

IAS Roles Guide
Updated 3/11/2009

IAS Role	Role Level	Related Software Application	Associated Permissions/Activities
ABC Data Entry	State	Activity Based Costing (ABC)	ABC is closed for Data Entry. However, this role allowed users to enter data into ABC. Current NRCS employees (that do not have ABC State Coordinator or ABC Quality Assurance roles) can view ABC reports only in their assigned county.
ABC Quality Assurance	State	Activity Based Costing (ABC)	ABC is closed for Quality Assurance. However, this role allowed users to perform quality assurance activities within ABC.
ABC State Coordinator	State	Activity Based Costing (ABC)	ABC is closed for Data Entry and Quality Assurance. However, this role allowed users to see all data entry and quality assurance screens. Current employees with the ABC State Coordinator role can see all Reports for the State(s) which have been added to their profile.
Conservation System Guide Editor	State	Conservation System Guides (CSG)	Assigned to users who need to edit or create new Conservation System Guides. NRCS employees have 'read only' access to the CSG site using eAuthentication.
COP National Analyst	National	Cost of Programs (COP) Analysis	Assigned to National or Regional Level Staff with a need to access and use COP for analysis.
COP State Analyst	State	Cost of Programs (COP) Analysis	Assigned to State Level Staff with a need to access and use COP statewide analysis. All county level personnel will have access to the data specific to their county without being assigned a role.
Customer Statement Access	National	USDA Customer Statement	Allows USDA employee access to the USDA Customer Statement Application
Direct Charge National Coordinator	National	Direct Charge	Allows users to access data for all states, run reports and assign employees to the Direct Charge State Coordinator Role.
Direct Charge State Coordinator	State	Direct Charge	Allows users to access, edit their state data and run reports in the Direct Charge application at the state level.
Fund Manager State	State	Fund Manager	All NRCS ProTracts users can access the Contract Summary and Contract Summary Details reports as well as the Eligibility and Payment Limitations reports. Users with the Fund Manager State role can also access the following reports: Vendor Requests, Rejected Vendor Requests, Vendor Problems, Vendor Transmission Summary, ProTracts Financial Transactions, Transactions Requiring Immediate Attention, Member Shares for 1614 (Interim Easement Data Entry), FFIS Contract Status, FFIS Obligations, FFIS Allocations, FFIS Payments, FFIS Upload Report, and Contract Balance Comparison.
Fund Manager Affiliate	State	Fund Manager	Allows users with Level 2 eAuthentication Affiliate accounts and this role access to access the Contract Summary and Contract Summary Details reports as well as the Eligibility and Payment Limitations reports.

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Fund Manager Eligibility Update	State	Fund Manager	Allows the user to see and use an action button on the Eligibility and Payment Limitations report for updating the eligibility. (Essentially it is the same eligibility update available from Protracts; it is provided for non-ProTracts users.) Must be used in combination with the Fund Manager Vendor Coordinator role.
Fund Manager FFIS User	State	Fund Manager	Users with this role can access the following additional reports: FFIS Lookup (Vendor related), Resubmit Cancelled (Cx) Payments and Member Shares for 1614 (Interim Easement Data Entry). It is usually given to users who also release payments in FFIS.
Fund Manager Vendor Coordinator	State	Fund Manager	Assigned to state vendor coordinators. This role is highly sensitive. It allows the state vendor coordinator write access to vendor records including the ability to edit vendor records that were created in ProTracts, submit requests for new vendors, submit changes, and decline requests. Allows them to take action on vendors that have been rejected or with a 'content mismatch'. No person that approves obligations in ProTracts should have this role so duties are adequately segregated.
Fund Mgr Obligation Approval	State	Fund Manager	This role is not managed through the IAS roles application. However, it allows access to the Accept/Reject Obligations screens in Fund Manager as part of the separation of duties directive FMD-08-08. It is set by National FMD staff (Rodney Samuels and/or Stacie Kornegay); special training and an access request form (AD-1143) are required.
Fund Manager National	National	Fund Manager	This role includes the same access FM State but also gives access to Fund Manager Transmission totals data.
Fund Manager National Operations	National	Fund Manager	This includes access to all reports and the ability to manage eligibility overrides. It also allows access to the Accept/Reject Obligations screens in Fund Manager as part of the separation of duties directive FMD-08-08. It does not allow the user to edit vendor records. Should <u>never</u> be assigned to state users.
Goals Area Coordinator	State	PRS Goals	Allows area users is to set target data for those below them. NRCS employees can enter goals at the county/service center level without an additional IAS role.
Goals National Coordinator	National	PRS Goals	This role allows users (usually an SPPD employee) to enter National target data, edit data at all levels and lock the goals application for all users.
Goals National Program Manager	National	PRS Goals	Allows users with this role (National Program Managers) to set state workload estimates for each performance measure which may be used as a guideline by National Coordinators when setting national target values.

