Title 440 – Iowa Conservation Program Manual

# PART 582 – Working Lands Conservation Programs Manual

## Subpart G – NRCS Electronic Program Delivery Business Tools

Amended March 2025

### 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

A. National Instruction Title 440, Part 315, "NRCS Business Tool Access Control Instructions"

B. Title 440, General Manual, Part 402, "NRCS Electronic Program Delivery Business Tools"

C. Title 440 Conservation Programs Manual, Part 512 "Conservation Program Contracting," Section 512.3 "NRCS Responsibilities"

D. Title 440 Conservation Programs Manual Part 530 "Working Lands Conservation Programs Manual," Section 530.3 "Delegation of Authority"

### 582.62 Forms

NRCS-PGM-1143, "NRCS Business Tool System Access Request" is the form used to document role requests and authorizations for all CD, CART, ProTracts and Fund Manager roles refer to subpart O, exhibit B "Completing the Iowa Addendum AD1143" of this manual for guidance on completing the NRCS-PGM-1143 form. Refer to subpart O, exhibit A "Iowa Staff Position and Roles Update" of this manual to determine the roles and scope for each staff position.

### 582.63 Reports

User role reports are generated in the zRoles application. zRoles (usda.gov)

## 582.64 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.

Managers and supervisors must grant access based on the security concepts of need-to-know, least privilege, and separation of duties.

a. Need-to-Know. Access is granted based on the user's minimum need required to perform duties.
b. Least Privilege. Access is granted based on the minimum system resources and authorizations the user needs to perform duties.
c. Separation of Duties. Roles associated to critical functions will be assigned to different staff members to ensure that no individual has enough information or access privilege to commit fraud.

## 582.65 Policy

A. The State Conservationist (STC) will use form NRCS-PGM-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 takes action on the request.

B. In assigning roles, the State Conservationist (STC) or delegate must ensure a separation of duties for obligating funds in ProTracts (approving official) or CD (obligating roles) and the second-level review of obligations and payments in Fund Manager. The Fund Manager state vendor coordinator and Fund Manager obligation approver roles may only be enrolled by the designated national financial role grantor. All NRCS-PGM-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 Title 120 General Manual, Part 408, "Records," Section 408.62, "NRCS Records Guide."

C. 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 will not be assigned roles that enable them to approve or certify payments, cancel, terminate, or sign contracts, or obligate funds on behalf of NRCS (National Instruction Title 440 Section 315.4 (A4), "Requirements for Access"). 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 NRCS.

The STC delegates zRoles Grantor responsibility to:

d. Conservation Desktop/Toolkit (TA Roles)
  (1) State Role Grantor:
    (a) State Business Tools Coordinator, Iowa State Office (Primary)
    (b) Management and Program Analyst, Iowa State Office (Backup)
    (c) State Compliance Specialist (Primary Role Grantor for HELC and WC Agency Expert Roles)
  (2) Field Role Grantor:
    (a) Area Business Tools Specialist (Primary)
    (b) Assistant ASTC-Field Operations (Backup)
    (c) Area Resource Conservationist (Backup)
    (d) Area Program Specialist (2nd Backup)

e. ProTracts/Conservation Desktop (FA Roles)
  (1) State Role Grantor:
    (a) State Business Tools Coordinator, Iowa State Office (Primary)
    (b) Management and Program Analyst, Iowa State Office (Backup)
  (2) Field Role Grantor:
    (a) Area Business Tools Specialist (Primary)
    (b) Assistant ASTC-Field Operations (Backup)
    (c) Area Program Specialist (Backup)
    (d) Area Resource Conservationist (2nd Backup)

f. 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. The CD financial reviewer and the FM obligation approval roles are for users conducting second level obligation approval, monitoring ProTracts payment and obligation transactions sent to FMMI, and resolving problems with pending, cancelled, or rejected transactions. Users with this role must first complete the federal appropriation law training course.

D. **Procedure**. Form NRCS-PGM-1143 will be used to document the request and approval of each action to add, delete or modify user roles or scope for existing employees or affiliates. Refer to subpart O, exhibit B “Completing the Iowa Addendum AD1143” of this manual for guidance on completing the NRCS-PGM-1143 form. Refer to subpart O, exhibit A “Iowa Staff Position and Roles Update” of this manual to determine what access each position or role will require. New employees must have a valid eAuth ID and a fully executed IRM-03 before a request for business tools access is accepted. Supervisors should ensure employees separating from service have submitted an NRCS-PGM-1143 indicating the official separation date as the End Date in Block 14 of the NRCS-PGM-1143 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 NRCS-PGM-1143 is required for all roles granted in zRoles. Field Role Grantors receiving change requests will maintain a master file in each area office and provide a copy of new requests to the State Business Tools Coordinator quarterly for electronic filing. State Role Grantors receiving role change requests will maintain a master file in the State Office for roles within their jurisdiction.
    a. User roles that have not been used for 30 days will be deactivated automatically.
    b. Roles will be deactivated when an employee resigns.
4. Policy in National Instruction Title 440 Section 315.5, "Monitoring and Audits" requires that each employee who has a role for ProTracts, Fund Manager or Conservation Desktop financial roles will have their roles formally reviewed on a quarterly basis by the applicable STC or deputy chief delegated role grantor in zRoles. CD financial roles quarterly audits will be conducted when integrated obligations are enabled to interact with FMMI.
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. 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 NRCS-PGM-1143 to the appropriate Role Grantor at the lowest level possible.
7. All new field office employees, affiliates, and non-field office employees are assigned the planning support role in CD until they have completed CD training and have received their certified conservation planner status.
8. 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.

## 582.66 Abbreviations

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

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