

Business Service Centers

Service Provider Go-Live Implementation Plan

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What Changes	How It Will Work	Points of Contact
<p>The Deputy Area Directors (DAD) positions are abolished and the DADs are reassigned into Business Service Center (BSC) leadership positions. Acting DADs revert back to their original position.</p>	<p>The DADs have been assigned to BSC leadership positions. They will no longer be supporting their current AD and Area in the same manner, however, the Deputy Director, Field Liaison & Customer Service will assume the role of advisory services. DADs will be available to assist in the transition period through inclusion in discussions with the AD and his/her BSC Leadership Team on various Area-specific topics, providing background/historical information, and the transfer of appropriate files.</p>	<p>Former DADs and Acting DADs in each Area Office</p>
<p>Headquarters Administrative and Financial Management (AFM) staff will be reassigned into three groups.</p>	<ol style="list-style-type: none"> 1. Functional Divisions- Division Directors and staff focused on policy issues, systems support, external reporting, etc., and various operations staff where it is more effective and efficient to remain in the Functional Division rather than move to the BSC. 2. Operations Staffs aligned by Functional Divisions – positions and staff who provide operational support to the eight Areas. These positions will be assigned to either the Eastern or Western BSC. 3. National Capital Region (NCR) BSC - staff who currently provide operational support to the client agencies and/or ARS Headquarters and National Agricultural Library (NAL). 	

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Deputy Administrator of Administrative and Financial Management Staff (DAAFM)	Provides the overall direction, oversight, and management of the administrative and financial management services to ARS and the REE Agencies. Staff includes Associate DAAFM for Operations, Assistant DAAFM, COOP Manager, Homeland Security, and Chief Financial Officer (CFO). The CFO will manage the Financial Management Division.	DAAFM – Vacant Chief Financial Officer - Vacant Associate DAAFM Operations – Lisa Baldus Director Homeland Security – Jeff Hayes COOP Manager – Sharon Newman See DAAFM Staffing Chart on USDA Connect https://connections.usda.gov and AFM Website
Functional Divisions	<p>Develops and establishes policy, accountability and reporting to the Department, management of Agency systems, external reporting, external relations, and assistance and oversight.</p> <p>Provides Agency-wide support in various operations where it is more effective and efficient to remain in the Functional Division rather than move to the BSC. The operational services remaining at HQ include:</p> <ul style="list-style-type: none"> • <u>Acquisition & Property Division</u> <ul style="list-style-type: none"> ○ Personal Property • <u>Extramural Agreements Division</u> <ul style="list-style-type: none"> ○ Domestic agreements for Headquarters ○ Foreign agreements • <u>Financial Management Division</u> <ul style="list-style-type: none"> ○ Fiscal Services 	<p>Director Acquisition & Property – Brandon Levin, Acting Director Extramural Agreements – Sherri Carroll Director Facilities – Don Jones Director Financial Management – Bob Magill, Acting Director Human Resources – Joon Park</p> <p>See Divisions Staffing Charts on USDA Connect https://connections.usda.gov/ and AFM Website</p>

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What Changes	How It Will Work	Points of Contact
Functional Divisions (cont.)	<ul style="list-style-type: none"> • <u>Facilities Division</u> <ul style="list-style-type: none"> ○ Real Property • <u>Human Resources</u> <ul style="list-style-type: none"> ○ Employment Policy & Program ○ Labor Relations ○ Employee Relations ○ Pay and Leave ○ Retirement & Benefits ○ RPES ○ Employee Records ○ Executive Leadership and Development ○ Personnel Suitability/Security ○ OWCP ○ Performance and Awards <p>Division Directors will interact with Area Directors and BSC leadership on various Area-specific issues and Agency level policies/initiatives.</p>	
Supervision within the Headquarters Divisions may change.	Based on which positions and functions moved from the Divisions to a BSC, supervision of the remaining policy and operations staffs may have changed but for the most part, staff will be performing in the same or similar positions.	

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What Changes	How It Will Work	Points of Contact
Acquisition and Property Division	<p>Acquisition and Property Division (APD) will be organized into two branches:</p> <ul style="list-style-type: none"> • Acquisition Programs & Oversight Branch • Property Support & Services Branch 	<p>See APD Staffing Chart on USDA Connect https://connections.usda.gov/ and AFM Website</p>
Extramural Agreements Division	<p>Extramural Agreements Division (EAD) structure will not change other than the Area Grants Management Specialists will realign within the Business Service Centers and one employee will be reassigned from FMD to EAD.</p>	<p>See EAD Staffing Chart on USDA Connect https://connections.usda.gov/ and AFM Website</p>
Facilities Division	<p>Facilities Division (FD) will be organized into three branches:</p> <ul style="list-style-type: none"> • Capital Investment Strategy (CIS) and Asset Management Branch • Real Property Branch • Safety, Health, and Environmental Management Branch 	<p>See FD Staffing Chart on USDA Connect https://connections.usda.gov/ and AFM Website</p>
Financial Management Division	<p>Financial Management Division (FMD) will be managed by the new Chief Financial Officer (CFO) who will supervise the Director. The Division will be organized into four branches:</p> <ul style="list-style-type: none"> • Appropriation Level Management Staff • Fiscal Services Branch • Financial Systems & Analysis Branch • Travel & Relocation Services Branch 	<p>See FMD Staffing Chart on USDA Connect https://connections.usda.gov/ and AFM Website</p> <p>Appropriation Level Management Staff – Bob Magill Fiscal Services – Kim Parks Financial Systems & Analysis – Phil Dailey, Acting Travel & Relocation Services– Janelle McClintock</p>

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What Changes	How It Will Work	Points of Contact
<p>Human Resources Division (HRD)</p> <p>Office of the Director</p> <ul style="list-style-type: none"> • Executive Resources • NFC Reports / Information Systems <p>Human Capital Planning, Development & Services</p> <ul style="list-style-type: none"> • Employee Relations <ul style="list-style-type: none"> • Labor Relations • REE Services Branch <ul style="list-style-type: none"> ○ Employee Leadership & Development ○ Performance & Awards ○ OWCP ○ Human Capital & Employee Wellness 	<p>Human Resources Division (HRD) will be organized as follows. These functions will remain at Headquarters in HRD. Service will be provided to the Areas and Headquarters Program Units in the same manner as pre-BSC.</p> <p>The Employee Relations (ER) Specialists who provided service to customers in the Areas and Headquarters Program Units will remain in HRD at Headquarters. Their assignments will <u>not</u> be affected by the implementation of the BSC.</p>	<p>See HRD Staffing Chart on USDA Connect https://connections.usda.gov/ and AFM Website</p> <p>Director, HRD: Joon Park Executive Resources: Rhonda Pratt NFC Reports/Info Systems: Donna White</p> <p>Deputy Director: Casandra Butler, Acting</p> <p>Employee Relations: Alan Robinson</p> <p>Labor Relations: Craig Kimball</p> <p>Employee Leadership/Development: Caroline Ingles</p> <p>Performance & Awards: Chevon Gibson OWCP: Anastasia Williams Human Capital & Employee Wellness: Liz Parker</p>

