

Part 582 – Working Lands Conservation Programs Manual

Subpart G – NRCS Electronic Program Delivery Business Tools

582.60 Purpose

To provide guidance to Iowa employees and affiliates on assigning user roles within Conservation Desktop (CD), Conservation Assessment Ranking Tool (CART), Protracts and Fund Manager.

582.61 References

[National Bulletin 440-21-33 "Assigning User Roles for Conservation Desktop \(CD\), Conservation Assessment Ranking Tool \(CART\), Protracts and Fund Manager for Program Implementation Activities."](#)

[Title 440, General Manual, Part 402, NRCS Electronic Program Delivery Business Tools](#)

[Title 440, Conservation Programs Manual \(CMP\) Part 512, Subpart A, Section 512.3](#)

[Title 440, Conservation Programs Manual \(CMP\) Part 530, Subpart A, Section 530.3](#)

582.62 Abbreviations

ARC - Area Resource Conservationist
CART – Conservation Assessment Ranking Tool
CD – Conservation Desktop
FA – Financial Assistance
HELC – Highly Erodible Land Conservation
NRCS - Natural Resource Conservation Services
STC – State Conservationist
TA – Technical Assistance
WC – Wetland Conservation

582.63 Forms

Use the “SPECIAL INSTRUCTIONS” section of Form AD-1143 (Iowa Addendum), “Corporate Systems Access Request Form” (AD-1143) to document role requests and authorizations for all CD, CART and Protracts roles. Refer to subpart O, exhibit 582.143B “Completing the Iowa Addendum AD1143” of this manual for guidance on completing the AD-1143 form. Refer to subpart O, exhibit 582.143A “Staff Positions and Roles” of this manual to determine what access each position or role will require.

582.64 Reports

User role reports are generated in the zRoles application. [zRoles \(usda.gov\)](#)

582.65 Background

Program implementation requires the use of CD, CART, Protracts and Fund Manager. For states to properly utilize these business tools and functions, employees and affiliate users must be assigned appropriate roles or permissions.

582.66 Policy

A. The State Conservationist (STC) will use form AD-1143 to delegate contracting responsibilities and authorize appropriate individuals to assign the applicable roles in Protracts, Fund Manager, CD and CART, such as to document the request and approval of each action to add, delete, or modify user roles. There must be complete separation of duties between the user requesting access, the supervisor who approves the access, and the role grantor who enrolls the user. The Fund Manager State vendor coordinator and Fund Manager obligation approver roles may only be enrolled by the designated national financial role grantor. All AD-1143 forms must be maintained by the approving supervisor and role grantor following the filing and disposition policy contained in the NRCS records guide, located in 120- GM, Part 408, Subpart D, “Records Guide,” under file code 250-11.

B. All employees must have access to Protracts, Fund Manager, CD and CART removed by the State or Field role grantor immediately upon their separation from NRCS. The STC must review and certify the validity of all user roles quarterly, by the first of every quarter. The quarterly reports for certification review will result in either a confirmation that the role is appropriately assigned or immediate actions that must be taken to make corrections. Only appropriately delegated NRCS officials may sign contracts or approve modifications. Affiliates cannot be assigned any role that obligates funds. Protracts and exclusion rules will prevent granting those roles. Affiliates are non-NRCS 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 or members of that organization then perform the services as an extension of the organization.

The STC delegates zRoles Grantor responsibility to:

(i) Conservation Desktop/Toolkit (TA Roles)

- Toolkit State Role Grantor:
 - State Business Tools Specialist, Iowa State Office (Primary)
 - Management Analyst, Iowa State Office (Backup)
 - State Compliance Specialist (Primary Role Grantor for HELC and WC Agency Expert Roles)
- Field Role Grantor:
 - Area Business Tools Specialist (Primary)
 - Assistant ASTC-Field Operations (Backup)
 - Area Resource Conservationist (Backup)
 - Area Program Specialist (2nd Backup)

(ii) Protracts/Conservation Desktop (FA Roles)

- State Role Grantor:
 - State Business Tools Coordinator, Iowa State Office (Primary)
 - Management Analyst, Iowa State Office (Backup)
- Field Role Grantor:
 - Area Business Tools Specialist (Primary)
 - Assistant ASTC-Field Operations (Backup)
 - Area Program Specialist (Backup)
 - Area Resource Conservationist (2nd Backup)

(ii) Fund Manager

Fund Manager roles are assigned by the National Financial Role Grantor. The State Business Tools Coordinator will complete and submit the request for all Fund Manager roles.

C. Procedure. Form AD-1143 will be used to document the request and approval of each action to add, delete or modify user roles for existing employees or affiliates. Refer to subpart O, exhibit 582.143B “Completing the Iowa Addendum AD1143” of this manual for guidance on completing the AD-1143 form. Refer to subpart O, exhibit 582.143A “Staff Positions and Roles” of this manual to determine what access each position or role will require. New employees must have a valid eAuth ID before a request for business tools access is accepted. Supervisors should ensure employees separating from service have submitted an AD-1143 indicating the official separation date as the End Date in the “SPECIAL INSTRUCTIONS” section as soon as the date is established.

