36 files. There is no longer direct local user-accessible update of this data via S/36 software, but the data is still available to other S/36 resident client software applications.

- **Noninsured Crop Disaster Program Table:** This table contains descriptive information for crops eligible for the Noninsured Crop Disaster Program; it consists of non-farm-specific reference data only.

- **National Crop Table:** This system is a web based table that maintains prices and yields for all crops used by SCOAP. It is downloaded to the SCOAP system on the A/36 where it is actually used by the counties.

- **Crop Disaster Table:** This system is in Disposal Phase; data is not accessible.

- **Program Parameter File:** This file contains payment rates by crop year for crops within the Direct Payment and Counter Cyclical payment systems; it consists of non-farm-specific reference data only.

1.2.3 Web-Based Farm Records Management System

This is a web-based Intranet application for FSA field office employees to manage farm, tract, crop, and producer data. Data was previously housed on county office AS400/S36 systems, but now resides in a central database housed in the Kansas City web farm, and is synchronously updated to the distributed county office files. The application implements business processes and business rules to correctly perform create/read/update/delete activities. The system also implements a listener application that detects transactional changes made to the data and notifies several client applications through messaging utilities.

1.2.4 Service Center Information Management System (SCIMS)

SCIMS provides for the collection and maintenance of customer data for the Farm Service Agency (FSA), the lead agency for SCIMS, the Natural Resources Conservation Service (NRCS), and Rural Development (RD). This eliminates redundant work necessary to maintain common customer information at each agency. SCIMS is a database application that provides an interface for the Service Center Agencies and its customers to enter customer data into a centralized data repository. It also contains some demographic data about customers. Farmers and rural residents benefit from a common customer database used by agencies in USDA Service Centers.

All SCIMS database updates are accomplished through the web browser interface. Authorized employees can input name and address data into the database. A growing number of applications then access this database on a periodic basis to retrieve this data. Examples of these applications include: Electronic Loan Deficiency Payment System (ELDP), Conservation Reserve Program (CRP), Web Centralized Authorization and Authentication Facility (eAuth), and Web Registration. These applications query SCIMS for customer information on a read-only basis.

1.2.5 Customer Name / Address (MF – S/36)

Customer Name/Address provides for the collection and maintenance of customer data for the FSA's legacy common customer information. It also contains some demographic data about customers.

1.2.6 Subsidiary (MF – S/36)

Subsidiary Files are maintained on combined producers, multiple county producers, permitted entities, payment limitation, fiduciary and Power of Attorney status, and producer eligibility for use in controlling producer payments and participation in farm programs. Information maintained in this system is needed by all automated payment systems at the county, state, and the Kansas City FSA office to effectively deliver and administer FSA programs. This repository of customer information also supports the business needs of other agencies. Information in the Subsidiary Files is used by a variety of automated applications to effectively deliver and administer FSA programs at the Service Centers.

Subsidiary Files include:

- Multiple County Producers - tracks producers who meet criteria for being active in multiple counties
- Eligibility – producer eligibility to receive payments under FSA programs
- Permitted Entity – this tracks producer interests and ownership shares in joint operations and corporations, estates and trusts
- Fiduciary – this records information on guardians, conservators, or trustees when one of these is assigned to represent a member's interests
- Power of Attorney – this records information about a person designated by a member to conduct business for that member at the state or county office
- Payment Limitations – this tracks the maximum payment amount per person per program
- Combined Entity – in some cases producers are combined as one entity, typically for husband and wife ownership or when a single producer has controlling interest

1.2.7 Web-Based Subsidiary Systems

The missions for the individual systems are:

- **Eligibility:** This system manages producer eligibility to receive payments under FSA programs.

- **Combinations:** This system manages cases producers are combined as one entity, typically for husband and wife ownership or when a single producer has controlling interest

- **Payment Limitation:** This system tracks the maximum payment amount per person per FSA program.

- **Fiduciary:** The Fiduciary system is a web-based application used to manage fiduciary agreements; recording, updating, terminating and reporting capabilities are provided through the application. Agreement types supported in the initial release are conservatorships, guardianships, power of attorney, and spousal relationships. Additionally, capability is provided to record the death of a FSA customer. Note that recording a conservatorship or a death notification will also result in the termination of any other fiduciary agreement that the incompetent or deceased party participates in. Fiduciary consumes the following services and components:
  - Service Center Information Management System
  - Master Reference Tables
  - eAuthorization
  - Extensible Authentication Service
  - Common Business Services
  - CAF
  - Fiduciary Agreement
  - Agreement Store
  - Agreement Life Cycle
  - Agreement Validation
  - Agreement Capture
  - Document Revisions
  - Digital Rights
  - Forms Modification
  - Governance and Policy Management
  - Document Conversion
  - Contact Profile Management
  - Information Retrieval

- **Business File:** This system, MIDAS MVSR3.1 - Business File has an interview-style process that service-center personnel will use to enter information online that was previously collected only manually in a paper-based 502 Farm Operating Plan form. Usage patterns should be heavy up-front and level off to minimal usage once the data-load period is complete. Business File consumers the following: components:

  - Service Center Information Management System
  - Farm Records
  - MIDAS MVSR.2 (Fiduciary)
  - Combined Producer
  - Eligibility
  - Master Reference Tables
  - eAuthorization
  - Extensible Authentication Service
  - Common Business Services
  - CAF
  - Business File Agreement
  - Fiduciary Agreement
  - Agreement Store
  - Agreement Life Cycle
  - Agreement Validation
  - Agreement Capture
  - Document Revisions
  - Digital Rights
  - Forms Modification
  - Governance and Policy Management
  - Document Conversion
  - Contact Profile Management
  - Information Retrieval

1.2.8 COC Elections

The County Office Committee (COC) Elections system automates FSA-681 reporting by County Offices to expedite the process for electing committee members (eligible producers) for the county offices. These County Committees, of three to five members, are major decision makers and an authority on county programs, and decisions. The committee's functions are very important to FSA's mission and have specific regulations defined in the farm bills from Congress. The COC Elections System supports the elections process by the following functions:

- Collection of the nominee and organization information
- Selection of all the producers that are eligible to vote (based on information such as committee and local administrative area (LAA) codes in the name and address file)
- Build and send county-specific list of all producers eligible to vote (for printing onto ballot self-mailer forms, FSA-681)
- Collection of election data from returned ballot forms (the County Election and Media Outreach Report)
- Creation of COC Directory showing all members and information related to their terms.

1.2.9 Representative Link Manager System (RLMS / EREP)

The Representation Link Manager System (RLMS) provides functions that are used to maintain the Representation-Roles database and the database that stores the relationship between Representative and the individual or Entity that is being represented. This system creates the structure needed for the Representative to logon to web-based applications for his client.

RLMS is in operation and is a web client-server being application used by the State and County offices. The eRepresentative SOAP service (EREP) is also in operation; it allows other applications to validate a representative's access to his client's information.

1.2.10   SCOAP Mailings

The SCOAP Mailings system performs the business function of mailings, defined as the specific set of common activities performed for any application that has determined the need for sending addressed messages to some FSA constituency. The system provides the county office user the capability to provide efficient and effective mail service. In addition to interfacing with applications that have identified selected recipients, the SCOAP Mailings system provides many specific selection options such as types of producers or farms on which specific crops are grown. SCOAP Mailings software provides County employees greater flexibility in the initiation and composition of a mailing, and a considerable staff-hour reduction in its final assembly. This system provides for address retrieval, sorting, printing, preparation of bulk mailing reports, and recording of management information. Additionally, it supports Postnet bar-coding and automated mail sorting rules, enabling the Counties to take advantage of sizeable USPS postage discounts.

SCOAP Mailings is in operation on the county office S/36.

1.2.11   COF Newsletter

The FSA County Office (COF) Newsletter is a FSA Web Farm system for building name and address lists for use in state-wide bulk mailings to farmers and specifically for the high volume DANKA printer systems at the state offices. The supported newsletter is sent out four times a year and relieves individual county offices of the printing burden.

USDA PRIVACY IMPACT ASSESSMENT

Table 2: Data In The System

DATA IN THE SYSTEM	
1. Generally describe the information to be used in the system in each of the following categories: Customer, Employee, and Other.	**Acreage Reporting and Compliance Systems** Customer: Producer data is used in association with farm and crop information being reported and acted upon throughout the compliance systems. Specifically, a producer's ID, ID type, and entity type, as well as any associated farm numbers are used as key information. Although a producer's name and address information may be used, that information is not stored by these systems, with the exception of the Highly Erodible Land/Wetlands Conservation (HELC) system which does store producer names. Employee: N/A Other: N/A **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** Customer and Employee: Producer information including land/tract relationships and other land information. Social Security or Tax ID Numbers to support owner/operator information are retrieved from S/36 Name and Address file and recorded in Farm Producer and Tract Owner files. Other: None. • **Noninsured Crop Disaster Program Table:** Customer and Employee: None Other: Reference data not specific to any customer's farming operations. • **National Crop Table:** Customer and Employee: None Other: Reference data not specific to any customer's farming operations. • **Crop Disaster Table:** Customer and Employee: None Other: Reference data not specific to any customer's farming operations. • **Program Parameter File:** Customer and Employee: None Other: Reference data not specific to any customer's farming operations. **Web-Based Farm Records Management System:** Customer and Employee: Producer information including land/tract relationships and other land information. Social Security or Tax ID Numbers are not displayed by the user

DATA IN THE SYSTEM

	interface nor stored in the database.
	Other: None.
	Service Center Information Management System (SCIMS):
	Customer and Employee data: Name, gender, citizenship country, address, race, veteran status, receive mail option, limited resource producer status, resident alien status, birth date, marital status, voting district, language preference, ethnicity, disability information, and other basic information such as Social Security Number, Employer Identification Number, mailing address, email address, and phone numbers. SCIMS includes Farm Service Agency employees, farm owners, farm operators, and Technical Service Providers. Additionally business customers can be identified by business entity type (i.e. general partnership, Limited Liability Company, corporation, etc.)
	Customer Name / Address (MF)
	Customer: Name, gender, citizenship country, address, race, veteran status, receive mail option, limited resource producer status, resident alien status, birth date, marital status, voting district, language preference, ethnicity, disability information, and other basic information such as Social Security Number, Employer Identification Number, mailing address, email address, and phone numbers. Name & Address (MF) includes Farm Service Agency employees, farm owners, farm operators, and Technical Service Providers. Additionally business customers can be identified by business entity type (i.e. general partnership, Limited Liability Company, corporation, etc.)
	Employee: Name, gender, citizenship country, address, race, veteran status, receive mail option, limited resource producer status, resident alien status, birth date, marital status, voting district, language preference, ethnicity, disability information, and other basic information such as Social Security Number, Employer Identification Number, mailing address, email address, and phone numbers.
	Other:
	Customer Name / Address (S/36)
	Customer: Name, gender, citizenship country, address, race, veteran status, receive mail option, limited resource producer status, resident alien status, birth date, marital status, voting district, language preference, ethnicity, disability information, and other basic information such as Social Security Number, Employer Identification Number, mailing address, email address, and phone numbers. Name & Address(S/36) includes Farm Service Agency employees, farm owners, farm operators, and Technical Service

DATA IN THE SYSTEM

Providers. Additionally business customers can be identified by business entity type (i.e. general partnership, Limited Liability Company, corporation, etc.)