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What Changes	How It Will Work	Points of Contact
<p>Human Resources Division (HRD) (cont.)</p> <p>Employment and Benefits</p> <ul style="list-style-type: none"> • Classification Policy • Recruitment Program • Employment Policy • Organization Development & Position Mgmt • Personnel Suitability • Research Position Evaluation Staff (RPES) • Retirement & Benefits • Pay and Leave 		<p>Deputy Director: Carol Gramlich Classification Policy: Tina Vogelsong Recruitment Program: Mary Weber Employment Policy: Angela Newcomb Organizational Development & Position Mgmt: Cathy Walker Personnel Suitability: Eleanora Locker RPES: Rosita Spears</p> <p>Retirement & Benefits: Tonya Morris Pay & Leave: Ted Nykiel</p>
<p>Outreach, Diversity and Equal Opportunity (ODEO)</p>	<p>Outreach, Diversity and Equal Opportunity (ODEO) now reports to the Administrator's Office and is not part of the AFM.</p>	<p>Director of ODEO: Don McLellan Don.McLellan@ars.usda.gov</p>
<p>National Capital Region (NCR) Business Service Center</p>	<p>Will provide service to the following entities:</p> <ul style="list-style-type: none"> • ARS Headquarters Staff • Economics Research Service. • National Agricultural Library • National Agricultural Statistics Service • National Institute of Food & Agriculture 	<p><u>NCR Business Service Center:</u> Director – Mike Wiggett Deputy Director Customer Liaison & Accountability - Wendy Jones (Acting)</p> <p>See Staffing Chart for NCR BSC on USDA Connect. https://connections.usda.gov/ and AFM Website</p>

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What Changes	How It Will Work	Points of Contact
<p>All eight Area Administrative Offices have been realigned into either the Eastern or Western BSC.</p>	<p><u>Eastern Business Service Center (EBSC)</u> – will serve the following Areas:</p> <ul style="list-style-type: none"> • Beltsville • Midwest • North Atlantic • South Atlantic <p><u>Western Business Service Center (WBSC)</u> – will serve the following Areas:</p> <ul style="list-style-type: none"> • Mid South • Northern Plains • Pacific West • Southern Plains 	<p><u>Eastern Business Service Center:</u> Director - Willis Collie Deputy Director Accountability & Organizational Performance – Karen Lucas Deputy Director Field Liaison & Customer Service - Carlos Santoyo</p> <p><u>Western Business Service Center:</u> Director - Jeff Van Houten Deputy Director Accountability & Organizational Performance - Diane Strub Deputy Director Field Liaison & Customer Service - Vacant</p> <p>See Staffing Charts for EBSC and WBSC on USDA Connect. https://connections.usda.gov/ and AFM Website</p>
<p>Responsibility of the Business Service Center Director</p>	<p>Overall leadership and management of the BSC</p>	<p>National Capital Region BSC – Mike Wiggett</p> <p>Eastern BSC – Willis Collie</p> <p>Western BSC – Jeff Van Houten</p>

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<p>Responsibilities of the Deputy Director for Accountability & Organizational Performance (AOP)</p>	<ul style="list-style-type: none"> • Focus on performance management of BSC • Managing for greater efficiencies, quality, responsiveness, reporting and innovation • Advisor for formulating and distribution of workload and reporting • Ensuring consistency of services • Provides management and oversight functional areas listed below. 	<p>NCR BSC – Wendy Jones, Acting</p> <p>Eastern BSC – Karen Lucas</p> <p>Western BSC – Diane Strub</p>
<p>Responsibilities of the Deputy Director for Field Liaison & Customer Service (FLCS)</p>	<ul style="list-style-type: none"> • Primary contact to the Area Directors and Location Management regarding customer service issues. Functions in a problem solving and advisory capacity to the customers • Will work to standardize business processes across Areas and Service Centers • Serves as liaison for the customer • Obtains customer feedback • Establishment of Customer Service Agreements • Provides management and oversight to functional areas listed below. 	<p>National Capital Region BSC – Wendy Jones, Acting</p> <p>Eastern BSC – Carlos Santoyo</p> <p>Western BSC – Vacant</p>

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What Changes	How It Will Work	Points of Contact
<p>Supervision of AFM and Area Administrative Office Staffs</p>	<p>Current AFM employees at Headquarters and in the Area Offices being realigned with the BSC, will be supervised within the BSC Branches according to the following structure:</p> <p><u>Eastern and Western Deputy Director - Field Liaison & Customer Service</u> supervises the Branch Chiefs of:</p> <ul style="list-style-type: none"> • Acquisition & Property • Facilities, Asset Management, Real Property & Safety • Information Technology (IT) <p><u>Eastern and Western BSC Deputy Directors - Accountability & Organizational Performance</u> supervises Branch Chiefs of:</p> <ul style="list-style-type: none"> • Budget, Fiscal, Travel & Agreements • Human Resources <p><u>NCR BSC Director</u> supervises the Branch Chiefs of:</p> <ul style="list-style-type: none"> • Budget & Fiscal • Human Resources 	<p>See BSC Staffing Charts on USDA Connect https://connections.usda.gov/ and AFM Website</p>

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What Changes	How It Will Work	Points of Contact
Supervision of AFM and Area Administrative Office Staffs (cont.)	<p><u>NCR Deputy Director – Customer Liaison & Accountability</u> supervises the Branch Chiefs of:</p> <ul style="list-style-type: none"> • Travel • Acquisition • Space Management <p>The NCR will receive Extramural Agreements support from the Extramural Agreements Division.</p> <p>The NCR will receive IT support from OCIO.</p> <p>Employees in Area Office Section Head positions will be supervised by the BSC Branch Chiefs or Team Leads for their particular functional area. Complete supervisory reporting structure within the BSCs is still being determined; in some cases a competitive process must be undertaken.</p>	<p>See NCR BSC Staffing Chart on USDA Connect https://connections.usda.gov/ and AFM Website</p> <p>See BSC Staffing Charts on USDA Connect https://connections.usda.gov/ and AFM Website</p>
Second line supervision of Administrative Officers (AO)	AO’s current supervisor will remain the same but second line supervision will move to the Area Director or Associate/Assistant Area Director.	Area Directors

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<p>Requesting service</p>	<p>Customers will continue to work through their local first point of contact for service; for the field this is the Administrative Officer (AO).</p> <p>For service needs to be provided beyond the local first point of contact, customers will request service through the SharePoint 2010 electronic portal. Phased-in launching of the portal will take place in early February through a series of orientation webinars with BSC staffs and AO's.</p> <p>When fully implemented:</p> <ol style="list-style-type: none"> 1. Service requests will be input into the SharePoint 2010 portal by the Requestor and/or BSC staff for services that are not currently being tracked in any other program or system. 2. Workflow will be tracked by the Branch Chiefs and DD-AOP through the portal allowing the BSC to manage and expedite customer requests and seek opportunities for efficiencies. 3. Response times will be tracked allowing the BSC and the customer to monitor if the customer's needs are being met. <p>Customers will also initiate request for service via:</p> <ul style="list-style-type: none"> • Email 	<p>Administrative Officers</p> <p>Business Service Center Portal</p> <p>BSC Branch Chiefs. See BSC Staffing Charts on USDA Connect https://connections.usda.gov/ and AFM Website</p>

