



**United States Department of Agriculture
Grain Inspection, Stockyards and Packers Administration**

Organizations and Personnel

User's Manual

Version 2.0

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Table A – Previous Change History

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Document Sign-off

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I. Introduction

The Organizations and Personnel application (OPA) maintains personnel, agency, and organizational data for other applications in the USDA's Grain Inspection, Packers and Stockyards Administration (GIPSA) Application Modernization (GAM) suite. The version documented in this manual represents phase two of what will become GIPSA's Organizations, Personnel and Activity Reporting System (OPARS).

In its present form, OPA holds records of all GIPSA organizations (including service point locations) and personnel (including employees and contractors with network user identifications), as well as the overall GIPSA organization hierarchy. It supports service point, management code, and billing rate information for the FGIS (Federal Grain Inspection Service) Inspection Data Warehouse (IDW) and Certificates applications. Finally, OPA incorporates the official agency and service point records for the forthcoming Delegation/Designation & Export Registration application (DDR).

Authorized users can search the system for personnel, organizations, locations, organization roles, service point locations, service providers, and organization roles. Public (non-employee) users can search a limited data set of personnel and service providers.

OPA II works in tandem with GIPSA's Active Directory installation (AD) and Network and Telecommunications Branch (NTB). Most personnel data originates with and is maintained by AD and NTB, and is extracted to OPA on a daily basis or as needed. A limited subset of personnel data is maintained in OPA alone, to provide the most current data pool for other GAM applications.

All GIPSA organization and organization hierarchy information, however, is first maintained within OPA, and then shared with AD and NTB. New organization records are added first to OPA, and the link between organizations and personnel is maintained by sharing a common set of organization names for each GIPSA employee and contractor.

This manual replaces the version dated July 1, 2005.

USDA GIPSA Home Page

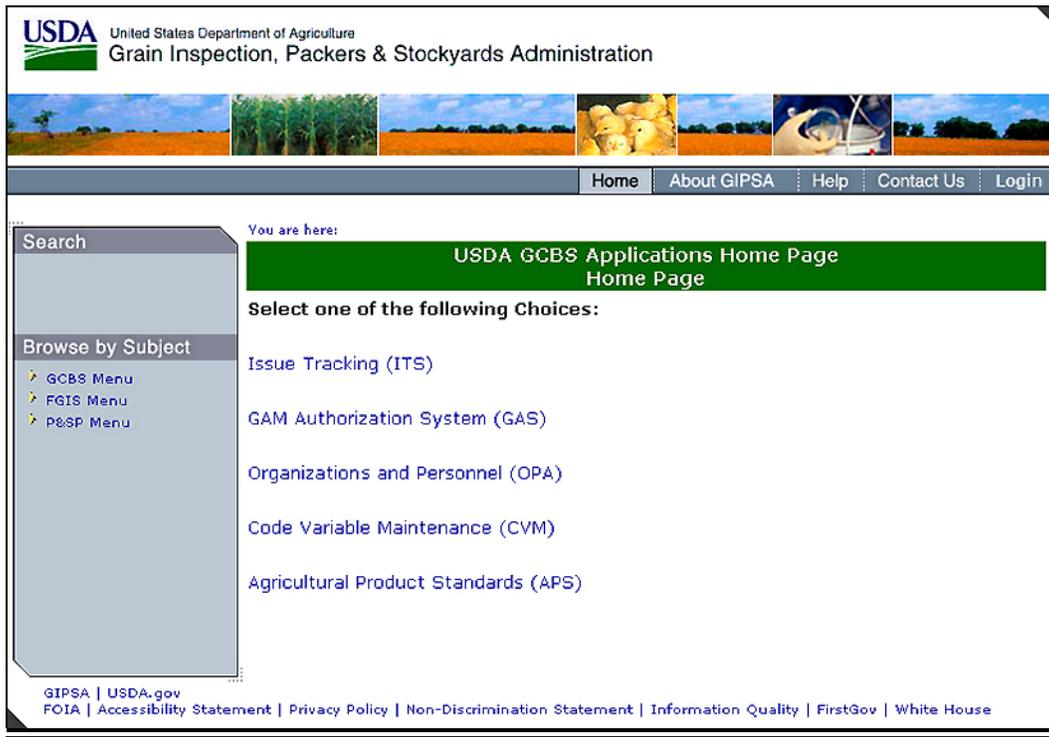


Figure 1 – USDA GIPSA Common Business Systems home page

This is the USDA’s GIPSA Common Business Systems (GCBS) Applications home page (Fig. 1). From this page you can enter the application by selecting Organization and Personnel (OPA).