Employee: Name, gender, citizenship country, address, race, veteran status, receive mail option, limited resource producer status, resident alien status, birth date, marital status, voting district, language preference, ethnicity, disability information, and other basic information such as Social Security Number, Employer Identification Number, mailing address, email address, and phone numbers.

Other:

Subsidiary (MF):
Customer: Name, Tax ID, & Tax ID type.
Employee: Name, Tax ID, & Tax ID type.
Other:

Subsidiary (S/36):
Customer: Name, Tax ID, & Tax ID type.
Employee: Name, Tax ID, & Tax ID type.
Other:

Web-Based Subsidiary Systems
- **Eligibility:**
Customer: Core Customer ID
Employee: Core Customer ID
Other:
- **Combinations:**

Customer data is used to track who is considered 1 for payment limitation purposes. We will track who is combined with who, why and when they where combined.

Employee information is used to track who set up the combination and who dissolved it. The data actually tracked is the employee user ID and the date they did the work.

Other data kept will be the counties the producers are associated with and which county controls the combined data for those producers in the combination.
- **Payment Limitation:**
Customer: Amount of Payments received
Employee: The payments they have made to the customers
Other: None
- **Fiduciary:**
Customer: Core Customer Id, eAuthorization Id, Name, Tax Id and Tax Id Type, State/County, Crop and Program information, Spousal Information, Minor Children and Parent/Guardian information, Conservatorship information, Deceased information, FSA Power of Attorney information, and Non-FSA Power of Attorney information, Signing

DATA IN THE SYSTEM	
	Authority
	Employee: eAuth Id, username, name and location
	Other:
	• **Business File:**
	Customer: Farm Operating Plan information such as Core Customer Id, eAuthorization Id, Name, Tax Id and Tax Id Type, Land, lease, equipment, management, labor information about customers. Member relationship and contribution information for Farm Operations. Fiduciary and signing information about Farm Operations.
	Employee: eAuth Id, username, name and location
	Other:
	COC Election:
	Customer and Employee data: COC election identifier, ballot detail identifier, voting location identifier, elector identifier, ballot disqualified reason identifier, race identifier, COC member identifier, COC member position, COC election candidate, COC position, local administration area, and detail data to support these.
	Other: SCIMS Producer data
	Representation Link Manager System (RLMS / EREP):
	Customer, Employee: SCIMS Core Customer ID, Employee eAuth username, name and location.
	Other: None
	SCOAP Mailings:
	Customer, Employee: Name and address information for all customers in the legacy S/36 file for the applicable Service Center.
	Other: USPS Mailing Rates and Facilities information.
	County Office Newsletter (COF Newsletter):
	Customer and Employee Data: Name, type, and address information in the SCIMS database for the designated state(s)/county (ies).
2a. What are the sources of the information in the system?	**Acreage Reporting and Compliance Systems** Name and address, farm and tract, farm producer, GIS, and crop files are all sources of information, as well as information provided by aerial photography, farm inspections, and the producers themselves.

DATA IN THE SYSTEM

	Farm Programs Management Systems • **S/36 Farm and Tract Files:** Data is synchronized from the central web Farm Records database. • **Noninsured Crop Disaster Program Table:** Data is supplied by WDC. • **National Crop Table:** Data comes from historic information. • **Crop Disaster Table:** System is in Disposal Phase, data is not accessible. • **Program Parameter File:** The payment rate data comes from WDC on paper. The payment rates are then manually input as source code for the system. **Web-Based Farm Records Management System:** The original data was migrated from FSA's legacy S/36 Farm and Tract files. Additions and updates to the data are made by FSA County Office employees. **Service Center Information Management System (SCIMS):** Baseline data was migrated from FSA's legacy IBM System 36 files. Ongoing data is entered by authorized USDA Service Center employees. **Customer Name / Address (MF):** Original data was entered by County Office Employees IBM System 36 files. Ongoing data is entered by authorized USDA Service Center employees through SCIMS through S/36 files. **Customer Name / Address (S/36):** Original data was entered by County Office Employees IBM System 36 files. Ongoing data is entered by authorized USDA Service Center employees through SCIMS. **Subsidiary (MF):** Original data was entered by County Office Employees IBM System 36 files. Ongoing data is entered by authorized USDA Service Center employees. **Subsidiary (S/36):** Original data was entered by County Office Employees IBM System 36 files. Ongoing data is entered by authorized USDA Service Center employees. **Web-Based Subsidiary Systems** • **Eligibility:** Baseline data was migrated from FSA's legacy IBM System 36 files. Ongoing data is entered by authorized USDA

DATA IN THE SYSTEM	
	Service Center employees. • **Combinations:** All information is user input but the counties which will be found in the SCIMS database. • **Payment Limitation:** The FSA payment-based systems. • **Fiduciary:** SCIMS, user inputs via County Offices, eAuth, EAS • **Business File:** SCIMS, Farm Records, Combined Producers, user inputs via County Offices, eAuth, EAS **COC Election:** The original data was migrated from FSA's legacy IBM System 36 files and now keep up to date by input from authorized USDA Service Center employees **Representation Link Manager System (RLMS / EREP):** SCIMS **SCOAP Mailings:** Name and Address information is retrieved from the S/36 Name and Address File, which is under the control of the SCIMS web system. USPS information comes from that organization. **County Office Newsletter (COF Newsletter):** The customer repository maintained by the Service Center Information Management System (SCIMS) application.
2b. What USDA files and databases are used? What is the source agency?	**Acreage Reporting and Compliance Systems** The Customer Name and Address files and SCIMS are each used to retrieve customer information. The Farm and Tract file and the Farm Producer file are used to retrieve farm information. The Crop Validation System (CVS) and the Crop Acreage Data Warehouse are each used to retrieve crop information. And, the Compliance Web Service (CWS) is used to retrieve acreage reporting and compliance data. FSA owns all of these data sources. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** Farm File, Tract File, Farm Producer File, Tract Producer File, Farm Crop File, Tract Crop File. All are owned by FSA. • **Noninsured Crop Disaster Program Table:** The data is owned and sourced by FSA.

DATA IN THE SYSTEM

	• **National Crop Table:** NCT database owned by FSA. • **Crop Disaster Table:** N/A. • **Program Parameter File:** The data is owned and sourced by FSA. **Web-Based Farm Records Management System:** Farm_Records database housed in the Kansas City web farm, owned by FSA. **Service Center Information Management System (SCIMS):** Same as 2a. Farm Service Agency is the source agency. **Customer Name / Address (MF – S/36):** Customer Name/Address. FSA is the source agency. **Subsidiary (MF):** Eligibility Combined Producer, Multi-County Producer, Payment Limitation, & Permitted Entity. FSA is the source agency. **Subsidiary (S/36):** Eligibility Combined Producer, Multi-County Producer, Payment Limitation, & Permitted Entity. FSA is the source agency. **Web-Based Subsidiary Systems** • **Eligibility:** SCIMS data is used. FSA is the source agency. • **Combinations:** SCIMS data is used to display the name and county information for the producers. The source agency could be any agency with SCIMS update rights. • **Payment Limitation:** Combined and Eligibility data are used to identify the customers and there past payments. All data is from FSA. • **Fiduciary:** SCIMS. FSA is the source agency. MRT. FSA is the source agency. eAuth. FSA is the source agency. EAS. FSA is the source agency. • **Business File:** SCIMS – FSA is the source agency. Farm Records – FSA is the source. Combined Producers – FSA source.

DATA IN THE SYSTEM	
	eAuth – FSA source. EAS – FSA source. **COC Election:** Master Reference Tables (MRT), COC Elections Data Base, SCIMS Producer data, Nominee and Producer Mailing Lists **Representation Link Manager System (RLMS / EREP):** SCIMS **SCOAP Mailings:** S/36 Name and Address file. **County Office Newsletter (COF Newsletter):** Service Center Information Management System (SCIMS) database. Farm Service Agency is the source agency.
2c. What Federal Agencies are providing data for use in the system?	**Acreage Reporting and Compliance Systems** Other than internal FSA data, the APFO (Aerial Photography Field Office) provides aerial maps of land to be used in acreage reporting and compliance activities. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** FSA • **Noninsured Crop Disaster Program Table:** FSA • **National Crop Table:** FSA, Risk Management Agency. • **Crop Disaster Table:** N/A • **Program Parameter File:** FSA **Web-Based Farm Records Management System:** FSA **Service Center Information Management System (SCIMS):** Farm Service Agency (FSA), Natural Resource Conservation Service (NRCS), and Rural Development (RD) **Customer Name / Address (MF):** Farm Service Agency (FSA), Natural Resource Conservation Service (NRCS), Rural Development (RD). **Customer Name / Address (S/36):**

DATA IN THE SYSTEM	
	Farm Service Agency (FSA). **Subsidiary (MF):** Farm Service Agency (FSA). **Subsidiary (S/36):** Farm Service Agency (FSA). **Web-Based Subsidiary Systems** • **Eligibility:** Farm Service Agency (FSA). • **Combinations:** Combined determinations are provided by the COC (County Office Committee). • **Payment Limitation:** FSA • **Fiduciary:** FSA • **Business File:** FSA **COC Election:** FSA **Representation Link Manager System (RLMS / EREP):** FSA **SCOAP Mailings:** FSA, USPS **County Office Newsletter (COF Newsletter):** Farm Service Agency (FSA)
2d. What State and Local Agencies are providing data for use in the system?	**Acreage Reporting and Compliance Systems** None **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** None • **Noninsured Crop Disaster Program Table:** None • **National Crop Table:** County and state offices of FSA.