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What Changes	How It Will Work	Points of Contact
<p>Requesting service (cont.)</p>	<ul style="list-style-type: none"> • Hard copy request through regular or express mail • Telephone request <p>For the most part, these will be requests for information or service that can be handled very quickly without a significant investment of time.</p> <p>Communication between customers and the service provider is critical to optimal service. Therefore, the SharePoint 2010 portal is not intended to replace that communication but is a tool for tracking the workload and workflow.</p> <p>After the BSC launch and until training on use of the SharePoint 2010 portal is completed, service will continue to be provided according to existing procedures, until directed otherwise.</p>	
<p>Advisory services for the Area Director and Director of NAL</p>	<p>The BSC Deputy Director for Field Liaison & Customer Service is the main point of contact for the Area Directors and Director of NAL. It is envisioned the Area Directors will consult with the Deputy Director in a similar manner as with the DAD/Associate Director of NAL previous to restructuring. This does not preclude the Area Directors from seeking service directly from other BSC Directors or subject matter experts.</p>	<p>Eastern BSC: Carlos Santoyo</p> <p>Western BSC: Vacant</p> <p>National Capital BSC: Wendy Jones, Acting</p>

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<p><u>Acquisition and Property</u></p>	<p>Acquisition & Property Division (APD) at Headquarters will be organized into two branches:</p> <ul style="list-style-type: none"> • Acquisition Programs & Oversight Branch • Property & Support Services Branch <p>Area acquisition staffs and contract specialists from within the Acquisition & Property Division and Facilities Contracts Branch have been reassigned to the BSC. Current Area staffs will continue to serve their home Area after implementation of the BSC structure. The need and benefit for cross servicing will be evaluated and any service or Point of Contact changes will be coordinated with Area Leadership on a case by case basis.</p> <p>Headquarters specialists have been assigned within each BSC to balance support and warrant levels across each BSC. BSC Branch Chiefs will monitor workload and make adjustments where needed to ensure workloads are balanced and customer needs are met across the BSC Region.</p>	<p>APOB Branch Chief: Michael Barnes Michael.Barnes@ars.usda.gov</p> <p>Property & Support Services Branch: Cheryl Brumback Cheryl.Brumback@ars.usda.gov</p> <p><u>NCR</u> Acquisition & Prop Branch Chief: Wendy Jones, Acting Wendy.Jones@ars.usda.gov</p> <p><u>Eastern</u> Acquisition & Prop Branch Chief: Janice Speth Janice.Speth@ars.usda.gov</p> <p><u>Western</u> Acquisition & Prop Branch Chief: Brandon Levin Brandon.Levin@ars.usda.gov</p>

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<p><u>Acquisition and Property (cont.)</u> Integrated Acquisition System (IAS) (cont.)</p>	<p>All Contracting Officers in the BSC will need to complete an AD-1143 in order for IAS to be updated with each CO's information. The detailed instructions for completing the AD-1143 are in Appendix A at the end of this document.</p> <p>If the former DAD was the Approving Official in IAS for Area B&F projects, the Approving Official role will be changed to the Deputy Director, Field Liaison & Customer Service.</p> <p>We will use the Funding Office Code in FPDS-NG to monitor the procurements awarded by each BSC for the Areas and other REE Agencies.</p>	<p>Jessica McDonagh, Acting Jessica.McDonagh@ars.usda.gov</p>
<p>Personal Property</p>	<p>Personal Property policy and support services will continue to reside at Headquarters in the Acquisition and Property Mgmt Division.</p> <p>The BSC Acquisition & Property Branch will provide property guidance, oversight and support to the Areas within the BSC. They will also provide personal property support to the NCR-BSC.</p>	<p>APD Property Branch Chief: Cheryl Brumback Cheryl.Brumback@ars.usda.gov</p> <p>See APD and BSC Staffing Charts on USDA Connect https://connections.usda.gov/ and AFM Website</p>

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<p><u>Acquisition and Property (cont.)</u></p> <p>Personal Property (cont.)</p>	<p>Area Office Staff currently providing personal property services will continue to provide service to their home Area, but cross-servicing of Areas will be done as needed.</p> <p>Positions that currently provide personal property support as well as other duties that cross Branch or Branch Team lines will also be evaluated to determine how to best manage these “hybrid” positions.</p> <p>The need and benefit for cross servicing within the BSC regions will also be evaluated and any service or Point of Contact changes will be coordinated with Area Leadership on a case by case basis.</p> <p>The BSC personal property staff will coordinate personal property inventory updates, property disposal, tort claims, fleet management, etc.</p> <p>Fleet Managers for the Eastern and Western BSC’s have been established and will provide oversight across the BSC region.</p>	<p><u>EBSC Property Staff:</u> Vacant</p> <p><u>WBSC Property Staff:</u> Tommesha Roberson, MSA Tommesha.Roberson@ars.usda.gov</p> <p>Elisa Dawdy, NPA Elisa.Dawdy@ars.usda.gov</p> <p>EBSC Fleet Manager: Vacant</p> <p>WBSC Fleet Manager: Elisa.Dawdy@ars.usda.gov</p>

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<p><u>Budget, Fiscal, Travel & Agreements</u></p> <p style="text-align: center; margin-top: 50px;">ARMPS</p>	<p>The Budget and Fiscal Branch within the National Capital Region will provide budget and financial support to Headquarters and the REE Agencies and guidance to the budget staff at National Agricultural Library. Within the Eastern and Western BSCs, budget and fiscal, travel and agreements will become one branch.</p> <p>Existing Area Budget and Fiscal Offices will continue to serve the Area Director and Locations in their home Area in budget and financial management services (CATS, SAMS, FMMI, etc.). The need and benefit for cross servicing within the BSC regions will be evaluated and any service or Point of Contact changes will be coordinated with Area Leadership on a case by case basis.</p> <p>The BSC Deputy Director will coordinate with each Area Director and Headquarters Offices in supporting their ARMPS process. The initiation of each Area’s ARMPS will then be managed by their Budget & Fiscal Offices. Over the course of the FY13 ARMPS process, the BSC will work to gather information and determine if there are opportunities for streamlining procedures for the FY14 ARMPS cycle.</p>	<p>National Capital Region B&F Branch Chief: N/A Eastern BSC BFA Branch Chief: Kari Deppe, Acting Kari.Deppe@ars.usda.gov Western BSC BFA Branch Chief: Lisa Mullenax, Acting Lisa.Mullenax@ars.usda.gov</p> <p style="text-align: center; margin-top: 20px;">Area Budget & Fiscal Officers</p>

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<p><u>Budget, Fiscal, Travel & Agreements (cont.)</u> SRMP</p> <p>Agreements Services</p>	<p>The BSC Deputy Directors, Budget, Fiscal and Agreements Branch Chief, and Area Budget and Fiscal Officers will coordinate SRMP with each Area Director and Headquarters Program Offices.</p> <p>Extramural Agreements Division will provide extramural support to the NCR BSC. In the EBSC and WBSC, agreements will be managed and supervised within the BFA Branches. A Team Leader will supervise the Grants Management Specialists (GMS) who will continue to serve their home Area after implementation. Because of existing vacancies, there is already cross servicing taking place. Evaluation of other cross servicing opportunities will continue; any service or Point of Contact changes will be coordinated with Area Leadership on a case by case basis.</p> <p>Requests will continue to be transmitted through the ARIS/AIMS system. After February 12, 2012, an assessment will be done to determine if workload and workflow tracking can be accomplished through the ARIS/AIMS system or if actions should be entered and tracked through the SharePoint 2010 portal.</p>	<p>Grants Management Specialists contacts remain the same for each Area except for MWA. http://www.afm.ars.usda.gov/agreements/areapersonnel.htm</p> <p>EBSC BFA Branch, Agreements Team Lead: TBD WBSC BFA Branch Agreements Team Lead: Margaret Rushing, Acting Margaret.Rushing@ars.usda.gov</p>