- (1) There will be two State role grantors (primary and backup) to ensure workflow continuity in assigning new roles. Primary jurisdiction will be determined by the State Office. Area offices will assume the responsibility for any changes in the scope of an employee’s field level roles.
- (2) Field role grantors will be assigned for each area to ensure sufficient knowledge of the process and provide a backup grantor when needed. Grantors will only assign roles within their duty area as primary jurisdiction.
- (3) The AD-1143 is required for all roles granted in zRoles. Field Role Grantors receiving role change requests will maintain a master file in each area office and provide a copy of new role requests to the State Business Tools Coordinator quarterly for electronic filing. State Roles Grantors receiving roles change requests will maintain a master file in the State Office for roles within their jurisdiction.
 - (i) User roles that have not been used for 30 days will be deactivated automatically.
 - (ii) Roles will be deactivated when an employee resigns.
- (4) Policy in 440-CPM-512-A-512.3A(2) requires that each employee who has a role for Protracts or Fund Manager have their roles formally reviewed on a quarterly basis by the applicable STC or deputy chief delegated role grantor in zRoles.
- (5) Protracts and Fund Manager users can carry dual roles if the user is in an acting position or on detail and will have an end date set for when the role expires.
- (6) The Area Resource Conservationist (ARC) and Area Business Tools Specialist are delegated the Toolkit State Role Grantor role for their respective area. Toolkit State role grantors in other areas and in the State office will provide backup to allow work flow continuity in assigning toolkit permissions. Toolkit State Role Grantors have state-wide jurisdiction to assign Toolkit and Conservation Desktop permissions and will only assign roles after receiving AD-1143 verification with the appropriate signatures.

- (7) For Toolkit and Conservation Desktop technical assistance (TA), the District Conservationist or Resource Team Leader, in consultation with the Area Resource Conservationist, will determine the appropriate level of Toolkit and Conservation Desktop permissions, as well as, the geographic scope needed for all personnel to carry out conservation planning activities within their service center coverage area, including the need for the Highly Erodible Land Conservation (HELC) Agency Expert Role or the Wetland Conservation (WC) Agency Expert Role. Supervisors will request permissions changes via AD-1143 to the appropriate Toolkit State Role Grantor at the lowest level possible.
- (8) All new field office employees, affiliates, and non-field office employees are assigned the planning support role in CD until they have completed Toolkit and CD training and have received their certified conservation planner status.
- (9) All requests for Statewide permissions will be reviewed by the State business tools coordinator and will be granted by a State office role grantor, if necessary.
- (10) To request roles, on the AD-1143 complete:
 - (i) Blocks 4-11, 14 and 36 need to be completed
 - (ii) Blocks 37 & 38 need to be signed and dated by the user
 - (iii) Blocks 41-43 need to be signed and dated by the supervisor
 - (iv) Blocks 44-46 will be completed by the security administrator (role grantor) once roles are assigned.

Figure 582-G1: Responsibilities

State Programs	This role is assigned to staff members who assist with program management and delivery. Permissions include the ability to create subaccounts and allocate funds, create and manage ranking tools, upload payment schedules, manage all aspects of applications, sign contracts, manage contracts without approving any payments, approve modifications, and cancel and terminate contracts.
Approving Official	This role is typically assigned to State Conservationists and State or area staff members who sign contracts and approve modifications, as these are the two key permissions associated with this role. Other permissions allow viewing and limited editing access of all application and contract data and the ability to cancel or terminate contracts.
Contract Support	This role is typically assigned to State or area level program, administrative, or financial management personnel. This role can be established for staff assigned the fund manager second-level obligation review role and includes the State vendor coordinator. Permissions grant access to view funds, manage applications, view payment schedules, and manage contracts. The permissions do not allow for the approval of applications, contracts, and payments.
Planner –	This role is to be assigned to the on-the-ground conservation delivery

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<p>Technical</p>	<p>assistance technical staff. The role has limited access to administrative tasks. Permissions include the ability to accept and rank applications, upload planning data, modify contracts, certify practice installation, and complete contract reviews.</p>
<p>Designated Conservationist</p>	<p>A designated conservationist is an NRCS employee whom the State Conservationist has designated as responsible for program administration in a specific area. The role can reallocate funds and take action to manage applications, including selection for funding. This role certifies conservation plan and contract documents for technical adequacy. The permissions allow most manage contracts functions, including all steps to approve payments and sign contract reviews. This role cannot sign contracts, approve modifications, or terminate or cancel contracts.</p>
<p>Program Support Assistant (Formerly Known as Farm Bill Specialist)</p>	<p>This role is assigned administrative support staff to minimize the nontechnical duties on field staff. This role can take all steps to manage applications and contracts with all data entry functions. This role does not have approval authority for funding or obligations and cannot approve modifications but can review or approve payments. This role may also be assigned in conjunction with the “designated conservationist” role due to limited staffing resources.</p>