Every page within the GAM suite has three navigation areas: a menu of internal links, a menu of external links, and general navigation buttons. The rest of the screen will change according to the active application. **Note:** these links are under development and subject to change.

General Navigation

The buttons at the top right direct you to system resources.

LINK	REDIRECTS USER TO
Home	USDA GIPSA Intranet home page
Help	GAM-wide help system
About GIPSA	GIPSA public information page
Contact Us	GIPSA public contact information page
Login	GIPSA user login interface

Internal Navigation

The internal links are located in the grey Search / Browse navigation panel on the left. At the GAM home page level, it links to other GAM applications.

LINK	REDIRECTS USER TO
FGIS Menu	the home page for the Federal Grain Inspection Service suite of applications
P&SP Menu	the home page for the Packers & Stockyards Programs suite of applications

Once you enter an application (such as OPA or APS), the Search / Browse panel will change to reflect that application's menu options.

External Navigation

The external links are accessed from the menu bar at the bottom of the screen.

LINK	REDIRECTS USER TO
GIPSA	the Grain Inspection, Packers & Stockyards Administration organizational home page
USDA.gov	the United States Department of Agriculture home page
FOIA	the USDA Freedom of Information Act page
Accessibility Statement	the USDA Accessibility Statement page
Privacy Policy	the USDA Privacy Policy page
Non-Discrimination Statement	the USDA Non-Discrimination Statement page
Information Quality	the USDA Quality of Information Guidelines page
FirstGov	the U.S. Government's Web Portal home page
White House	the White House home page