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<p><u>Budget, Fiscal, Travel & Agreements (cont.)</u></p> <p>Interagency Agreements</p>	<p>Establishment of Interagency Agreements for Headquarters will be transitioned from the Financial Management Division to the Extramural Agreements Division. In the BSC's, the Budget Staff will continue to handle the financial management of the Interagency Agreements but the Grants Management Specialists will handle the establishment and management of these agreements. After the BSC launch, training will be provided on this new responsibility. Initially, the point of contact remains the same until this training is provided.</p> <p>The BSC, BFA Branch, Agreements Team Leader will monitor the workflow across the BSC, redistributing work where necessary to ensure equitable workloads and optimal customer service.</p>	<p>Headquarters EAD contacts can be found at: http://www.afm.ars.usda.gov/aboutAFM/EAD/keycontacts.htm</p>
<p>Foreign Agreements</p>	<p>Foreign Extramural Agreements will continue to be processed at Headquarters EAD via ARIS/ AIMS. Requests will come into EAD in the same manner as pre-BSC. Gradually and over a period of time an assessment will be made whether foreign agreements can be tracked through AIMS or if they should be tracked through the SharePoint portal.</p>	<p>Headquarters EAD contacts remain the same as above.</p>

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<p><u>Budget, Fiscal, Travel & Agreements (cont.)</u></p> <p>Agreements (cont.)</p> <p>Travel</p>	<p>Policy development and guidance will be provided by Headquarters EAD. They will work with the BSC Budget, Fiscal & Agreements Branch Chief and DD-AOP on a variety of miscellaneous and policy issues. They will provide operational agreements support to the National Capital Region Business Service Center customers.</p> <p>The Budget and Fiscal Branch, Travel Section within the National Capital Region will provide domestic travel support to Headquarters, National Agricultural Library, and the REE Agencies.</p> <p>The foreign travel services previously provided by Financial Management Division, Travel & Relocation Services Branch (TRSB) has been moved to the NCR-BFA, Travel Section which will provide Agency-wide service in coordinating interactions with FAS for foreign travel.</p> <p>The Area Travel Specialists will continue to provide travel services to their home Areas.</p>	<p>Area Travel Specialists</p>

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<p><u>Budget, Fiscal, Travel & Agreements (cont.)</u> Travel (cont.)</p>	<p>Travel Arrangers will continue serving their current customers after implementation. If Travel Arrangers for BSC employees are not part of the BSC, this as well as the need and benefit for cross servicing will be evaluated and any service or Point of Contact changes will be coordinated with Area Leadership on a case by case basis.</p>	

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What Changes	How It Will Work	Points of Contact
<p><u>Facilities, Asset Management & Safety</u></p>	<p>Area Engineers and Asset Managers will continue to serve their home Area. Engineering staff have been reassigned from HQ Facilities Division into the Eastern and Western BSC's, Facilities, Asset Management & Safety Branch. The focus of these engineering positions will migrate from major construction to repair and maintenance (R&M) and operations and maintenance (O&M). They will provide technical support to the Areas and Locations for the development of design documents and construction contract administration. During the transition, the Engineering Project Managers (EPM) will manage existing American Recovery and Reinvestment Act (ARRA) projects through to completion.</p> <p>The need and benefit for cross servicing within the BSC regions will be evaluated and any service or Point of Contact changes will be coordinated with Area Leadership on a case by case basis.</p>	<p><u>Facilities, Asset Management & Safety Branch</u> EBSC Branch Chief: Serag Wahba Serag.Wahba@ars.usda.gov</p> <p>WBSC Branch Chief: Phil Smith, Acting Phil.Smith@ars.usda.gov</p> <p>See BSC Staffing Charts on USDA Connect https://connections.usda.gov/ and AFM Website</p>
<p>Asset Management Review Board (AMRB)</p>	<p>The Deputy Director, Field Liaison & Customer Service will coordinate with each Area Director in supporting the Area AMRB process. The Deputy will convene BSC engineering, realty, acquisition, safety, and budget staffs and a</p>	<p>Eastern Deputy Director FLCS – Carlos Santoyo</p> <p>Western Deputy Director FLCS – Phil Smith, Acting</p>

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What Changes	How It Will Work	Points of Contact
<p><u>Facilities, Asset Management & Safety (cont.)</u> AMRB (cont.)</p>	<p>representative of the Area Director' Office to review and recommend project priorities for Area Director approval before finalizing in the CPRP.</p>	<p>See BSC Staffing Charts on USDA Connect https://connections.usda.gov/ and AFM Website</p>
<p>Capital Project Repair Plan (CPRP)</p>	<p>The BSC Facilities, Asset Management & Safety Branch will coordinate with the Area Directors and Locations in updating the CPRP. The BSC Engineering Team will prepare project scopes and cost estimates for the Locations where there is no Location Engineering Staff and will support the development of the CPRP update for Area Director approval and submission to FD for consolidation into the Agency CPRP.</p>	
<p>Energy & Sustainability</p>	<p>The Headquarters Facilities Division Sustainable Programs Manager will continue to provide guidance and policy related to energy and sustainability to the field and the BSC Engineering Team. The BSC Engineering Team will in turn provide guidance and assistance to the locations within their region working with them to identify energy savings opportunities.</p>	<p>FD Sustainable Programs Mgr: Sandy Morgan Sandy.Morgan@ars.usda.gov</p>
<p>Operations & Maintenance (O&M)</p>	<p>BSC's Facilities, Asset Management & Safety Branch, Engineering Team, will provide technical support to Locations regarding facilities</p>	<p><u>Facilities, Asset Management & Safety Branch</u> EBSC Branch Chief: Serag Wahba WBSC Branch Chief: Phil Smith, Acting</p>

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<p><u>Facilities, Asset Management & Safety (cont.)</u> Operations & Maintenance (O&M) (cont.)</p> <p>Real Property</p>	<p>O&M. They will provide O&M oversight, policy development, and O&M contract development and administration. O&M data calls originate at the Facilities Division to the BSC Facilities, Asset Management & Safety Branch, which in turn will coordinate the collection and consolidation of the data from the Locations.</p> <p>Real Property Branch within the Headquarters Facilities Division will provide policy and guidance to the field on real property. They will continue to provide real estate warrant officer (REWO) support to the field above the warrant level of the REWO's within the BSC.</p> <p>Those employees providing Space Management services to the Client Agencies will continue to provide that service but within the NCR BSC.</p> <p>The real property function resides within the Facilities, Asset Management & Safety Branch. Those performing realty functions in the Areas will continue to implement the realty program in the BSC providing assistance and guidance to their home Area after implementation.</p>	<p>FD Real Property Branch Chief – Linda Wurzberger Linda.Wurzberger@ars.usda.gov See Facilities Division Staffing Chart on USDA Connect https://connections.usda.gov/ and AFM Website</p> <p><u>NCR Space Management Services:</u> Mary Wright Mary.Wright@ars.usda.gov Joe Lofton Joseph.Lofton@ars.usda.gov Bonnie Edelen Bedelen@nifa.usda.gov Darissa Jones Darissa.Jones@ars.usda.gov</p> <p><u>EBSC Realty Services:</u></p> <ul style="list-style-type: none"> • Tim Golden, MWA Tim.Golden@ars.usda.gov • Lisa Baete, Acting SAA Lisa.Baete@ars.usda.gov • Vacant, NAA