DATA IN THE SYSTEM

| | • **Crop Disaster Table:**
System is in Disposal Phase, data is not accessible.
• **Program Parameter File:**
None

Web-Based Farm Records Management System:
None

Service Center Information Management System (SCIMS):
None

Customer Name / Address (MF – S/36):
None

Subsidiary (MF):
None

Subsidiary (S/36):
None

Web-Based Subsidiary Systems
• **Eligibility:**
None
• **Combinations:**
None
• **Payment Limitation:**
None
• **Fiduciary:**
None
• **Business File:**
None

COC Election:
FSA

Representation Link Manager System (RLMS / EREP):
None

SCOAP Mailings:
None.

County Office Newsletter (COF Newsletter):
None |

DATA IN THE SYSTEM	

2e. From what other third party sources will data be collected?	**Acreage Reporting and Compliance Systems**
	Producer/Customer
	
	Farm Programs Management Systems
	• **S/36 Farm and Tract Files:**
	None
	• **Noninsured Crop Disaster Program Table:**
	None
	• **National Crop Table:**
	  - AMS News and buyers
	  - CAC Office
	  - COC's Knowledge
	  - Farm Loan
	  - Local Markets
	  - NASS
	  - Natural Resources Conservation Service
	  - Other State NASS
	  - NAP yields
	  - NAP prices
	  - Actual Production History
	  - Other reliable sources
	  - Rural Development
	  - State Committee
	• **Crop Disaster Table:**
	System is in Disposal Phase, data is not accessible.
	• **Program Parameter File:**
	None
	
	Web-Based Farm Records Management System:
	None
	
	Service Center Information Management System (SCIMS):
	Technical service providers
	
	Customer Name / Address (MF – S/36):
	None
	
	Subsidiary (MF):
	None
	
	Subsidiary (S/36):
	None
	
	Web-Based Subsidiary Systems
	• **Eligibility:**

DATA IN THE SYSTEM	
	None • **Combinations:** Data will be collected from the customer submitted CC-502 Farm Operating Plan • **Payment Limitation:** None • **Fiduciary:** None • **Business File:** None **COC Election:** None currently **Representation Link Manager System (RLMS / EREP):** None **SCOAP Mailings:** None. **County Office Newsletter (COF Newsletter):** None currently
2f. What information will be collected from the customer/employee?	**Acreage Reporting and Compliance Systems** A producer's/customer's tax ID, ID type, and entity type, as well as any associated farm numbers are used as key information in these systems. The customer provides either their name or tax ID to initiate a transaction, and from there may go on to provide crop and/or commodity information, as well as associated acreages, by farm, tract, and field. Customer provided crop data includes crop, crop type, irrigation practice, intended use, etc. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** Data is not collected at this level, but downloaded from the central web Farm Records system. • **Noninsured Crop Disaster Program Table:** None • **National Crop Table:** None • **Crop Disaster Table:** None. • **Program Parameter File:** None **Web-Based Farm Records Management System:**

DATA IN THE SYSTEM

Farms and or tracts owned, operated or otherwise associated with the customer; acreage, crop production, and other attributes for the farms and tracts.

Service Center Information Management System (SCIMS):

Name, gender, citizenship country, address, race, veteran status, receive mail option, limited resource producer status, resident alien status, birth date, marital status, voting district, language preference, ethnicity, disability information, and other basic information such as Social Security Number, Employer Identification Number, mailing address, e-mail address, and phone numbers

Customer Name / Address (MF – S/36):
Name & Address, Tax ID & Type, Ethnicity, Race.

Subsidiary (MF):

Name & Address, Tax ID & Type

Subsidiary (S/36):

Name & Address, Tax ID & Type

Web-Based Subsidiary Systems
- **Eligibility:**
None
- **Combinations:**
Employee will provide there user name and the time they made any changes to the records. Customers will provide the data via the CC-502 farm operating plan.
- **Payment Limitation:**
The amount of the payment to the customer and who made that payment; collected from client payment systems.
- **Fiduciary:**

Customer: Core Customer Id, eAuth Id, Name, Tax Id and Tax Id Type, State/County, Crop and Program information, Spousal Information, Minor Children and Parent/Guardian information, Conservatorship information, Deceased information, FSA Power of Attorney information, and Non-FSA Power of Attorney information, Signing Authority

Employee: eAuth Id, username, name and location
- **Business File:**

Customer: Farm Operating Plan information such as Core Customer Id, eAuth Id, Name, Tax Id and Tax Id Type, Land, lease, equipment, management, labor information about customers. Member relationship and contribution information for Farm Operations. Fiduciary and signing information about Farm Operations.

Employee: eAuth Id, username, name and location

DATA IN THE SYSTEM	
	COC Election: Personal data that resides in SCIMS and the COC Election database. **Representation Link Manager System (RLMS / EREP):** SCIMS tax id of individual/entity being represented and SCIMS tax id of the representative, also the type of representation **SCOAP Mailings:** Transactional information about date of mailing, mailpiece content, desired mailing option, etc. **County Office Newsletter (COF Newsletter):** State(s) and/or county (ies) to use in selecting data.
3a. How will data collected from sources other than the USDA records and the customer be verified for accuracy?	**Acreage Reporting and Compliance Systems** N/A **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** N/A • **Noninsured Crop Disaster Program Table:** N/A. • **National Crop Table:** State office employee • **Crop Disaster Table:** N/A. • **Program Parameter File:** N/A **Web-Based Farm Records Management System:** Only employees input data. **Service Center Information Management System (SCIMS):** System web links and business rule/software validations. **Customer Name / Address (MF – S/36):** Only employees input data. **Subsidiary (MF – S/36):** N/A

DATA IN THE SYSTEM	
	Web-Based Subsidiary Systems • **Eligibility:** N/A • **Combinations:** No data is collected from outside sources. • **Payment Limitation:** N/A • **Fiduciary:** Non-FSA Power of Attorney documents. Only employees input data. • **Business File:** N/A **COC Election:** USDA Service Center employees reviews **Representation Link Manager System (RLMS / EREP):** N/A **SCOAP Mailings:** USPS information is nationally published. **County Office Newsletter (COF Newsletter):** N/A
3b. How will data be checked for completeness?	**Acreage Reporting and Compliance Systems** N/A **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** N/A • **Noninsured Crop Disaster Program Table:** N/A. • **National Crop Table:** State office employee • **Crop Disaster Table:** N/A. • **Program Parameter File:** N/A **Web-Based Farm Records Management System:** N/A **Service Center Information Management System (SCIMS):**

DATA IN THE SYSTEM	
	Second party reviews and software validations **Customer Name / Address (MF – S/36):** N/A **Subsidiary (MF – S/36):** N/A **Web-Based Subsidiary Systems** • **Eligibility:** N/A • **Combinations:** N/A • **Payment Limitation:** N/A • **Fiduciary:** None • **Business File:** N/A **COC Election:** System web links and software validations **Representation Link Manager System (RLMS / EREP):** N/A **SCOAP Mailings:** USPS data is reference data, and is verified through acceptance testing of the system after a new version of the data (such as new postal rates) is incorporated in the system. **County Office Newsletter (COF Newsletter):** Addresses are validated through COTS packages for conformance with USPS regulations.

Table 3: Access To The Data

ACCESS TO THE DATA	
1. Who will have access to the data in the system (Users, Managers, System Administrators, Developers, Other)?	**Acreage Reporting and Compliance Systems** County, State, and National USDA office employees can access the data; however, only the county employees are able to modify the data. Also, a limited number of specific

ACCESS TO THE DATA

	NASS employees can view the data.
	Farm Programs Management Systems • **S/36 Farm and Tract Files:** The system's development staff, authorized County Office FSA users. • **Noninsured Crop Disaster Program Table:** Developers, State and County Office FSA users, WDC FSA users. • **National Crop Table:** County and state office employees can change data, anyone with E-authorization can look at data. • **Crop Disaster Table:** System is in Disposal Phase, data is not accessible. • **Program Parameter File:** Developers, State and County Office FSA users, WDC FSA users. **Web-Based Farm Records Management System:** All users must have an eAuth Level 2 access. Developers, WDC FSA employees, and NRCS County Office employees have read-only access to data. County Office FSA employees have update access to data for customers serviced by their office, and read-only access to other customers' data. FSA State Office employees have read-only access to data, except for those who are members of a special role that allows update of data for customers serviced by any County Office in the state. Membership in this role is controlled by a select set of WDC FSA employees designated by the application's business owners. **Service Center Information Management System (SCIMS):** Only authorized users who have been certified by respective agency's SCIMS Security Officer **Customer Name / Address (MF – S/36):** Only authorized FSA Users, FSA System Administrators, FSA Developers. **Subsidiary (MF – S/36):** Only authorized FSA Users, FSA System Administrators, and FSA Developers. **Web-Based Subsidiary Systems** • **Eligibility:** Only authorized FSA Users, FSA System Administrators, and FSA Developers. • **Combinations:**

ACCESS TO THE DATA	
	Only authorized FSA Users, FSA System Administrators, and FSA Developers.
	• **Payment Limitation:** Only authorized FSA Users, FSA System Administrators.
	• **Fiduciary:** FSA IT Administrators, FSA IT Developers, FSA Database Administrators, FSA Testers. FSA County, State, and National employees will view and update information via the web application.
	• **Business File:** FSA IT Administrators, FSA IT Developers, FSA Database Administrators, FSA testers. FSA County, State, and National employees will view and update information via the web application.
	COC Election: Only authorized users who have been certified.
	Representation Link Manager System (RLMS / EREP): USDA applications, Service Center employees FSA, NRCS, RD
	SCOAP Mailings: The system's development staff, authorized County Office FSA users.
	County Office Newsletter (COF Newsletter): Authorized users at the State Office.
2. How is access to the data by a user determined? Are criteria, procedures, controls, and responsibilities regarding access documented?	**Acreage Reporting and Compliance Systems** As of now, most of these systems restrict access based on System/36 sign-on privileges granted to state and county office employees. A county employee will only be able to access and modify data for their associated county(s). Similarly, a state employee may be able to view some of the data from these systems for their specific state, but not nationwide. eAuth serves to restrict access to the web-based systems, although each user must first be granted access by the associated program sponsor. The Crop Acreage Data Warehouse requires an FSA-13-A, Data Security Access Authorization Form, to be submitted and approved thru PECD/WCD before access will be granted. Only state office and NASS employees have been granted this access in the past. A mainframe ID and database ID may also be required to access the CADW if the user wants to access

ACCESS TO THE DATA

	the system from their desktop.
	Refer to 6IRM, the Information Systems Security Program Manual, for further guidance.
	Farm Programs Management Systems • **S/36 Farm and Tract Files:** Any authorized FSA System-36 user. • **Noninsured Crop Disaster Program Table:** Any authorized FSA System-36 user. • **National Crop Table:** eAuthorization for access, state and county employees to add/change/delete. • **Crop Disaster Table:** System is in Disposal Phase, data is not accessible • **Program Parameter File:** Any authorized FSA System-36 user.
	Web-Based Farm Records Management System: Access to the data is automated within the system. This functionality is implemented based on and documented by requirements specified by the application's business owners.
	Service Center Information Management System (SCIMS): Same as #1 and user names and passwords are initially assigned by authorized technicians. Application permissions are determined by EAS Roles
	Customer Name / Address (MF): ACF security. Yes
	Customer Name / Address (S/36): FSA employee signon authorization. Yes
	Subsidiary (MF): ACF security.
	Subsidiary (S/36): FSA employee signon authorization.
	Web-Based Subsidiary Systems • **Eligibility:** Same as #1 and user names and passwords are initially assigned by authorized technicians. Application permissions are determined by EAS Roles.