Organizations and Personnel (OPA) Navigation Map

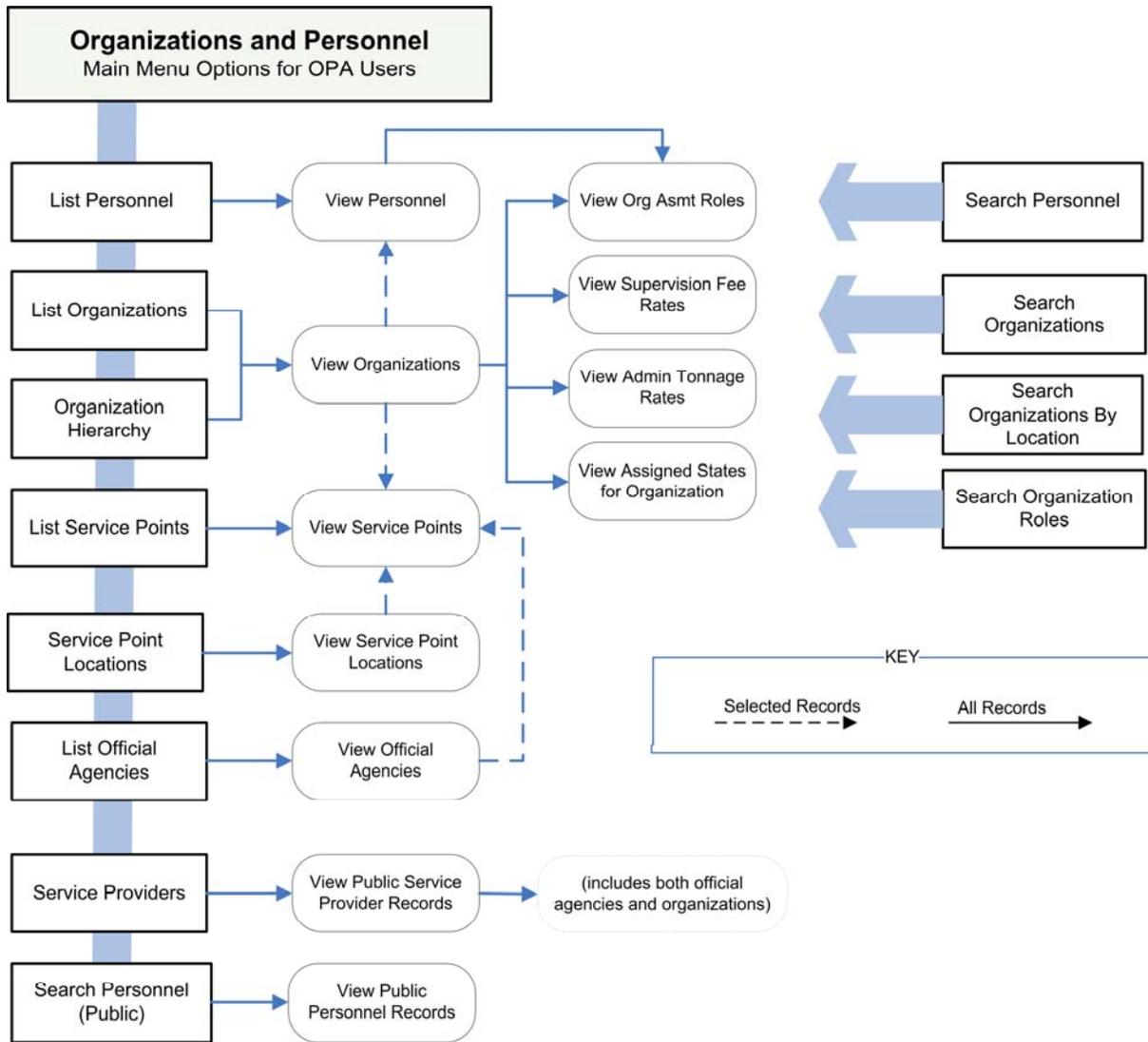


Figure 2 – Organizations and Personnel Navigation Map: OPA Users

The navigation map (Fig. 2) shows the menu options for general OPA users, and the actions available from each of these options. The rectangles represent application links and the ovals represent functions. The navigation map (Fig. 3) shows the menu options for administrative OPA users, and the actions available from each of these options.