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What Changes	How It Will Work	Points of Contact
<p><u>Facilities, Asset Management & Safety (cont.)</u> Real Property (cont.)</p>	<p>The need and benefit for cross servicing within the BSC regions will be evaluated and any service or Point of Contact changes will be coordinated with Area Leadership on a case by case basis. The real property responsibilities include, but are not all inclusive:</p> <ul style="list-style-type: none"> • Managing the Corporate Property Automated Information System (CPAIS) for their home Area and across the BSC. • Development and execution, within their warranted authority, leases, revocable permits, land-use agreements, and easements. • Quarters management 	<p>WBSC Realty Services:</p> <ul style="list-style-type: none"> • Erica Jones, MSA Erica.Jones@ars.usda.gov • Lisa Baete, NPA Lisa.Baete@ars.usda.gov • Carolyn Williams, PWA Carolyn.Williams@ars.usda.gov
<p>Safety, Health & Environmental Management (SHEM)</p>	<p>The Facilities Division, Safety, Health & Environmental Management Branch (SHEMB) will continue to provide policy guidance and oversight to the Agency.</p> <p>The safety, health and environmental programs will be managed in the BSC within the Facilities, Asset Management and Safety Branch. A Safety, Health and Environmental Management Team will be established within this branch. Area Safety, Health & Environmental Managers</p>	<p>FD SHEMB Chief: Pete Jovanovich Pete.Jovanovich@ars.usda.gov See Facilities Division Staffing Chart on USDA Connect https://connections.usda.gov/ and AFM Website</p> <p>See BSC Staffing Charts on USDA Connect https://connections.usda.gov/ and AFM Website</p>

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<p><u>Facilities, Asset Management & Safety (cont.)</u></p> <p>Safety, Health & Environmental Management (SHEM) (cont.)</p>	<p>(ASHEM) will report to the Team Lead and will provide service to their home Area.. The need and benefit for cross servicing will be evaluated and any service or Point of Contact changes will be coordinated with Area Leadership on a case by case basis.</p> <p>Environmental Protection Specialists (EPS) supervised by the ASHEM and located in the Area Offices will be supervised by the Team Lead but will provide service to their home Area. The need and benefit for cross servicing will be evaluated and any service or Point of Contact changes will be coordinated with Area Leadership on a case by case basis.</p> <p>Areas whose EPS were located at a field location, funded directly and supervised by the Location will continue to function in the same manner as pre-BSC. NAA EPS's supervision will be moved to the Locations where they are housed. Whether located within the BSC or at a Location, they will work cooperatively with the BSC to implement the environmental management programs across the BSC region.</p>	<p>EBSC Environmental Protection Specialists: Ralph Jesse Ralph.Jesse@ars.usda.gov Beth Anderson Beth.Anderson@ars.usda.gov</p> <p>WBSC Environmental Protection Specialists: Shelia Parker Shelia.Parker@ars.usda.gov</p>

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What Changes	How It Will Work	Points of Contact
<p><u>Facilities, Asset Management & Safety (cont.)</u> Safety, Health & Environmental Management (SHEM) (cont.)</p>	<p>The BSC SHEM Team will continue to manage the SHEM programs across their home Area and the BSC region. They will coordinate data calls and policy implementation across the BSC region and keep the Area Directors apprised of compliance and regulatory issues or concerns, onsite assistance review results, and Location SHEM accomplishments within their Area.</p> <p>Currently there are variances across the Areas regarding what is under the management and oversight of the Area SHEM Staff. The ASHEM program will be reviewed and evaluated for opportunities to standardize service across the BSC regions.</p> <p>The programs generally under the management and/or oversight of a number of the ASHEM's and which will be reviewed include:</p> <ul style="list-style-type: none"> • Occupational Medical Surveillance Program (OMSP) • Industrial Hygiene Program • Environmental Management System – includes second party audits • Onsite Assistance Reviews (OAR) 	

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What Changes	How It Will Work	Points of Contact
<p><u>Facilities, Asset Management & Safety (cont.)</u> Safety, Health & Environmental Management (SHEM) (cont.)</p>	<ul style="list-style-type: none"> • Occupational Workers Compensation Program (OWCP) • Radiation Safety Compliance • Animal Care and Use Committee reporting • Institutional Biosafety Committee compliance and reporting • Chemical Inventory Program Management • National Pathogen Inventory coordination <p>This list may not be all inclusive.</p>	

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What Changes	How It Will Work	Points of Contact
Homeland Security	<p>The ARS Homeland Security function will report to the Associate Deputy Administrator, Operations.</p> <p>The ARS Continuity of Operations (COOP) function has been realigned to the DAAFM Office under the supervision of the Associate Deputy Administrator, Operations.</p>	<p>Director ARS Office of Homeland Security – Jeff Hayes Jeff.Hayes@ars.usda.gov</p> <p>COOP - Sharon Newman Sharon.Newman@ars.usda.gov</p>

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What Changes	How It Will Work	Points of Contact
<p><u>Human Resources (HR)</u> Classification & Staffing</p>	<p>HR Specialists and HR Assistants who provided service to customers in Headquarters Program Units, Area Offices and field locations, and the REE Agencies have been reassigned to the BSC's. For the most part, they will be providing service to their current customers but in some cases changes have been made. The need and benefit for cross servicing will be evaluated and any service or Point of Contact changes will be coordinated with Area Leadership on a case by case basis.</p> <p>BSC HR Branch Chiefs will supervise the HR Staff within each BSC. Existing Area HR Assistants have been reassigned to the BSC's, providing service to their current customer base but may be providing cross service within the BSC region. They will interact in a similar manner with the HR Specialists and Assistants that serve their Area.</p> <p>Within the Branch, teams will be formed to best meet the service needs of the BSC customers. Supervision will be determined within the BSC Branch as teams are formed.</p>	<p>See BSC Staffing Charts on USDA Connect https://connections.usda.gov/ and AFM Website for staffing assignments.</p> <p>NCR HR Branch Chief – Shelly Pree Shelly.Pree@ars.usda.gov</p> <p>Eastern HR Branch Chief – Sandy Thomas Sandy.Thomas@ars.usda.gov</p> <p>Western HR Branch Chief – Helene Saylor Helene.Saylor@ars.usda.gov</p>

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What Changes	How It Will Work	Points of Contact
<p><u>Human Resources (cont.)</u> Classification & Staffing (cont.)</p>	<p>Based on existing Headquarters and Area procedures, classification and staffing personnel actions will continue to be approved by the appropriate Program Official or Area Director. As the SharePoint 2010 portal is deployed, actions will be entered into the portal by the requestor or BSC staff, processed, and tracked.</p>	
<p>Foreign Visitor (including H-1B Visa)</p>	<p>Current Area procedures and assignments will continue after implementation. The opportunity and benefit for standardizing this service will be evaluated and any service or Point of Contact changes will be coordinated with Area Leadership on a case by case basis.</p> <p>The Grants Management Specialists will process the Interagency Agreements to authorize the transfer of funds to FAS or FSIP to pay for the requested assistance services.</p>	<p>HRD Foreign Visitor Program and Visas: Cathy Walker Cathy.Walker@ars.usda.gov</p>
<p>HSPD-12 LincPass Sponsor</p>	<p>Business Service Center HR Branch will provide LincPass sponsoring services. Initially this will reside with existing Area Sponsors but will be reviewed, especially in cases where this function is being performed by an employee in other than the HR Branch. The various roles will be</p>	<p>HRD Personnel Suitability/Security: Eleanora Locker Eleanora.Locker@ars.usda.gov</p>