ACCESS TO THE DATA

| | • **Combinations:**
eAuthorization and EAS will determine who the users are and from that the data is then viewable based on who they are.
• **Payment Limitation:**
eAuthorization and EAS
• **Fiduciary:**
FSA County, State, and National employees will view and update information via the web application. eAuth/EAS.
• **Business File:**
FSA County, State, and National employees will view and update information via the web application. eAuth/EAS.

COC Election:
User names and passwords are initially assigned by authorized technicians. Yes.

Representation Link Manager System (RLMS / EREP):
Requires eAuth login on intranet.

SCOAP Mailings:
Any authorized FSA System-36 user.

County Office Newsletter (COF Newsletter):
Users are designated by headquarters (FSA/DAM/MSD). |
| 3. Will users have access to all data on the system or will the user's access be restricted? Explain. | **Acreage Reporting and Compliance Systems**
System/36 users have access to all data, but only within their region of responsibility.

Web-based users, including individual state office and NASS users have access to view Crop Acreage Data Warehouse reports nation-wide.

Highly Erodible Land/Wetland Conservation Violation (HELC) information is viewable by anyone with internet access, with the exception of customer names and tax IDs. State users can view name and tax ID information, as well as add and edit data within their state. National users can view name and tax ID information for the whole nation. Admin users can view name and tax ID information, as well as add, edit, and <u>delete</u> data nation-wide.

Farm Programs Management Systems
• **S/36 Farm and Tract Files:**
Users have access to all data relevant to this system. |

ACCESS TO THE DATA

| | • **Noninsured Crop Disaster Program Table:** Users have access to all data relevant to this system.
 • **National Crop Table:** State users can access everything. County users can only access crop identification fields.
 • **Crop Disaster Table:** System is in Disposal Phase, data is not accessible
 • **Program Parameter File:** Full access to all data for inquiry only. There are NO update capabilities for any user.

 Web-Based Farm Records Management System:
 All users must have an eAuth Level 2 access. Developers, WDC FSA employees, and NRCS County Office employees have read-only access to data. County Office FSA employees have update access to data for customers serviced by their office, and read-only access to other customers' data. FSA State Office employees have read-only access to data, except for those who are members of a special role that allows update of data for customers serviced by any County Office in the state. Membership in this role is controlled by a select set of WDC FSA employees designated by the application's business owners.

 Service Center Information Management System (SCIMS):
 Users are authorized "full access" or "view only" access based on SCIMS Security Officer's certification.

 Customer Name / Address (MF):
 Users are authorized "view only" access based on ACF security certification.

 Customer Name / Address (S/36):
 Users are authorized "full access" or "view only" access based on FSA employee signon authorization.

 Subsidiary (MF):
 Users are authorized "view only" access based on ACF security certification.

 Subsidiary (S/36):
 Users are authorized "full access" or "view only" access based on FSA employee signon authorization.

 Web-Based Subsidiary Systems
 • **Eligibility:**
 Users are authorized "full access" or "view only" access |

ACCESS TO THE DATA	
	based on EAS Roles. • **Combinations:** User access will be restricted to The name of the customers the Date the customer became combined/decombined the reason for the combination/decombination and who they are combined with and what county has control of the combination. • **Payment Limitation:** Role-based access through eAuthorization and EAS. • **Fiduciary:** Same as #1 & #2 above • **Business File:** Same as #1 & #2 above **COC Election:** Users have access to only the data related to their area of responsibility based on the security office certification. **Representation Link Manager System (RLMS / EREP):** Single representative record at a time. **SCOAP Mailings:** Users have access to all data relevant to this system. **County Office Newsletter (COF Newsletter):** User access is limited to reading the database to extract the appropriate customer name and address information to support mailing the newsletter.
4. What controls are in place to prevent the misuse (e.g. browsing, unauthorized use) of data by those having access?	**Acreage Reporting and Compliance Systems** Policies in 2CP, the Acreage Compliance Determinations Manual, along with Annual Security Awareness Training are used to curb authorized users from misusing the system data. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** Control of access to S/36 data is the responsibility of local County Office management, and is covered by whatever procedures are established and/or enforced there. • **Noninsured Crop Disaster Program Table:** Control of access to S/36 data is the responsibility of local County Office management, and is covered by whatever procedures are established and/or enforced there. • **National Crop Table:** Web based HTML controls including non-display and input

ACCESS TO THE DATA

<table>
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options.

- **Crop Disaster Table:**
System is in Disposal Phase, data is not accessible

- **Program Parameter File:**
Only authorized S36 FSA users have Inquiry Only via a S-36 COBOL program from a menu.

Web-Based Farm Records Management System:

Access to data through certified application interfaces is described above. Direct database access is only available to the Database Management staff. Infrastructure controls include firewalls, eAuthentication, EAS, and Database Security.

Service Center Information Management System (SCIMS):

Firewalls in software and established security rules via eAuthenticiation, EAS, and Database Security.

Customer Name / Address (MF):

Firewalls in network and established security rules.

Customer Name / Address (S/36):

Control of access to S/36 data is the responsibility of local County Office management, and is covered by whatever procedures are established and/or enforced there.

Subsidiary (MF):

Firewalls in network and established security rules.

Subsidiary (S/36):

Control of access to S/36 data is the responsibility of local County Office management, and is covered by whatever procedures are established and/or enforced there.

Web-Based Subsidiary Systems
- **Eligibility:**
Firewalls in software and established security rules via eAuthenticiation, EAS, and Database Security.
- **Combinations:**
eAuthorization and EAS
- **Payment Limitation:**
Role-based access through eAuthorization and EAS.
- **Fiduciary:**
Firewalls in network and eAuth/EAS
- **Business File:**
Firewalls in network and eAuth/EAS.

</td></tr>
</table>

ACCESS TO THE DATA	
	COC Election: Firewalls in software and established security rules. **Representation Link Manager System (RLMS / EREP):** No browsing is supported. The System provides only SCIMS core customer id. The rest of the data is in SCIMS **SCOAP Mailings:** Control of access to S/36 data is the responsibility of local County Office management, and is covered by whatever procedures are established and/or enforced there. **County Office Newsletter (COF Newsletter):** No one has direct access to the data base. Information can only be accessed through the use of certified software to extract and build the mailing file.
5a. Do other systems share data or have access to data in this system? If yes, explain.	**Acreage Reporting and Compliance Systems** System/36 Acreage Reporting and the Fruit and Vegetable Payment Reductions (FPR) systems provide data to the Direct and Counter-Cyclical Payment (DCP) system. The Compliance Web Service (CWS) provides information to Electronic Loan Deficiency Payments (eLDP), General Sign-UP Offer Process (GSOP), Compliance Query Tool (CQT), Direct and Counter-Cyclical Payments (DCP), and Farm Records … for now. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** Other S/36 resident business applications have access to S/36 Farm Records files. • **Noninsured Crop Disaster Program Table:** S/36 resident business applications supporting the Noninsured Crop Disaster Program. • **National Crop Table:** Actual web data is only accessed by the program. Batch procedures move data to the mainframe for processing and then to the A/36 machines in the county office. • **Crop Disaster Table:** System is in Disposal Phase, data is not accessible • **Program Parameter File:** Direct Payment and Counter Cyclical payment systems can read-only the data. **Web-Based Farm Records Management System:** Most of the farm, tract, crop, and owner/operator data is

ACCESS TO THE DATA
available to FSA client applications as specified in system requirements authored and approved by WDC FSA staff. This data is made available by a <u>read-only</u> SOAP XML web service. The systems currently using this service are Direct and Countercyclical Program (DCP), Web Subsidiary systems, Conservation Reserve Program (CRP), and FSA Geospatial applications. **Service Center Information Management System (SCIMS):** Yes, via a <u>read-only</u> SOAP XML web service. **Customer Name / Address (MF):** All mainframe systems can access data as DB2 tables are "public." **Customer Name / Address (S/36):** Shared by called routines **Subsidiary (MF):** Shared by called routines **Subsidiary (S/36):** Shared by called routines **Web-Based Subsidiary Systems** • **Eligibility:** Yes, via <u>read-only</u> SOAP XML web services. • **Combinations:** Payments and contracts will have access to determine how much to pay producers. • **Payment Limitation:** Payment system will query the system for past payments to determine how much a current payment can be. The query will be run through Paylimit interface. • **Fiduciary:** Yes, via web services or business services • **Business File:** Yes, via web services or business services **COC Election:** No **Representation Link Manager System (RLMS / EREP):** SCIMS, Active directory using a web service supplied by eAuth

ACCESS TO THE DATA	
	SCOAP Mailings: No **County Office Newsletter (COF Newsletter):** No
5b. Who will be responsible for protecting the privacy rights of the customers and employees affected by the interface.	**Acreage Reporting and Compliance Systems** PECD will provide guidance and ultimately approve individual access to the information within these systems. Refer to 2INFO, the Information Available to the Public Handbook, and the Freedom Of Information Act (FOIA) for more information. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** Service Center employees • **Noninsured Crop Disaster Program Table:** No customer or employee data is recorded in this system. • **National Crop Table:** No customer or employee data is recorded in this system. • **Crop Disaster Table:** System is in Disposal Phase, data is not accessible • **Program Parameter File:** No customer or employee data is recorded in this system. **Web-Based Farm Records Management System:** All USDA employees with data access as described above. **Service Center Information Management System (SCIMS):** Consumer of the data (user/recipient) **Customer Name / Address (MF):** Consumer of the data (user/recipient). **Customer Name / Address (S/36):** Service Center employees **Subsidiary (MF):** Consumer of the data (user/recipient). **Subsidiary (S/36):** Consumer of the data (user/recipient).