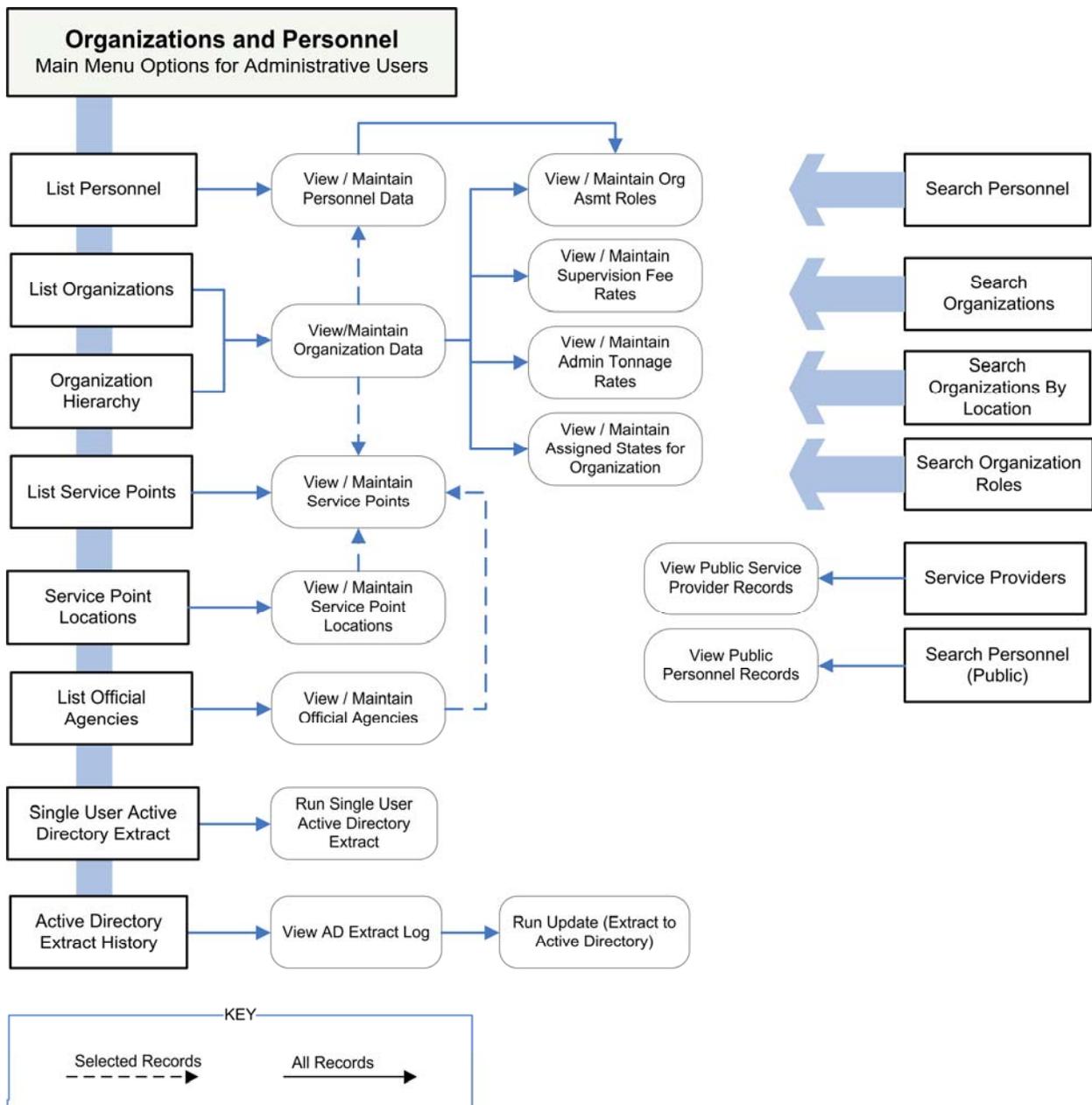


Figure 3 – Organizations and Personnel Navigation Map: Administrative Users

The OPA process flow (Fig. 4) shows the business processes that are implemented in the current version of OPA, the sequence of these processes, and the organizations within GIPSA that carry out these processes, the Network and Telecommunications Branch (NTB) and Active Directory (AD).

For more information on the flow of data and the hierarchy of data maintenance between organizations, see section E.