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What Changes	How It Will Work	Points of Contact
<p><u>Human Resources (cont.)</u></p> <p>HSPD-12 LincPass Sponsor (cont.)</p> <p>Performance Management</p> <p>Telework</p>	<p>reviewed within the BSC to determine if there is an opportunity to standardize this service. Any service or Point of Contact changes will be coordinated with Area Leadership on a case by case basis.</p> <p>Personnel Suitability Section in HRD will continue to manage background investigations.</p> <p>FY 2012 performance plans should be in place for each Area and Headquarters offices based on their current procedures.</p> <p>Soon after implementation, Supervisors in the new AFM structure will review position descriptions, performance plans, and Individual Development Plans (IDP) for each employee to determine if any need to be modified as a result of the restructuring. Changes to the performance plans and IDPs will be documented and re-signed by the employee, supervisor and reviewing official within the first 30-60 days.</p> <p>The Agency Telework Coordinator will continue to be located within Headquarters Human Resources Division and will provide policy guidance and manage reporting requirements to</p>	<p>HRD REE Services Branch Chief: Casandra Butler Casandra.Butler@ars.usda.gov</p> <p>Area HR Assistants Supervisors of AFM employees</p> <p>REE Telework Coordinator: Liz Parker Liz.Parker@ars.usda.gov</p>

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What Changes	How It Will Work	Points of Contact
<p><u>Human Resources (cont.)</u> Telework (cont.)</p>	<p>the Department. The BSC will manage the implementation of the telework program across the BSC region and will coordinate implementation, tracking and reporting with the Location Telework Coordinators. The BSC Deputy Director for Field Liaison and Customer Service will determine employee eligibility across the BSC region, in coordination and consultation with the employee’s supervisor and Administrative Officer. Appeals will be handled by the Associate or Assistant Area Director. All offices outside the BSC will follow existing policy and procedures for approval of Telework.</p>	<p>NCR BSC – Wendy Jones Eastern BSC – Carlos Santoyo Western BSC – Vacant</p>
<p>T&As</p>	<p>Current Timekeepers for BSC employees will continue to serve as Timekeepers. In cases where the current Timekeeper for BSC employees is not part of the BSC, some modifications in WebTA will need to be made.</p> <p>Specific instructions will be provided to all Timekeepers the week of February 12, 2012. Web TA will be changed to reflect new supervisory chains effective February 17, 2012. BSC accounting codes will be provided to employees and timekeepers the week of February 12, 2012.</p>	<p>Web TA Administrators Timekeepers</p>

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What Changes	How It Will Work	Points of Contact
<p><u>Human Resources (cont.)</u></p> <p>Training & AgLearn</p>	<p>Because of supervisory changes across the AFM community, employee profiles will need to be updated in AgLearn. Once the SF-52's aligning AFM Staff to the new organization are processed at NFC in late March, the profiles should be updated.</p>	<p>HRD AgLearn Coordinator – Sherell Brooks Sherell.Brooks@ars.usda.gov</p> <p>URL http://www.afm.ars.usda.gov/hrd Then go to /applications/files/UpdatingYour AgLearnProfile.pdf</p>

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What Changes	How It Will Work	Points of Contact
<p>Information Technology (IT)</p> <p>Web Pages</p> <p>SharePoint Sites</p>	<p>The Office of the Chief Information Officer (OCIO) will continue to reside at Headquarters and will provide policy and guidance to the BSC and field locations. They will work closely with the Information Technology Branch within the BSC on policy, data calls, IT initiatives, etc.</p> <p>Area Information Technology Specialists (AITS) and their staffs will continue to provide service to their home Area. The need and benefit for cross servicing will be evaluated and any service or Point of Contact changes will be coordinated with Area Leadership on a case by case basis. In order to provide support across the BSC region, Area IT Staff have been given Active Directory access across the broader region. The AITS will be supervised by the IT Branch Chief.</p> <p>Business Service Center Websites will need to be developed soon after implementation. Divisions and Area Offices will need to update their websites to reflect the changes, update Points of Contact, etc.</p> <p>SharePoint Sites are being set up for all Branches within the BSC for ease of sharing documents across the BSC Branches and across their region.</p>	<p>See BSC Staffing Charts on USDA Connect https://connections.usda.gov/ and AFM Website</p>

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What Changes	How It Will Work	Points of Contact
<p>Information Technology (IT) (cont.) Outlook Email Distribution Lists</p>	<p>Outlook email distribution lists have been established for ease of communicating across AFM within the new structure. These include the following:</p> <ul style="list-style-type: none"> • ARS-AFM-ALL - Entire AFM Community in HQS and BSCs <p><u>Headquarters:</u></p> <ul style="list-style-type: none"> • ARS-HQS-AFM-ALL – all AFM at HQS • ARS-HQS-AFM-Ldrshp – DAAFM Staff, Division Directors, BSC Directors • ARS-HQS-APD-All – Acquisition & Property Division after implementation • ARS-HQS-EAD-All – Extramural Division • ARS-HQS-FD-All – Facilities Division after implementation • ARS-HQS-FMD-All – Financial Management Division after implementation • ARS-HQS-HRD-All – Human Resources Division after implementation • Additionally new distribution lists have been set up for each Branch within the Divisions. You can find them in Outlook Contacts by looking under ARS-HQS-XXX (Division identifier)-XXX (Branch identifier). 	

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What Changes	How It Will Work	Points of Contact
<p>Information Technology (IT) (cont.) Outlook Email Distribution Lists (cont.)</p>	<p><u>Eastern Business Service Center:</u></p> <ul style="list-style-type: none"> • ARS-EBSC-ALL • ARS-EBSC-Ldrshp – BSC Directors and Branch Chiefs • ARS-EBSC-Acctblty&OrgPerf – Deputy Director , HR, & Budget, Fiscal and Agreements Branches • ARS-EBSC-FieldLiaison&CustSvc – Deputy Director, Facilities, IT and Acquisition Branches • Additionally new distribution lists have been set up for each Branch within the Eastern BSC. You can find them in Outlook Contacts by looking under ARS-EBSC-XXX (Branch identifier). <p><u>National Capital Region BSC:</u></p> <ul style="list-style-type: none"> • ARS-NCRBSC-ALL • ARS-NCRBSC-Ldrshp – BSC Directors and Branch Chiefs • ARS-NCRBSC-BrhChfs – Deputy, Branch Chiefs and Budget Leads • ARS-NCRBSC-CustLiaison&Acctblty – Deputy Director, Acquisition, Space Mgmt, and Travel Branches 	

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What Changes	How It Will Work	Points of Contact
<p>Information Technology (IT) (cont.) Outlook Email Distribution Lists (cont.)</p>	<ul style="list-style-type: none"> • Additionally new distribution lists have been set up for each Branch within the National Capital BSC. You can find them in Outlook Contacts by looking under ARS-NCRBSC-XXX (Branch identifier). <p><u>Western Business Service Center:</u></p> <ul style="list-style-type: none"> • ARS-WBSC-ALL • ARS-WBSC-Ldrshp – BSC Directors and Branch Chiefs • ARS-WBSC-Acctblty&OrgPerf – Deputy Director , HR, & Budget, Fiscal and Agreements Branches • ARS-EBSC-FieldLiaison&CustSvc – Deputy Director, Facilities, IT and Acquisition Branches • Additionally new distribution lists have been set up for each Branch within the Western BSC. You can find them in Outlook Contacts by looking under ARS-WBSC-XXX (Branch identifier). 	