ACCESS TO THE DATA	
	Web-Based Subsidiary Systems • **Eligibility:** Consumer of the data (user/recipient). • **Combinations:** FSA • **Payment Limitation:** FSA • **Fiduciary:** FSA • **Business File:** FSA **COC Election:** N/A **Representation Link Manager System (RLMS / EREP):** Service Center employees **SCOAP Mailings:** Service Center employees **County Office Newsletter (COF Newsletter):** Consumer of the data/recipient
6a. Will other agencies share data or have access to data in this system (International, Federal, State, Local, Other)?	**Acreage Reporting and Compliance Systems** Yes, NASS uses the Compliance Web Service (CWS) and the Crop Acreage Data Warehouse (CADW) to view selected data. Risk Management Agency (RMA) and the Bureau of Reclamation (BOR) use the Compliance Web Service as well. Of course, all of this data is shared on a restrictive basis thru the Freedom Of Information Act (FOIA). **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** No • **Noninsured Crop Disaster Program Table:** No • **National Crop Table:** Anyone with eAuthorization can look at the data. • **Crop Disaster Table:** System is in Disposal Phase, data is not accessible • **Program Parameter File:** No **Web-Based Farm Records Management System:** Natural Resource Conservation Service has read-only

ACCESS TO THE DATA	
	access.
	Service Center Information Management System (SCIMS): Only USDA Service Center Agencies previously noted (FSA, NRCS, RD)
	Customer Name / Address (MF – S/36): No.
	Subsidiary (MF – S/36): No.
	Web-Based Subsidiary Systems • **Eligibility:** No • **Combinations:** All Payment process will have access to the data through a provided interface. • **Payment Limitation:** Not at this time • **Fiduciary:** Not at this time • **Business File:** Possibly in the future, but not known at this time. If so, it would be via web services or business services.
	COC Election: No
	Representation Link Manager System (RLMS / EREP): Farm Service Agency Natural Resources Conservation Service Rural Development
	SCOAP Mailings: No
	County Office Newsletter (COF Newsletter): No
6b. How will the data be used by the agency?	**Acreage Reporting and Compliance Systems** NASS uses summarized crop and acreage data for statistical surveys and projections.

ACCESS TO THE DATA
RMA uses detailed land, producer, and crop data for both populating their systems and data integrity validations. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** N/A • **Noninsured Crop Disaster Program Table:** Crop reference data used in support of the Noninsured Crop Disaster Program. • **National Crop Table:** The producer payment systems on the A/36 will use the data to compute payments to producers. This is done by county employees. • **Crop Disaster Table:** System is in Disposal Phase, data is not accessible • **Program Parameter File:** N/A **Web-Based Farm Records Management System:** Used by NRCS to support the agency mission of providing conservation assistance to producers. **Service Center Information Management System (SCIMS):** Data will be used to perform administrative and programmatic business in USDA Service Centers. **Customer Name / Address (MF – S/36):** N/A. **Subsidiary (MF – S/36):** N/A **Web-Based Subsidiary Systems** • **Eligibility:** N/A • **Combinations:** To determine payments to producers. • **Payment Limitation:** N/A • **Fiduciary:** NRCS and FSA will use this data to determine relationships and how they affect payment eligibility. • **Business File:** To determine relationships and payment eligibility. **COC Election:** N/A. **Representation Link Manager System (RLMS /**

ACCESS TO THE DATA	
	EREP): By agency applications. To validate that a particular representative is authorized for the individual's or entity's data. **SCOAP Mailings:** N/A **County Office Newsletter (COF Newsletter):** N/A
6c. Who is responsible for assuring proper use of the data?	**Acreage Reporting and Compliance Systems** Refer to the 4RM Handbook, which is the FSA/RMA Handbook that provides procedure and guidance for improving FCIC program compliance and integrity as required by the Agricultural Risk Protection Act of 2000. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** Service Center Employees • **Noninsured Crop Disaster Program Table:** N/A • **National Crop Table:** County office employees. • **Crop Disaster Table:** N/A • **Program Parameter File:** N/A **Web-Based Farm Records Management System:** Undetermined. **Service Center Information Management System (SCIMS):** In addition to established SCIMS Security Officers, managers for respective USDA Service Center agencies are held accountable. **Customer Name / Address (MF – S/36):** WDC Procedure, Emergency and Compliance Division (PECD). **Subsidiary (MF – S/36):** WDC Procedure, Emergency and Compliance Division (PECD).

ACCESS TO THE DATA	
	Web-Based Subsidiary Systems • **Eligibility:** N/A • **Combinations:** Agency Security officers, USDA Service Center agencies, WDC Procedure, Emergency and Compliance Division (PECD). • **Payment Limitation:** National user role in eAuth • **Fiduciary:** Agency Security officers, USDA Service Center agencies, WDC Procedure, Emergency and Compliance Division (PECD). • **Business File:** Agency Security officers, USDA Service Center agencies and security, WDC Procedure, Emergency and Compliance Division(PECD). **COC Election:** In addition to the security officers, respective USDA County Office Service Center managers, State Office managers and the Headquarter Office managers are held accountable. **Representation Link Manager System (RLMS / EREP):** Service Center Employees **SCOAP Mailings:** Service Center Employees **County Office Newsletter (COF Newsletter):** FSA/DAM/MSD

Table 4: Attributes Of The Data

ATTRIBUTES OF THE DATA	
1. Is the use of the data both relevant and necessary to the purpose for which the system is being designed?	**Acreage Reporting and Compliance Systems** Yes **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** This is foundational data for many FSA business applications that need land-based information. • **Noninsured Crop Disaster Program Table:** Yes • **National Crop Table:**

ATTRIBUTES OF THE DATA

Prices and yields are used in many formulas that compute payments for producers. All other data is necessary for proper identification of the crop.
- **Crop Disaster Table:**
N/A. System is in Disposal Phase
- **Program Parameter File:**
Payment rates stored in this system are used to calculate Producer payment amounts.

Web-Based Farm Records Management System:

This is foundational data for many FSA business applications that need land-based information.

Service Center Information Management System (SCIMS):

Yes

Customer Name / Address (MF – S/36):
Yes, SSN and Tax ID are the key to the identification of individuals and entities.

Subsidiary (MF – S/36):
Yes, SSN and Tax ID are the key to the identification of individuals and entities.

Web-Based Subsidiary Systems
- **Eligibility:**
Yes
- **Combinations:**
Yes
- **Payment Limitation:**
Yes
- **Fiduciary:**
Yes
- **Business File:**
Yes

COC Election:

Yes

Representation Link Manager System (RLMS / EREP):
Yes

SCOAP Mailings:

Yes

County Office Newsletter (COF Newsletter):

ATTRIBUTES OF THE DATA	
	Yes
2a. Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected?	**Acreage Reporting and Compliance Systems** Yes. This system creates farm/producer profiles with commodity information that could be used to affect market trends. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** No • **Noninsured Crop Disaster Program Table:** No data about individuals is collected or derived. • **National Crop Table:** No data about individuals is collected or derived. • **Crop Disaster Table:** N/A • **Program Parameter File:** No data about individuals is collected or derived. **Web-Based Farm Records Management System:** No **Service Center Information Management System (SCIMS):** No **Customer Name / Address (MF – S/36):** No **Subsidiary (MF – S/36):** No **Web-Based Subsidiary Systems** • **Eligibility:** No • **Combinations:** No the system is an enhancement of the current system 36 process that is moved to the web. • **Payment Limitation:** Yes • **Fiduciary:** Yes, the Fiduciary information might be aggregated to determine signing authority for payment eligibility. • **Business File:** Possibly **COC Election:** Yes

ATTRIBUTES OF THE DATA	
	Representation Link Manager System (RLMS / EREP): No, the data will already be on file on paper. **SCOAP Mailings:** No **County Office Newsletter (COF Newsletter):** No
2b. Will the new data be placed in the individual's record (customer or employee)?	**Acreage Reporting and Compliance Systems** Yes. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** N/A • **Noninsured Crop Disaster Program Table:** N/A • **National Crop Table:** N/A • **Crop Disaster Table:** N/A • **Program Parameter File:** N/A **Web-Based Farm Records Management System:** N/A **Service Center Information Management System (SCIMS):** N/A **Customer Name / Address (MF – S/36):** N/A **Subsidiary (MF – S/36):** N/A **Web-Based Subsidiary Systems** • **Eligibility:** N/A • **Combinations:** N/A • **Payment Limitation:** No • **Fiduciary:**

ATTRIBUTES OF THE DATA	
	Possibly in future releases • **Business File:** Possibly in future releases **COC Election:** Yes **Representation Link Manager System (RLMS / EREP):** N/A **SCOAP Mailings:** N/A **County Office Newsletter (COF Newsletter):** N/A
2c. Can the system make determinations about customers or employees that would not be possible without the new data?	**Acreage Reporting and Compliance Systems** Yes. Information reported by the producer/customer is subject to a spot check process and findings of non-compliance may result in customers being restricted from program participation and/or payment reductions. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** N/A • **Noninsured Crop Disaster Program Table:** N/A • **National Crop Table:** N/A • **Crop Disaster Table:** N/A • **Program Parameter File:** N/A **Web-Based Farm Records Management System:** N/A **Service Center Information Management System (SCIMS):** N/A **Customer Name / Address (MF – S/36):** No, just provide information. **Subsidiary (MF – S/36):**

ATTRIBUTES OF THE DATA	
	No, just provide information. **Web-Based Subsidiary Systems** • **Eligibility:** No • **Combinations:** N/A • **Payment Limitation:** No. Currently this type of data is stored in each payment systems data files. • **Fiduciary:** Fiduciary does not make determinations. • **Business File:** Possibly **COC Election:** No. **Representation Link Manager System (RLMS / EREP):** N/A **SCOAP Mailings:** N/A **County Office Newsletter (COF Newsletter):** No
2d. How will the new data be verified for relevance and accuracy?	**Acreage Reporting and Compliance Systems** Only employees input data, and the data is validated per system requirements and other documents such as 2CP, the Acreage Compliance Determinations Manual. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** N/A • **Noninsured Crop Disaster Program Table:** N/A • **National Crop Table:** N/A • **Crop Disaster Table:** N/A • **Program Parameter File:** N/A **Web-Based Farm Records Management System:**