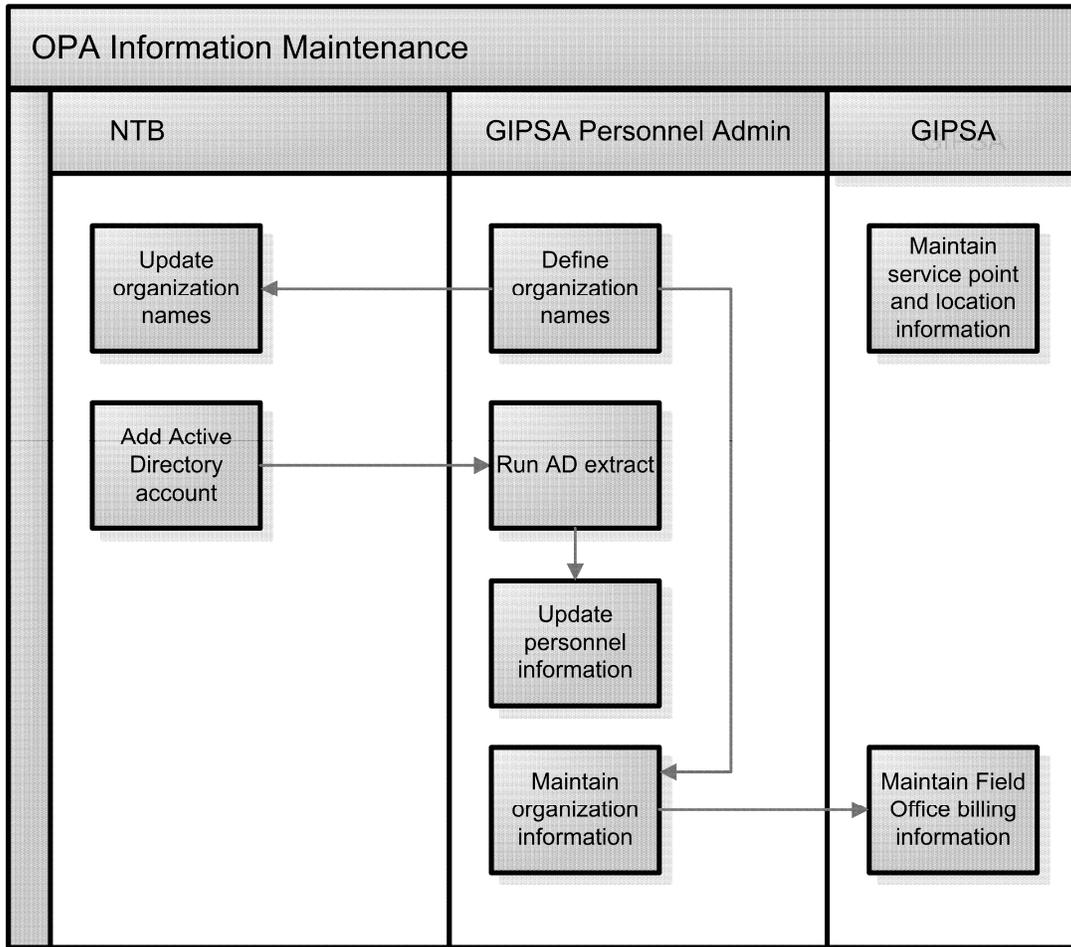


Figure 4 – Maintain Information Process Flow: OPA Administrators

A. OPA Application Navigation

Navigating the Application

The text that starts with **You are here:** immediately above the green title bar on the page is referred to as the breadcrumbs area. As you navigate through OPA, this area will change to reflect your chain of menu options. For example, if you start at the OPA Main Menu page, then select List Organizations, then select **Personnel**, then select an individual personnel record, the breadcrumbs area will read:

[You are here: OPA Menu / Organization List / Personnel List / Personnel Maint](#)

The breadcrumbs area also provides active navigation links. In the example above, you can click [OPA Menu](#) in the breadcrumbs area to return directly to the home page.

Because there are several command routes to the same data records, breadcrumbs pinpoint both where you are within the application and how you got there, and allow you to retrace your path. For example, you can access personnel records with three OPA Main Menu options: List Personnel, List Organizations, or Organizational Hierarchy. These options all lead to the same data records; only the breadcrumb trail at the top of the active page will be different (Fig 5).

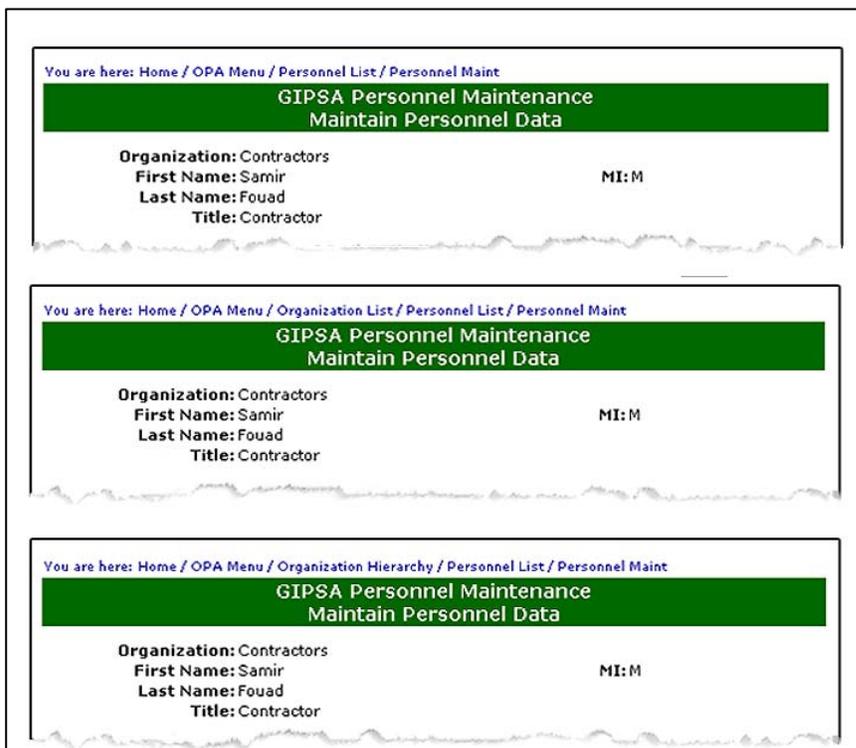


Figure 5 – Active Page Breadcrumbs

The blue text above the active page indicates your chain of menu options. In this example, each option led to the same data page from different areas within the application.

