

## Subpart A - General Information

### ID 512.3 NRCS Responsibilities

#### A. Contracting Permissions

(1) The State Conservationist has supplemented this section to delegate contracting responsibilities and authorize appropriate corresponding permission roles in ProTracts. Roles for EQIP and WHIP are similar. Roles for CSP differ. Roles will be reviewed and certified at least annually by the State Conservationist. All employees who have separated from NRCS or have changed positions within the Agency and no longer require access to ProTracts will be removed from the list on a regular basis.

(2) Idaho permissions for EQIP, AWEP, and WHIP are as follows:

<b>ProTracts Permission Assignment</b>	<b>Activities in ProTracts include— *</b>
<b>State Office Roles</b>	
State Conservationist	Sign contracts, approve modifications, approve payments, cancel or terminate contracts, access ProTracts to generate reports, and monitor programs.
State Program Manager	Control permissions, establish sub-accounts, allocate program funds to counties through ProTracts, cancel or terminate contracts, access ProTracts to generate reports, and monitor programs; manage ranking criteria and develop, edit, copy, or delete ranking tools from the Application Evaluation and Ranking Tool (AERT).
State Coordinator	Control permissions, Add and manage applications, develop and manage contracts, certify practices, calculate payments; manage ranking criteria and develop, edit, copy or delete, ranking tools from AERT.
Contract Specialist	This role is typically assigned to state office administrative and financial management personnel. This role can be established for state level or second level reviewers. Grant access to view funds, manage applications, view payment schedules, and manage contracts. The permission does not allow for the approval of applications, contracts and payments. It serves as a read only access to ProTracts and has been assigned on a temporary basis to corrective audit action certification personnel from both Area and State offices
<b>Field Office Roles</b>	
Field Office	Add applications, develop and manage contracts, certify practices, calculate payments; evaluate and rank applications in AERT and complete and sign status

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<b>ProTracts Permission Assignment</b>	<b>Activities in ProTracts include— *</b>
	reviews.
Field Office Manager	Add and manage applications, develop and manage contracts, certify practices, calculate payments, and select applications for funding; evaluate and rank applications in AERT.
Designated Conservationist	Upload payment schedules, add applications, develop and manage contracts, certify practices and calculate payments, select applications for funding, sign contracts, approve modifications, approve payment requests; evaluate, rank applications in AERT and approve status reviews
Program Specialist	Review cost information, applications, and contracts; select applications for funding and modify contracts.
Area Zone Manager	Generate reports, monitor program activities, and view data – very limited use in Idaho primarily by State Office operations staff.
Affiliate Field User	This role mirrors the approvals granted at the Field Office role designation. Add applications, develop and manage contracts, certify practices, calculate payments; evaluate and rank applications in AERT.

Idaho permissions for CSP and CStP are as follows:

<b>ProTracts Permission Assignment</b>	<b>Activities in ProTracts include— *</b>
<b>State Office Roles</b>	
State Conservationist	Sign contracts, approve modifications, approve payments, cancel or terminate contracts, access ProTracts to generate reports, and monitor programs.
State Program Manager	Control permissions, establish sub-accounts, allocate program funds to counties through ProTracts, cancel or terminate contracts, access ProTracts to generate reports, and monitor programs; manage ranking criteria and develop, edit, copy, or delete ranking tools from the Application Evaluation and Ranking Tool (AERT).
State Coordinator	Add and manage applications, develop and manage contracts, certify practices, calculate payments; manage ranking criteria and develop, edit, copy or delete, ranking tools from AERT.
Contract Specialist	This role is typically assigned to state office administrative and financial management personnel. This role can be established for state level or second level reviewers. Grant access to view funds, manage applications, view payment schedules, and manage contracts. The permission does not allow for the approval

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ProTracts Permission Assignment	Activities in ProTracts include— *
	of applications, contracts and payments. It serves as a read only access to ProTracts and has been assigned on a temporary basis to corrective audit action certification personnel from both Area and State offices
<b>Field Office Roles</b>	
Field Office	Add applications, develop and manage contracts, certify practices, calculate payments; evaluate and rank applications in AERT.
Field Office Manager	Add and manage applications, develop and manage contracts, certify practices, calculate payments, and select applications for funding; evaluate and rank applications in AERT.
Designated Conservationist	Upload payment schedules, add applications, develop and manage contracts, certify practices and calculate payments, select applications for funding, sign contracts, approve modifications, approve payment requests; evaluate and rank applications in AERT
Program Specialist	Review cost information, applications, and contracts; select applications for funding and modify contracts
Area Zone Manager	Generate reports, monitor program activities, and view data – very limited use in Idaho primarily by State Office operations staff.
Affiliate Field User	This role mirrors the approvals granted at the Field Office role designation. If Affiliate Field User roles are being granted within the state, verify the field office roles are appropriate for the affiliate and program. Add applications, develop and manage contracts, certify practices, calculate payments; evaluate and rank applications in AERT.

**\*Role permissions have been customized through ProTracts to match Idaho’s protocol** for program delivery. Role permissions may also be delegated differently by program. Affiliated permission roles are also available. Affiliates are "non-employees" who perform services for NRCS, act on the behalf of NRCS, or whose duties involve interaction with NRCS. Often, an affiliate is a business or organization, with the affiliation established through a contract or agreement. Employees/members of that organization then perform the services as an extension of the organization.

(3) The following list is representative of the various types of affiliates recognized by NRCS: Contractors; Conservation District Employees; RC&D Employees; State & Local Government Employees; Volunteers; Other Federal Agency Employees. Affiliates are limited to Affiliate Field User Role permissions in ProTracts.

B. Separation of Duties for Certification and Approval

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(1) In assigning permissions, the State Conservationist will assure separation of duties for committing funds and approving payment applications in ProTracts and approving obligations and payments in the Financial Information System (FFIS). This requires at least two levels – the ProTracts contract commitment and payment request level (ProTracts Approving Official) and FFIS second-level review and approval level (typically an administrative level above the contract commitment and payment request level). Employees who are authorized to commit funds and approve payment applications in ProTracts will not have access to FFIS where contract obligations and payment is certified and approved. This designation of separate approving officials for ProTracts and FFIS constitutes the second-level of review. One person will not have approving authority access in both systems.

**In Idaho Financial management personnel complete the second-level review and approval of program obligations. These person are entered into the system as Contract Specialists and do not have Protracts authority to approve either contracts or modifications.**