ATTRIBUTES OF THE DATA	
	N/A
	Service Center Information Management System (SCIMS): N/A
	Customer Name / Address (MF – S/36): N/A
	Subsidiary (MF – S/36): N/A
	Web-Based Subsidiary Systems • **Eligibility:** N/A • **Combinations:** N/A • **Payment Limitation:** N/A • **Fiduciary:** Non-FSA Power of Attorney documents. Only employees input data • **Business File:** Only employees input the data
	COC Election: Authorized users will verify the data.
	Representation Link Manager System (RLMS / EREP): N/A
	SCOAP Mailings: N/A
	County Office Newsletter (COF Newsletter): N/A
3a. If data is being consolidated, what controls are in place to protect the data from unauthorized access or use?	**Acreage Reporting and Compliance Systems** Guidance for data consolidation is provided in 2CP, the Acreage Compliance Determinations Manual. Unauthorized access is prevented via mainframe controls. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** No consolidation

ATTRIBUTES OF THE DATA

	• **Noninsured Crop Disaster Program Table:**
	No consolidation
	• **National Crop Table:**
	No consolidation
	• **Crop Disaster Table:**
	N/A. System is in Disposal Phase
	• **Program Parameter File:**
	No consolidation
	Web-Based Farm Records Management System:
	No consolidation
	Service Center Information Management System (SCIMS):
	Yes, compacted, encrypted, and password protected (transmitted separately)
	Customer Name / Address (MF – S/36):
	No consolidation
	Subsidiary (MF – S/36):
	No consolidation
	Web-Based Subsidiary Systems
	• **Eligibility:**
	No consolidation
	• **Combinations:**
	No consolidation
	• **Payment Limitation:**
	No consolidation
	• **Fiduciary:**
	N/A
	• **Business File:**
	N/A
	COC Election:
	No consolidation
	Representation Link Manager System (RLMS / EREP):
	No consolidation
	SCOAP Mailings:
	No consolidation

ATTRIBUTES OF THE DATA	
	County Office Newsletter (COF Newsletter):
	No consolidation
3b. If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? Explain.	**Acreage Reporting and Compliance Systems**
	Access to Crop Acreage Data Warehouse (CADW) information is restricted to authorized employees and NASS users who have been approved thru PECD. The Compliance Web Service (CWS) information is only available to authorized web applications.
	Farm Programs Management Systems
	• **S/36 Farm and Tract Files:**
	No consolidation
	• **Noninsured Crop Disaster Program Table:**
	No consolidation
	• **National Crop Table:**
	No consolidation
	• **Crop Disaster Table:**
	N/A. System is in Disposal Phase
	• **Program Parameter File:**
	No consolidation
	Web-Based Farm Records Management System:
	The original data was migrated from FSA's legacy S/36
	No consolidation
	Service Center Information Management System (SCIMS):
	No consolidation
	Customer Name / Address (MF – S/36):
	No consolidation
	Subsidiary (MF – S/36):
	No consolidation
	Web-Based Subsidiary Systems
	• **Eligibility:**
	No consolidation
	• **Combinations:**
	No consolidation
	• **Payment Limitation:**
	No consolidation
	• **Fiduciary:**

ATTRIBUTES OF THE DATA	
	N/A
	• **Business File:**
	N/A
	COC Election:
	No consolidation
	Representation Link Manager System (RLMS / EREP):
	No consolidation
	SCOAP Mailings:
	No consolidation
	County Office Newsletter (COF Newsletter):
	No consolidation
4a. How will the data be retrieved? Can it be retrieved by personal identifier? If yes, explain.	**Acreage Reporting and Compliance Systems** Yes. Data can be retrieved by producer/customer name, tax ID, and/or farm serial number.
	Farm Programs Management Systems
	• **S/36 Farm and Tract Files:**
	Data management software applications for this data no longer reside on the S/36. Access to the data files by S/36 users through utilities/facilities native to the S/36 is not monitored by this system.
	• **Noninsured Crop Disaster Program Table:**
	No consolidation
	• **National Crop Table:**
	N/A
	• **Crop Disaster Table:**
	System is in Disposal Phase; data is not accessible
	• **Program Parameter File:**
	N/A
	Web-Based Farm Records Management System:
	The application interface supports the retrieval of data by farm or tract identifier, or by selection of a customer through the SCIMS Customer Search page.
	Service Center Information Management System (SCIMS):
	Retrieved by database row identifier ("core customer identifier") or by Tax ID & Type.
	Customer Name / Address (MF):
	Retrieved by Tax ID & Type.

ATTRIBUTES OF THE DATA

| | **Customer Name / Address (S/36):**
Retrieved by Tax ID & Type.

 Subsidiary (MF):
Retrieved by Tax ID & Type.

 Subsidiary (S/36):
Retrieved by Tax ID & Type.

Web-Based Subsidiary Systems
• **Eligibility:**
Retrieved by Tax ID & Type or Name only, but data is actually stored by Core Customer ID.
• **Combinations:**
The data can only be retrieved using internal record identifiers
• **Payment Limitation:**
It can be retrieved by use of the subsidiary customer identifier year and program the payments are made from.
• **Fiduciary:**
The only external retrieval is to return the entire Fiduciary Agreement.

These queries return the declared data on any of the Fiduciary Agreement types (e.g. FSA-211, Non FSA Power of Attorney, Fiduciary Spousal Relationship, Fiduciary Guardianship or Fiduciary Conservatorship).

Fiduciary agreements can be retrieved by a personal identifier. This personal identifier is the CCID of the Principal or the Agent on the agreement.

These Fiduciary agreements also can use optional retrieval parameters including: agreement type, recording location, a scheduled termination date or a termination reason code.

• **Business File:**
The only external retrieval of data is to return the entire Farm Operating Plan.
These queries return the declared data on the Farm Operating Plan (CCC-502).

Farm Operating Plan agreements can be retrieved by a personal identifier. This personal identifier is the CCID of the Producer on the agreement.

These agreements also can use optional retrieval parameters including: agreement type, last modification date or Year Label. |

ATTRIBUTES OF THE DATA	
	COC Election: N/A **Representation Link Manager System (RLMS / EREP):** Data is retrieved by service center employees using either the eAuth user id or the SCIMS lookup. **SCOAP Mailings:** Through the use of certified software accessible only by an authorized user. No. **County Office Newsletter (COF Newsletter):** Through the use of certified software accessible only by an authorized user. No.
4b. What are the potential effects on the due process rights of customers and employees of: • consolidation and linkage of files and systems; • derivation of data • accelerated information processing and decision making; • use of new technologies.	**Acreage Reporting and Compliance Systems** None **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** N/A • **Noninsured Crop Disaster Program Table:** N/A • **National Crop Table:** N/A • **Crop Disaster Table:** N/A • **Program Parameter File:** N/A **Web-Based Farm Records Management System:** Eligibility for FSA land-based programs (as implemented by the software systems implementing them) may be based on basic data recorded in the Farm Records system. **Service Center Information Management System (SCIMS):** N/A **Customer Name / Address (MF – S/36):** N/A

ATTRIBUTES OF THE DATA	
	Subsidiary (MF – S/36): N/A **Web-Based Subsidiary Systems** • **Eligibility:** N/A • **Combinations:** N/A • **Payment Limitation:** N/A • **Fiduciary:** N/A • **Business File:** N/A **COC Election:** N/A **Representation Link Manager System (RLMS / EREP):** RLMS assigns a representative to an individual or entity in SCIMS. Representation must be accurate. **SCOAP Mailings:** N/A **County Office Newsletter (COF Newsletter):** N/A
4c. How are the effects to be mitigated?	**Acreage Reporting and Compliance Systems** N/A **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** N/A • **Noninsured Crop Disaster Program Table:** N/A • **National Crop Table:** N/A • **Crop Disaster Table:** N/A • **Program Parameter File:** N/A **Web-Based Farm Records Management System:**

ATTRIBUTES OF THE DATA

	Customer data is entered by county-office users, but procedures are in place to mandate customer signature approval of paper documents certifying the user-entered data. Additionally, the software contains numerous data-integrity checks and validations to reduce possible data-entry error.
	Service Center Information Management System (SCIMS): N/A
	Customer Name / Address (MF – S/36): N/A
	Subsidiary (MF – S/36): N/A
	Web-Based Subsidiary Systems • **Eligibility:** N/A • **Combinations:** N/A • **Payment Limitation:** N/A • **Fiduciary:** N/A • **Business File:** N/A
	COC Election: N/A
	Representation Link Manager System (RLMS / EREP): Paperwork authorized by the individual/entity is required to initiate representation. Maintenance of Web Registration is by SCO employees only.
	SCOAP Mailings: N/A
	County Office Newsletter (COF Newsletter): N/A

Table 5: Maintenance Of Administrative Controls

MAINTENANCE OF ADMINSTRATIVE CONTROLS	
1a. Explain how the system and its use will ensure equitable treatment of customers and employees.	**Acreage Reporting and Compliance Systems** The system contains no identifying information on race, religion, gender, national origin, or age. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** All customers are processed through the same system; all employees use the same system. • **Noninsured Crop Disaster Program Table:** N/A • **National Crop Table:** N/A • **Crop Disaster Table:** N/A • **Program Parameter File:** Since the data resides on each S-36 in the FSA County Office the data is replaced on the S-36 during the installation process. **Web-Based Farm Records Management System:** All customers are processed through the same system; all employees use the same certified software. **Service Center Information Management System (SCIMS):** USDA Service Center agencies will share a common data base. **Customer Name / Address (MF – S/35):** All customers are processed through the same system; all employees use the same certified software. **Subsidiary (MF – S/35):** All customers are processed through the same system; all employees use the same certified software. **Web-Based Subsidiary Systems** • **Eligibility:** USDA Service Center agencies will share a common data base. • **Combinations:** FSA Service Center agencies will share a common data base and common single location for the software. • **Payment Limitation:** All payments are processed through the same system and stored in the same database. • **Fiduciary:** All customers use the same system. All employees use the same system • **Business File:**

MAINTENANCE OF ADMINSTRATIVE CONTROLS	
	All customers use the same system. All employees use the same system
	COC Election: Respective USDA County Office Service Center managers, State Office managers and the Headquarter Office managers are held accountable.
	Representation Link Manager System (RLMS / EREP): The assignment and maintenance of representation is the same for all individuals/entities in SCIMS.
	SCOAP Mailings: Selection of mailing recipients is outside of the control of this system. Once a set of mailing recipients is presented to this system, the generation and processing of the mailing itself proceeds strictly in accordance with USPS postal regulations. There are no "fair and equal treatment" or nondiscrimination issues applicable to this system.
	County Office Newsletter (COF Newsletter): FSA Service Center agencies will share a common data base.
2a. If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?	**Acreage Reporting and Compliance Systems** National and state training seminars, as well as 2CP, the Acreage Compliance Determinations Manual, are used to educate employees on system use and data integrity. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** Same system software is used and software releases are controlled through the Kansas City office. • **Noninsured Crop Disaster Program Table:** Same system software is used and software releases are controlled through the Kansas City office. • **National Crop Table:** Data cannot be modified once it leaves the web environment. • **Crop Disaster Table:** N/A. System is in Disposal Phase • **Program Parameter File:** Since the data resides on the S-36 each site must use the same programs to use/access the data. **Web-Based Farm Records Management System:** While the system may be accessed in multiple locations, all