Navigating List Pages

Almost all of the list pages in OPA displays data in the form of tables. These list pages might be one of the main pages, such as the **List Personnel** page, or a table displaying the results of a search. Each table has the same navigation controls. Each table also displays the total number of records at the bottom of the page, next to the row and page navigation tools.

To *change the number of rows displayed on the page*, type the desired value (from 1 to all available) in the field next to "**Rows:**" and press enter. Tables will display 10 rows per page unless otherwise specified.

To *view the next page or previous page of records*, click the forward ► or backward ◀ arrows.

To *jump to a different page of records*, type the desired page number in the field next to "**Page:**" and click "**Go.**"

To *sort records*, click the column header (such as last name or organization) to sort in ascending or descending order by that field. Once sorted, an upward or downward pointing arrow (▲ or ▼) appears beside the column name to indicate which column the table is sorted by, and in which direction.

To *locate a specific user, location, service point, or organization*, use the column sort feature and navigate by page of table records. For larger tables it is more efficient to choose a search option from the application home page or from the grey **Search** panel to the left.

Navigating the Organization Hierarchy

The organization hierarchy is an indented list showing all GIPSA organizations (section B. 12). The highest level organizations (such as Office of the Administrator) are at the left edge of the list, and each lower level is displayed in an indented fashion to the right.

Since the entire organization hierarchy is shown, there are no scrolling or sorting controls available other than the ones provided by your internet browser.

Internal Menu Navigation

The internal menu links are located in the grey **Search / Browse by Subject** panel on the left side of the page. All of the application's commands available to you will be visible in the **Search / Browse** panel, no matter where you are in the application.

Session Timeout

As a security precaution, all GAM applications will time out when they are left idle for an extended period of time. All timeouts will default to the GAM Session Timeout page (Fig. 6). Click the blue hyperlink [here](#) to be redirected to the login page.

Once you log back in, you will return to the home page of the application which timed out.



**Figure 6 – Session
Timeout Page**

II. OPA Functions

Introduction

There are three types of data in OPA: personnel data (including organizational roles), organization data (including field offices, official agencies, administrative offices, and service points), and organizational hierarchy data. These detailed data records can be accessed and/or maintained by general OPA users and by administrators.

A limited subset of personnel and service location records is available for public users.

OPA is also used to maintain all organizational information, including the organization hierarchy (as shown in Fig. 3). The resulting personnel and organizational information is made available to other GAM applications through a number of defined web services. For more information, see section C.

User Types

Because OPA accommodates a wide range of users, from public users to administrators, the menu options are hidden or visible according to the user's eAuthentication Login ID information. This manual explains OPA functions according to each user role. Because higher-access roles include permissions from lower levels, advanced users (such as administrators) should also read the preceding user sections.

To log into OPA you must have a USDA eAuthentication account with Level 2 access, and you must be granted access to the OPA application itself through GIPSA's eAuthorization System. Once you enter the OPA application, your assigned role will determine which OPA menu options are visible on the page.

Public users can be anyone who accesses the public OPA page through the internet. They do not require USDA eAuthentication accounts.

General OPA users require an eAuthentication account with Level 2 access, plus an eAuthorization OPA role. They can view personnel and organization data and search the data tables for a target record. Only the view and search menu options are visible to those assigned this user role.

Personnel Administrators can view and search personnel and organization data, but also enter and maintain information about GIPSA organizations, assign and update the individual license number and job series, and execute the Active extract processes for a single user or for the entire agency as needed. All main menu options are visible to this user role.

OPA Administrators can perform the personnel administrator's functions, and also maintain OPA's specific code variable values and lookup table values in the G_CVM system. All menu choices are visible to this user role.