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APPENDIX A **Update/Add IAS Account**

Fill out Corporate Systems Access Request Form (AD-1143) - available in e-forms

Required Information

- User Information - blocks 4 through 11 (Do not provide User's SSN).

- Action Requested - blocks 12 through 15
 - Blocks 12 & 13 optional, fill out if necessary.
 - Block 14
 - Check "Modify User Profile" to change existing IAS User account.
 - Check "Add User" if creating a new IAS User account.
 - Block 15 – enter only IAS User ID of existing IAS user. If new IAS user, leave blank.

- Integrated Acquisition System (IAS) Access - blocks 28 through 31.
 - Block 28 – Check appropriate IAS role(s). Roles and definitions are below. Only select from the following options. REE does not use any other IAS user roles listed.
 - Requisition/Receiving side of IAS (a.k.a. iProcurement or Oracle)
 - a. **Requisitioner and Receiver** (must check both) – User who enters requisitions and receipts invoices only on the requisitions they create in IAS. (Unless proxy receiver while another is out of the office).
 - b. **Other - write in "Central Receiver"** (optional) – User/Receiver who has ability to receipt invoices on any agency contract in IAS. Note: Not all Receivers can be Central Receivers. Most Central Receivers should already know they perform this role. IAS Users can contact IAS Agency Lead or IAS Helpdesk to determine if they are a Central Receiver if they not sure.
 - c. **Budget Approver** – User who approves requisition, and commits funds in FMFI.
 - Contract Writing side of IAS (a.k.a. PRISM)
 - a. **Purchasing Specialist/Contracting Officer** - User who creates procurements in IAS. May or may not be a warranted Contracting Officer. See SF-1402 for delegation of authority to determine if user can approve procurement (i.e., obligate funds in FMFI).
 - b. **Supervisory Contracting Officer** – User how can create procurements in IAS, and can also reassign workload in IAS. May or may not be a warranted Contracting Officer. See SF-1402 for delegation of authority to determine if user can approve procurement (i.e., obligate funds in FMFI).

- Block 29 – leave blank.
- Block 30 – Enter the Contracting Officer's maximum delegated obligation authority amount from SF-1402.
- Block 31 – If user cross-services for other agencies (i.e., ARS, ERS, NASS, and NIFA) enter agency's acronym(s) user cross services.

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- Special Instructions - block 36
 - For Requisitioner/Receivers enter the names of default Budget Approver and Buyer (a.k.a. Purchasing Agent /Contracting Officer)
 - Provide any additional comments or special instructions if necessary (i.e., for deactivated accounts, write “reactivate account deactivated for inactivity.”)
- User Acknowledgement - blocks 37 and 38. User must sign and date form
- Authorization, blocks 41 through 43. Print manager’s name. Manager must sign and date from.

Special Notes:

Commitment and Obligation Error Managers are no longer required in IAS since REE migrated to the Financial Management Modernization Initiative (FMMI). FMMI does not allow commitment, or obligation, errors to be over ridden or retried (i.e., pushed through FMMI). Requisitioners must correct commitment errors and resubmit requisition to budget approver for approval. Purchasing Specialists/Contracting Officers must correct validation/obligation errors, and re-approve procurement in IAS. Only specific receiving errors can be retried. Receivers must contact the IAS Helpdesk to determine if receiving error must be corrected and resubmitted, or can be retried. IAS Agency Lead, with guidance from IAS Helpdesk will retry any receiving errors deemed necessary.

New IAS Users may take up to 8 weeks to be added to IAS. Since REE migrated to FMMI, the IAS Agency Lead must get verification of e-authentication for new IAS users from the OCIO IT Security Officer.

Existing IAS user’s e-authentication has already been validated. Under normal conditions, existing IAS users can be updated in IAS within 5 business days. If Agency Lead cannot determined if the user is new or existing based on information submitted on AD-1143, the IAS Agency Lead will request verification of e-authentication from OCIO IT Security Officer. To avoid delay processing existing IAS User requests, always provide existing IAS User ID in Block 15.

Any questions, please contact the Acting IAS Agency Lead, Jessica McDonagh on 301-504-4383, or via e-mail at Jessica.McDonagh@ars.usda.gov

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APPENDIX

APPENDIX B

LOGISTICS FOR AFM SYSTEMS

Agreements Systems

System	What is changing	How will this impact you	What to do if you have issues
HHS	No change necessary		
Grants.Gov	No change necessary		
FedConnect	No change necessary		
AIMS	Mode code access is being updated to allow access to all Areas within the BSC	Users will have access to all records for Areas within the BSC	Contact Sherri Carroll to update access

APD Systems

System	What is changing	How will this impact you	What to do if you have issues
Access OnLine (Purchase Card)	AAPC/LAPC has been updated as needed		
FMVRS	No changes necessary		
GSA Auto Choice	No changes necessary		
UNICOR License Plate Store	No changes necessary		
CPAIS(Personal Property)	No changes necessary		
Access Online (Fleet)	Updated with new BSC codes		
GSA Excess	No changes necessary		
PROP	No changes necessary		

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System	What is changing	How will this impact you	What to do if you have issues
ATS	Mode code access updated to allow access to all Areas within the BSC	Users will have access to all records for Areas within the BSC	Contact the Acquisition Systems Program Manager in APOB
CCR	No changes necessary		
FPDS-NG	No changes necessary		
FAITAS	Supervisors have been updated	You will have a new supervisor who will approve any FAI/DAU training you take through FAI/DAU.	Contract the Acquisition Career Manager in APOB
IAS	All codes have been updated for the new BSC structure.	New codes have been updated for users.	Contact the Acquisition Systems Program Manager in APOB
FedBizOpps	User Profile updated with new service center information	No changes. Solicitations will still be required to be posted as per FAR.	Contact the Acquisition Systems Program Manager in APOB
CPARS/CCASS/ACASS/ FAPIIS	All GS-1102s and Level I-C CO's will be entered as Focal	All GS-1102s and Level I-C CO's can now enter their own procurements	Contact the Acquisition Systems Program Manager in APOB
PPIRS	No change necessary		
eSRS	No change necessary		