MAINTENANCE OF ADMINSTRATIVE CONTROLS

	processing and data storage occurs in one site.
	Service Center Information Management System (SCIMS):
	While the system may be accessed in multiple locations, all processing and data storage occurs in one site.
	Customer Name / Address (MF):
	The system is only operated in one place.
	Customer Name / Address (S/36):
	Same system software is used and software releases are controlled through the Kansas City office.
	Subsidiary (MF):
	The system is only operated in one place.
	Subsidiary (S/36):
	Same system software is used and software releases are controlled through the Kansas City office.
	Web-Based Subsidiary Systems
	• **Eligibility:**
	While the system may be accessed in multiple locations, all processing and data storage occurs in one site.
	• **Combinations:**
	While the system may be accessed in multiple locations, all processing and data storage occurs in one site.
	• **Payment Limitation:**
	All processes are run from the same location; all data is stored in the same location.
	• **Fiduciary:**
	While the system may be accessed in multiple locations, all processing and data storage occurs in one site.
	• **Business File:**
	While the system may be accessed in multiple locations, all processing and data storage occurs in one site.
	COC Election:
	Administrative controls and procedures are established to maintain consistent system use.
	Representation Link Manager System (RLMS / EREP):
	The system is only operated in one place.
	SCOAP Mailings:
	Transactional data about a postal mailing is generated and retained only through the certified and versioned software distributed to and installed on S/36 systems in County

MAINTENANCE OF ADMINSTRATIVE CONTROLS	
	Offices.
	County Office Newsletter (COF Newsletter): N/A
2b. Explain any possibility of disparate treatment of individuals or groups.	**Acreage Reporting and Compliance Systems** None
	Farm Programs Management Systems
	• **S/36 Farm and Tract Files:** None
	• **Noninsured Crop Disaster Program Table:** None
	• **National Crop Table:** None
	• **Crop Disaster Table:** None
	• **Program Parameter File:** None
	Web-Based Farm Records Management System: None.
	Service Center Information Management System (SCIMS): None.
	Customer Name / Address (MF – S/36): None.
	Subsidiary (MF – S/36): None.
	Web-Based Subsidiary Systems
	• **Eligibility:** None
	• **Combinations:** None
	• **Payment Limitation:** None
	• **Fiduciary:** None
	• **Business File:** None
	COC Election: None

MAINTENANCE OF ADMINSTRATIVE CONTROLS	
	Representation Link Manager System (RLMS / EREP): The system operates the same for all. **SCOAP Mailings:** None. **County Office Newsletter (COF Newsletter):** N/A
2c. What are the retention periods of data in this system?	**Acreage Reporting and Compliance Systems** Data is retained indefinitely. However, if data needs to be purged, possibly due to space limitations on the System/36, PECD makes that determination. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** 10-12 years • **Noninsured Crop Disaster Program Table:** Indefinite • **National Crop Table:** Data is stored for one year. Then some or all of the data is rolled over into the next year. • **Crop Disaster Table:** System is in Disposal Phase • **Program Parameter File:** The data will be stored on the system until the Direct Payment and Counter Cyclical programs are "active". Normal backup procedures dictate how long the backup tapes must be retained. **Web-Based Farm Records Management System:** 10-12 years **Service Center Information Management System (SCIMS):** Indefinite **Customer Name / Address (MF):** All data is kept on an active database. **Customer Name / Address (S/36):** All data is kept in active files.

MAINTENANCE OF ADMINSTRATIVE CONTROLS
Subsidiary (MF): Data is being kept for an indefinite period. Currently, no data is being allowed to expire. Data dates back to 1999. **Subsidiary (S/36):** All data is kept in active files. **Web-Based Subsidiary Systems** • **Eligibility:** All data is kept on an active database. • **Combinations:** Indefinite • **Payment Limitation:** Indefinite • **Fiduciary:** Until a strategy is determined for declarative data to be archived. No requirements available at this time. • **Business File:** No requirements to purge or archive data known at this time. **COC Election:** Indefinite **Representation Link Manager System (RLMS / EREP):** Indefinite **SCOAP Mailings:** Indefinite **County Office Newsletter (COF Newsletter):** Indefinite.

2d. What are the procedures for eliminating the data at the end of the retention period? Where are the procedures documented?	**Acreage Reporting and Compliance Systems** PECD determines when and if data can or should be eliminated from our systems/databases. System/36 county data is consolidated thru CAD-NASS uploads and stored on the mainframe prior to purging data files from the county systems. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** File archiving procedures are covered in policy and operations manuals. • **Noninsured Crop Disaster Program Table:** N/A

MAINTENANCE OF ADMINSTRATIVE CONTROLS

	• **National Crop Table:** Yield and price Data is overlaid by new data. Crop definitions are permanent. • **Crop Disaster Table:** N/A • **Program Parameter File:** Undetermined. **Web-Based Farm Records Management System:** Undetermined. **Service Center Information Management System (SCIMS):** Procedure is in place for inactivating applicable files. **Customer Name / Address (MF – S/36):** File archiving procedures are covered in policy and operations manuals. **Subsidiary (MF – S/36):** Policy Manuals, Operations Manuals. **Web-Based Subsidiary Systems** • **Eligibility:** Policy Manuals, Operations Manuals, and Procedure is in place for inactivating applicably • **Combinations:** N/A • **Payment Limitation:** N/A • **Fiduciary:** No requirements available at this time. • **Business File:** No requirements to purge or archive data known at this time. **COC Election:** N/A **Representation Link Manager System (RLMS / EREP):** Representation records may not be deleted. To make the information ineffective, the End Date is used. **SCOAP Mailings:** N/A

MAINTENANCE OF ADMINSTRATIVE CONTROLS	
	County Office Newsletter (COF Newsletter): N/A
2e. While the data is retained in the system, what are the requirements for determining if the data is still sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations?	**Acreage Reporting and Compliance Systems** Historic data may be updated as necessary to maintain data accuracy. Data integrity is maintained thru printed status reports which may indicate areas of concern that need to be reviewed by employees and reconciled as necessary per 2CP, the Acreage Compliance Determinations Manual, and/or other governing policies. In addition, OIG performs random audits to ensure data integrity. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** Compliance checks, audits. • **Noninsured Crop Disaster Program Table:** N/A • **National Crop Table:** Disaster payments are controlled by starting and ending dates of the application period. • **Crop Disaster Table:** N/A • **Program Parameter File:** N/A **Web-Based Farm Records Management System:** Compliance checks, audits. **Service Center Information Management System (SCIMS):** Software and data are updated as necessary and as dictated by law. **Customer Name / Address (MF – S/36):** Compliance checks, audits. **Subsidiary (MF – S/36):** Compliance checks, audits. **Web-Based Subsidiary Systems** • **Eligibility:** Compliance checks, audits. • **Combinations:** The data is year specific and is valid as long as the CC-502 is signed and on file at the county service center. • **Payment Limitation:** Accuracy will be determined by the service center

MAINTENANCE OF ADMINSTRATIVE CONTROLS	
	employees and OIG on a regular basis. • **Fiduciary:** This data is more supplementary and pertains to person relationships and signing authority, and is indirect in decision making of determinations. • **Business File:** Review and payment eligibility **COC Election:** Software and data are updated as necessary according to procedure and USDA Service Center employees' reviews will check accuracy. **Representation Link Manager System (RLMS / EREP):** The data remains in force until the individual/entity requests a change. There are start and end dates on the authorization paperwork (certain rules apply) and these are recorded in the system. When a change is made in representation, a confirmation letter is sent to the customer with the name of the representative, the type of representation and the start and end dates. **SCOAP Mailings:** Postal mailing data is not used to make determinations. **County Office Newsletter (COF Newsletter):** Information is not used to make determinations.
3a. Is the system using technologies in ways that the USDA has not previously employed (e.g. Caller-ID)?	**Acreage Reporting and Compliance Systems** No **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** No • **Noninsured Crop Disaster Program Table:** No • **National Crop Table:** Yes. The system used to be maintained on the A/36 machines, and is now using web technology. • **Crop Disaster Table:** No • **Program Parameter File:** No **Web-Based Farm Records Management System:**

MAINTENANCE OF ADMINSTRATIVE CONTROLS	
	No.
	Service Center Information Management System (SCIMS):
	Development language: ASP.Net
	Customer Name / Address (MF – S/36):
	No
	Subsidiary (MF – S/36):
	No
	Web-Based Subsidiary Systems
	• **Eligibility:**
	No
	• **Combinations:**
	No
	• **Payment Limitation:**
	No
	• **Fiduciary:**
	New service component based FSA agency architecture is being realized.
	• **Business File:**
	Yes, new service component based FSA agency architecture is being realized.
	COC Election:
	Not at this time
	Representation Link Manager System (RLMS / EREP):
	No
	SCOAP Mailings:
	No.
	County Office Newsletter (COF Newsletter):
	No.
3b. How does the use of this technology affect customer/employee privacy?	**Acreage Reporting and Compliance Systems**
	N/A
	Farm Programs Management Systems
	• **S/36 Farm and Tract Files:**
	N/A
	• **Noninsured Crop Disaster Program Table:**
	N/A

MAINTENANCE OF ADMINSTRATIVE CONTROLS	
	• **National Crop Table:** No affect. • **Crop Disaster Table:** N/A • **Program Parameter File:** N/A **Web-Based Farm Records Management System:** N/A **Service Center Information Management System (SCIMS):** N/A **Customer Name / Address (MF – S/36):** N/A **Subsidiary (MF – S/36):** N/A **Web-Based Subsidiary Systems** • **Eligibility:** N/A • **Combinations:** N/A • **Payment Limitation:** N/A • **Fiduciary:** It should not affect customer/employee privacy. • **Business File:** It should not affect customer/employee privacy. **COC Election:** N/A **Representation Link Manager System (RLMS / EREP):** N/A **SCOAP Mailings:** N/A **County Office Newsletter (COF Newsletter):** No.
4a. Will this system provide the capability	**Acreage Reporting and Compliance Systems**