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Goals Regional Coordinator	National	PRS Goals	Allows users with this role enter regional target values. They also have the ability to edit the Negotiated State Goal values of individual states. Also allows users to see and edit data for all levels in their assigned region.
Goals Team Coordinator	State	PRS Goals	Allows team users is to set target data for those below them. NRCS employees can enter goals below this level without an additional IAS role.
IAS Account Manager	National	PRS, PRS Goals	This role is not currently in use. Allows business analyst for IAS applications to assign roles at all levels.
IAS National Coordinator	National	PRS, PRS Goals	Allows the user to assign national level and below IAS Roles including IAS State Coordinator. Also allows user to change the state/area/team setup in the Goals Application.
IAS State Coordinator*	State	PRS, PRS Goals, PMT, FSACR	Allows the user to assign state level and below IAS Roles. Also required to change the state/area/team setup in the Goals Application. Allows user to edit state level data in the Program Management Tool. Allows the user to view all the records in the Food Security Act Compliance Review application and allows that person to delete any records that were added by mistake.
ITC Contractor Technical Support	National	PRS, PRS Goals	Allows ITC contractors to access IAS applications for development or support purposes.
Leadership Level	-	CIS my.NRCS	Used to distinguish who can view Conservation Information System (CIS) data.
My.NRCS Forums Moderator	National	my.NRCS	This role is used for managing the self-moderated bulletin boards which are used within my.NRCS. A user with this role can add, edit, or delete any bulletin board entry as well as reinstate entries that have been flagged as inappropriate in error. This role is managed at a national level and should not be set at the state level.
My.NRCS National Content Manager	National	my.NRCS	This role is used for to allow editing of the "NRCS Daily News" pagelette. This role is managed at a national level and should not be set at the state level.
NRCS Calendar Admin	National	my.NRCS	This role allows users to edit and administer the my.NRCS calendar at the national level. This role is managed at a national level and should not be set at the state level.
NRCS Calendar National Manager	National	my.NRCS	This role allows users to edit the my.NRCS calendar at the national level. This role is managed at a national level and should not be set at the state level.
Online Suggestion Reviewer	National	my.NRCS	This role is not currently being used by my.NRCS. It has been used in the past to limit who can review results of survey's which have from time to time been hosted on my.NRCS. This role is managed at a national level and should not be set at the state level.

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State Public Affairs Specialists	State	my.NRCS	This role allows users to edit the my.NRCS calendar at the state level.
Natl Screen Activator	National	PRS	Allows user to activate the PRS data entry screens.
PMT National Coordinator	National	PRS, PMT, WebTCAS	Allows user to edit data in the Program Management Tool.
-	-	POINTS	Please Note: For an affiliate to access POINTS, a special IAS role is not required. The affiliate must have a Level 2 eAuthentication account with the affiliate role. The affiliate type must be one of the following: Type = 2 (Conservation District) Type = 5 (RCD) Type = 8 (Local Government) or Type = 9 (State Government)
POINTS Screen Builder	National	POINTS	Allows user to add/edit the POINTS data entry screens.
PRS Affiliate	State	PRS	Allows an NRCS affiliate to add/edit data in the PRS application.
RC&D Area	State	RC&D POINTS	Read/Edit ability for all RC&D Area Plans, Projects, Project Benefits, and Project Contributions within the state. RC&D Area Council edit permissions are dictated by the Affiliates application permissions model.
RC&D National	National	RC&D POINTS	Read/Edit ability for all RC&D Areas, Area Plans, Projects, Project Benefits, and Project Contributions across the nation. Additional ability to delete active RC&D projects. RC&D Area Council edit permissions are dictated by the Affiliates application permissions model.
RC&D State	State	RC&D POINTS	Read/Edit ability for all RC&D Areas, Area Plans, Projects, Project Benefits, and Project Contributions within the state. RC&D Area Council edit permissions are dictated by the Affiliates application permissions model.
Watershed Data Entry	State	POINTS	Can be assigned to anyone by the STC or ASTC in charge of the specific program. Most states allow one or a few people on the water resources staff to complete data entry, such as the economist or resource conservationist.
Watershed National Program Manager	National	POINTS	This role is available only to the National Watershed Leader/Manager, who can enter/modify data anywhere in the data entry screens so that corrections can be done where necessary. However, the National Watershed Program Manager does not have permission to certify POINTS Fund Requests. Nor do the National Watershed Program Managers have the ability to delete or remove projects from the Project screen. Requests will be reviewed for consideration and then forwarded to the programming staff for resolution. The National Program Manager has permissions to enter a checkmark on the following items on the Projects Fund Request data entry screens: National Priority, Congressional Earmark, Selected.

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Watershed State Certification Authority	State	POINTS	Recently, the STC has been required to certify state funding requests. In the past, the STC could give the certification role to the ASTC provided it was assigned in writing to the ASTC or other person. The national program manager is the only person provided with the permission to "un-certify" a funding request so that states can make changes as needed and then re-certify.
WebsiteBuilder Administrator	-		This role is managed at a national level and should not be set at the state level.
WebsiteBuilder Approver	-		This role is managed at a national level and should not be set at the state level.
WebsiteBuilder Content Author	-		This role is managed at a national level and should not be set at the state level.
WebsiteBuilder Orchestrator	-		This role is managed at a national level and should not be set at the state level.
WebsiteBuilder Reviewer	-		This role is managed at a national level and should not be set at the state level.

Application Directory

Activity Based Costing	https://ias.sc.egov.usda.gov/COPABCProduction/HomeListing.aspx
Conservation System Guides	https://csg.sc.egov.usda.gov/ReportsMenu.aspx
Cost of Programs (COP) Analysis	https://ias.sc.egov.usda.gov/COPAnalysisProduction/HomeListing.aspx
Customer Statement	http://customerstatement.usda.gov/
Direct Charge	http://ias.sc.egov.usda.gov/auth/DirectCharge/
Fund Manager	https://protractsfundmgr.sc.egov.usda.gov/FundMgr/default.aspx
PRS Goals	https://ias.sc.egov.usda.gov/PRSGoalsProduction/HomeListing.aspx
Leadership (CIS)	https://my.nrncs.usda.gov/cis.aspx
My.NRCS	https://my.nrncs.usda.gov/default.aspx
POINTS	http://ias.sc.egov.usda.gov/POINTSHOME/
PRS	http://ias.sc.egov.usda.gov/prshome/index.aspx
Food Security Act Compliance Review (FSACR)	http://ias.sc.egov.usda.gov/auth/csr/Default.aspx

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