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FMD Systems

System	What is changing	How will this impact you	What to do if you have issues
FMMI	No change necessary		
SAMS	Budget staff in BSCs will now have access to all Agency accounts	Care must be taken to ensure you are working in correct account. Will need to select specific account to work in.	Contact your Area ABFO in the BSC to update/change access.
CATS	Support staff will have no change in access. Budget staff in BSCs will now have access to all Agency accounts	Care must be taken to ensure you are working in correct account. Will need to select specific account to work in.	Contact your Area ABFO in the BSC to update/change access.
ARMPS	Budget staff in BSCs will now have access to all Agency accounts	Care must be taken to ensure you are working in correct account. Will need to select specific account to work in.	Contact your Area ABFO in the BSC to update/change access.
TUMS	Devices (Cell phones, Blackberries, iPads, Air Cards) transferred to a new BSC account by OCIO.	Staff responsibilities have been aligned to BSC.	Call your new POC in the BSC for changes and updates.
GovTrip	New routing lists and BSC org codes established by TRSB and loaded to be effective 10/1.	BSC staff using GovTrip will have availability to all staff from each Area that is now serviced by the BSC.	Any Travel Specialist (FATA) within your BSC can update GovTrip

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System	What is changing	How will this impact you	What to do if you have issues
FTIS	Routings updated. All BSC staff can access records for other Areas within BSC	OSEC report responsibilities will stay the same.	Any Travel Specialist (FATA) within your BSC can update
Access On-Line (Travel Card)	Staff on BSC changed to new reporting organization	No impact	Any Travel Specialist (FATA) within your BSC can update.
CBA	BSC staff now moved to AFM CBA. All other CBA assignments stay as is.	No impact	Any Travel Specialist (FATA) within your BSC can update
TRVEL	Universal Access for FATAs	Care must be taken to ensure you are working in correct account. Will need to select specific account to work in.	Any Travel Specialist (FATA) within your BSC can update

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HRD Systems

System	What is changing	How will this impact you	What to do if you have issues
eOPF	No Change Necessary		
VLTP	No Change Necessary		
USA Staffing	No Change Necessary		
HRIS	Mode code access is updated to allow access to all Areas within the BSC	Users will have access to all records for Areas within the BSC	Contact Donna White to have access changed
PATS	Mode code access is updated to allow access to all Areas within the BSC	Users will have access to all records for Areas within the BSC	Contact Donna White to have access changed
IRIS	No Change Necessary		
PMSO (PINQ, TINQ, EPIC)	No Change Necessary		
AgLearn	BSC staff has been updated to reflect new reporting structure. AgLearn Administrators in BSC will have access to service everyone in their BSC	You will now have access to the global list to select your new supervisor. The URL to access the instructions for adding/changing a supervisor in AgLearn is listed below. The job aid is also attached in case you need it. http://www.afm.ars.usda.gov/hrd/application/files/UpdatingYourAgLearnProfile.pdf	Contact Sherell Brooks to change access as needed.
WebTA	Supervisory roles. (Instructions being issued to Timekeepers)	After February 17 the system will automatically route requests to new supervisor	Call your timekeeper of record for FY12

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System	What is changing	How will this impact you	What to do if you have issues
Employee Personal Page	No Change Necessary		
e-QIP	No Change Necessary		
e-Verify	Access updated to give all HR personnel access Agency wide	Users will have access to all records for Agency	Contact Eleanora Locker to change access as needed.
Access (HSPD-12)	No Change Necessary		
NEIS	Access updated to give Agency wide access	Users will have access to all records for Agency	Contact Eleanora Locker to change access as needed.
AQS(OWCP)	No Change Necessary		
NFC CULPRIT	No Change Necessary		
ODEO	No Change Necessary		

Real Property/FD Systems

System	What is changing	How will this impact you	What to do if you have issues
CPAIS	Agency-wide access has been granted	Care must be taken to ensure you are working in correct account. Will need to select specific account to work in.	Contact Linda Wurzberger to update access
QMIS	No change necessary		
FDMIS	No change necessary		

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APPENDIX C USDA CONNECT

Collaboration - Anytime, Anywhere, Anyone - *USDA Connect* is now accessible by all USDA employees and contractors. *USDA Connect* provides the Department with an enterprise Web 2.0 platform to support a broad range of capabilities for collaboration activities within and across agencies. Enterprise-wide collaboration leverages the Department's most important asset – the employees. Work is changing and business requires more complex interactions between employees to improve performance. Web 2.0 platforms enable and foster these complex interactions and allow employees to share [knowledge](#) accumulated and gained through [experience](#) that often isn't or can't be systematically replicated for reuse.

USDA's Connect provides a variety of social interaction applications. There are interactive communities, such as USDA Webmasters and Sustainable Operations, for sharing techniques and best practices. Information portals, such as Enterprise Messaging Service (EMS), inform end users about service features. Work profiles can be used to highlight professional capabilities and experiences that may be of value to others looking for subject matter experts to contact. Through capabilities such as social networking, blogging and file sharing, *USDA Connect* will allow us to reach across the geographical limitations and technological constraints that we faced in the past, and communicate efficiently in the 21st century.

As part of USDA's Enterprise IT solutions and getting information into the hands of the stake holders, we invite you to log in to USDA's newest collaboration, web 2.0 tool, [USDA Connect](#).

How to log-in to *USDA Connect*, set up your profile and access the help features:

Step 1: Go to <https://connections.usda.gov/>

Step 2: You will need to sign in through E-Auth (only level 2 authorized individuals may access *USDA Connect*).

- If you have a profile, you will be taken directly to the *USDA Connect* application.
- If you do not have a profile in *USDA Connect* and:
 - You are a federal USDA employee (as identified in E-Auth), you will receive a message to try back after five hours.
 - you are not a federal USDA employee:
 - Your browser will redirect you to the *Connect* registration page.
 - Fill in your e-mail address (the e-mail address must end with [USDA.gov](#), if not; you will need to obtain an [usda.gov](#) email address. (Please contact your agency supervisor to obtain an [usda.gov](#) email address).
 - Select your agency
 - Complete the other information on the registration page as requested.
 - Submit the completed registration. A self-registration link will be sent back to the specified [usda.gov](#) email address. Please click on the link to complete the registration process.

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- Your profile will be set up during the next update cycle (runs every 5 hours) and you will receive a message to try back in five hours.

Set your basic profile in three simple steps.

- Check your name and upload a profile photo
- Verify and update your contact information (phone/email)
- About Me (title, a brief job description, any expertise and personal interests)

Review the *Connect* Governance

- Log in to [USDA Connect](#)
- In the upper right menu, click on “Governance” to view guidance on using *USDA Connect*

Use the *Connect* Tutorials

- Log in to [USDA Connect](#)
- In the upper right menu, click on “Tutorials” to view audio/video/written information on using *Connect*.

Email incorrect?

- Log in to [USDA Connect](#)
- In the upper right menu, click on “Update My Email” to go to the eAuthentication Identity Minder page and click the arrow next to your name and select My Account – Modify my Profile

Add the *USDA Connect* website <<https://connections.usda.gov>> to your bookmarks that will enable easy access to your account.

***USDA Connect* is mostly a self-service tool and most issues using *Connect* can be resolved by using the following references as a self help guide;**

- *USDA Connect* “Help” at <https://connections.usda.gov/help/index.jsp?topic=/com.ibm.lotus.connections.homepage.help/hframe.html>
- *USDA Connect* “Tutorial” Multimedia Library at https://connections.usda.gov/usdaconnect/mml/WebHelp/2000_1.htm
- *USDA Connect* “Wiki” at https://connections.usda.gov/wikis/home?lang=en_US#/wiki/USDA%20Connect%20Video%20Tutorials

Still need more help with *USDA Connect*? Contact your help desk or email the *USDA Connect* team at usdaconnect@ocio.usda.gov