MAINTENANCE OF ADMINSTRATIVE CONTROLS	
to identify, locate, and monitor <u>individuals</u>? If yes, explain.	Yes. Producer, farm, and crop information can be used to monitor a customer's farming activities using up to 10+ years of historic data. Justification for this capability is provided in 2CP, the Acreage Compliance Determinations Manual.
	Farm Programs Management Systems • **S/36 Farm and Tract Files:** Land associated with a customer can be identified through access to these files. Recording of Land/customer associations are basic to the support of FSA client applications implementing agricultural support programs. • **Noninsured Crop Disaster Program Table:** No • **National Crop Table:** No • **Crop Disaster Table:** No • **Program Parameter File:** No
	Web-Based Farm Records Management System: Land associated with a customer can be identified through access to this system. Recording of Land/customer associations are basic to the support of FSA client applications implementing agricultural support programs.
	Service Center Information Management System (SCIMS): Identify, Locate.
	Customer Name / Address (MF – S/36): Identify, Locate.
	Subsidiary (MF – S/36): Identify.
	Web-Based Subsidiary Systems • **Eligibility:** Identify, Locate based on e-Auth ID • **Combinations:** No • **Payment Limitation:** No • **Fiduciary:** Yes, it can provide role-based information • **Business File:** Yes, it can provide role-based information.
	COC Election:

MAINTENANCE OF ADMINSTRATIVE CONTROLS	
	No.
	Representation Link Manager System (RLMS / EREP): No
	SCOAP Mailings: No.
	County Office Newsletter (COF Newsletter): No.
4b. Will this system provide the capability to identify, locate, and monitor groups of people? If yes, explain.	**Acreage Reporting and Compliance Systems** Yes, joint entities, including the Bureau of Indian Affairs (BIA's), can be identified and their farming activities can be monitored using up to 10+ years of historic data. Justification for this capability is provided in 2CP, the Acreage Compliance Determinations Manual.
	Farm Programs Management Systems • **S/36 Farm and Tract Files:** No • **Noninsured Crop Disaster Program Table:** No • **National Crop Table:** No • **Crop Disaster Table:** No • **Program Parameter File:** No
	Web-Based Farm Records Management System: No
	Service Center Information Management System (SCIMS): Identify, Locate, for ethnic groups
	Customer Name / Address (MF – S/36): Identify, Locate, for ethnic groups
	Subsidiary (MF – S/36): Identify
	Web-Based Subsidiary Systems • **Eligibility:**

	MAINTENANCE OF ADMINSTRATIVE CONTROLS
	No • **Combinations:** No • **Payment Limitation:** No • **Fiduciary:** Yes, it can provide role-based information • **Business File:** Yes, it can provide role-based information **COC Election:** No. **Representation Link Manager System (RLMS / EREP):** No **SCOAP Mailings:** No. **County Office Newsletter (COF Newsletter):** System only provides the ability to identify a group of people based on state and/or county affiliation.
4c. What controls will be used to prevent unauthorized monitoring?	**Acreage Reporting and Compliance Systems** Besides FSA employees who have access, only approved NASS and RMA individuals are authorized to monitor this data. **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** Control of access to S/36 data and systems is the responsibility of local County Office management, and is covered by whatever procedures are established and/or enforced there. • **Noninsured Crop Disaster Program Table:** N/A • **National Crop Table:** N/A • **Crop Disaster Table:** NA. System is in Disposal Phase • **Program Parameter File:** N/A **Web-Based Farm Records Management System:** Access to this system is under eAuth Level-2 access. Access levels are described above.

MAINTENANCE OF ADMINSTRATIVE CONTROLS

Service Center Information Management System (SCIMS):

Access to this system is under eAuth Level-2 access. Access levels are described above.

Customer Name / Address (MF):
N/A

Customer Name / Address (S/36):

Control of access to S/36 data and systems is the responsibility of local County Office management, and is covered by whatever procedures are established and/or enforced there.

Subsidiary (MF):
N/A

Subsidiary (S/36):

Control of access to S/36 data and systems is the responsibility of local County Office management, and is covered by whatever procedures are established and/or enforced there.

Web-Based Subsidiary Systems
- **Eligibility:**
Network firewalls, access security via eAuth/EAS, database access security.
- **Combinations:**
N/A
- **Payment Limitation:**
Network firewalls, access security via eAuth/EAS, database access security.
- **Fiduciary:**
Network firewalls, access security via eAuth/EAS, database access security, service component security.
- **Business File:**
Network firewalls, access security via eAuth/EAS, database access security, service component security.

COC Election:

N/A

Representation Link Manager System (RLMS / EREP):
N/A

SCOAP Mailings:

Control of access to S/36 data and systems is the

MAINTENANCE OF ADMINSTRATIVE CONTROLS	
	responsibility of local County Office management, and is covered by whatever procedures are established and/or enforced there. **County Office Newsletter (COF Newsletter):** N/A
5a. Under which Systems of Record notice (SOR) does the system operate? Provide number and name.	**Acreage Reporting and Compliance Systems** USDA/FSA-2 – Farm Records File **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** USDA/FSA-2 – Farm Records File • **Noninsured Crop Disaster Program Table:** Not a system of record • **National Crop Table:** Not a system of record • **Crop Disaster Table:** Not a system of record • **Program Parameter File:** Not a system of record **Web-Based Farm Records Management System:** USDA/FSA-2 – Farm Records File **Service Center Information Management System (SCIMS):** Farm Records – USDA/FSA-2 **Customer Name / Address (MF – S/36):** Farm Records – USDA/FSA-2 **Subsidiary (MF – S/36):** Farm Records – USDA/FSA-2 **Web-Based Subsidiary Systems** • **Eligibility:** USDA/FSA-2 Farm Records • **Combinations:** USDA/FSA-2 Farm Records • **Payment Limitation:** USDA/FSA-2 Farm Records • **Fiduciary:** USDA/FSA-2 Farm Records • **Business File:** USDA/FSA-2 Farm Records

MAINTENANCE OF ADMINSTRATIVE CONTROLS	
	COC Election: COC Elections is not a system of record. **Representation Link Manager System (RLMS / EREP):** RLMS does not operate under an SOR. **SCOAP Mailings:** Not a System of Record **County Office Newsletter (COF Newsletter):** Not a System of Record.
5b. If the system is being modified, will the SOR require amendment or revision? Explain.	**Acreage Reporting and Compliance Systems** No **Farm Programs Management Systems** • **S/36 Farm and Tract Files:** No • **Noninsured Crop Disaster Program Table:** N/A • **National Crop Table:** N/A • **Crop Disaster Table:** N/A. System is in Disposal Phase • **Program Parameter File:** N/A **Web-Based Farm Records Management System:** No. **Service Center Information Management System (SCIMS):** No **Customer Name / Address (MF – S/36):** No **Subsidiary (MF – S/36):** No **Web-Based Subsidiary Systems** • **Eligibility:** No • **Combinations:** No • **Payment Limitation:** No • **Fiduciary:**

MAINTENANCE OF ADMINSTRATIVE CONTROLS
No • **Business File:** No **COC Election:** N/A **Representation Link Manager System (RLMS / EREP):** N/A. **SCOAP Mailings:** N/A. **County Office Newsletter (COF Newsletter):** N/A

PRIVACY IMPACT ASSESSMENT AUTHORIZATION MEMORANDUM

I have carefully assessed the Privacy Impact Assessment for the

Common Farm Program Systems (CFPS)
(System Name)

This document has been completed in accordance with the requirements of the Egovernement Act of 2002

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

_____   10-10-07
System Manager/Owner   Date

_____   10/31/07
Agency Chief FOIA Officer   Date

_____   11/1/2007
Agency CIO   Date

PRIVACY IMPACT ASSESSMENT AUTHORIZATION MEMORANDUM

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System Manager/Owner   Date

Agency Chief FOIA Officer   Date

Agency CIO   Date

Appendix A - Acronyms

AIS   Automated Information System
C2   Controlled Access Protection, Class Two
CD-ROM   Compact Disk-Read Only Memory
CMP   Configuration Management Plan
COMPUSEC Computer Security
COMSEC   Communications Security
COOP   Continuity of Operations Plan
USDA   United States Department of Agriculture
FOIA   Freedom of Information Act
FOUO   For Official Use Only
FSA   Farm Service Agency
FTP   File Transfer Protocol
HP   Hewlett Packard
I&A   Identification and Authentication
IAW   In accordance with
ID   Identification
INFOSEC   Information Security
IP   Internet Protocol
ISSO   Information Systems Security Officer
LAN   Local Area Network
NCSC   National Computer Security Center
NRCS   Natural Resources Conservation Service
NT   New Technology
OPSEC   Operations Security
PA   Privacy Act
SA   System Administrator
SAAR   System Authorization Access Request
SBU   Sensitive-but-Unclassified
SCIMS   Service Center Information Management System
SFUG   Security Features User Guide
SLC   System Life Cycle
SOP   Standing Operating Procedure
SQL   Structured Query Language
STD   Standard
TFM   Trusted Facility Manual
TG   Trusted Guide
USERID   User Identification
U.S.C   United States Code
WWW   World Wide Web

CFPS – PIA specific

PIA   Privacy Impact Analysis
DAFP   Deputy Administrator, Farm Programs
ITS   OCIO/Information Technology Services Division
PECD   Production, Emergency, and Compliance Division
SLC   System Life Cycle

AFIS   Automated Farm Inspection Selection
APFO   Aerial Photography Field Office
BCS   Bundled Control System
BOR   Bureau of Reclamation
CADW   Crop Acreage Data Warehouse
CAF   Common Application Framework
CDR   Compliance Data Reporting
CFPS   Common Farm Program Systems
COC   County Office Committee
COF   County Office
CQT   Compliance Query Tool
CRP   Conservation Reserve Program
CSF   Communication Support Facility
CVS   Compliance Validation System
CWS   Compliance Web Service
DCP   Direct and Counter-Cyclical Payments
EAuth   Web Centralized Authorization and Authentication Facility
eLDP   Electronic Loan Deficiency Payments
FOIA   Freedom Of Information Act
FPR   Fruit and Vegetable Payment Reductions
FTS   File Transfer Subroutine
GSOP   General Sign-UP Offer Process
HELC   Highly Erodible Land/Wetland Conservation
LAA   Local administrative area
MIDAS   Modernize and Innovate Delivery of Agricultural Systems
MRT   Master Reference Tables
NAP   Non-insured Assistance Program
NASS   National Agricultural Statistics Service
NRCS   Natural Resources Conservation Service
RD   Rural Development
RLMS   Representative Link Manager System
RMA   Risk Management Agency
SCIMS   Service Center Information Management System
SCOAP   State and County Office Automation Project