A. Public Users

A. 1 — Overview

Public users (users who do not have a USDA eAuthorization account) can search a limited OPA data set to locate GIPSA personnel and DDR service providers. Public menu options are shown in Fig. 7 below.

Regular OPA users and administrative users can access the public home through the link in the left **Search / Browse By Subject** panel.

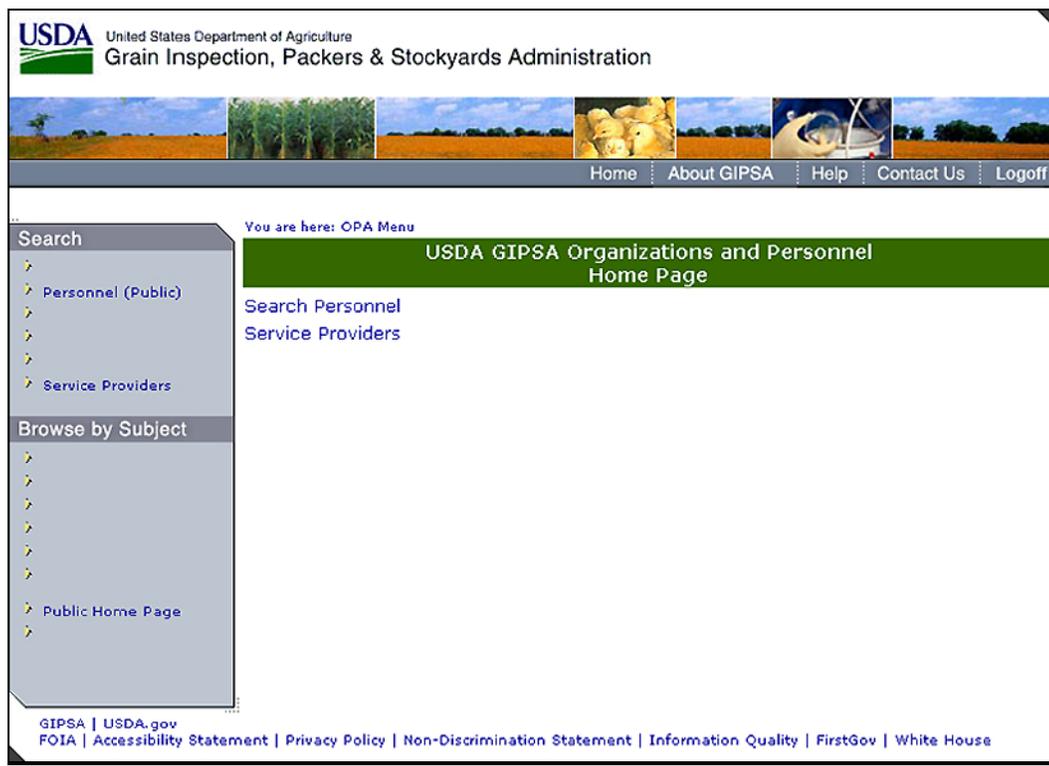


Figure 7 – Organizations and Personnel Home Page: Public Users

A. 2 — Public Search Personnel: Overview

To perform a search of the public personnel records,

- Select [Search Personnel](#) from the OPA home page.
- Select [Personnel \(Public\)](#) in the grey **Search** panel from anywhere within the application.

Both commands open the **Search Personnel Data** page (Fig. 10). You can search for one or more GIPSA employees by name, organization, location, or phone number, or you can search for all employees within a given organization or location.

You can search records by any or all data fields. Depending on the field, you will either manually enter your search value and operand, or choose from existing field values.

Data fields that require operands will display a droplist of commands to the left of a blank field where you can type your search value (Fig. 8).

- Contains* finds records using all or part of that word or phrase, including spaces.
- = finds records that exactly match your data.
- < finds records containing values less than your search criteria; for text data, this means starting with letters that are earlier in the alphabet than the one(s) you entered.
- > finds records containing values greater than your search criteria.
- <= finds records containing values less than or equal to your search criteria.
- >= finds records containing values greater than or equal to your search criteria.

Other data fields provide a list of existing values (Fig. 9). Use the arrow buttons on the field box to view all choices. To add a search value, highlight the text with the mouse and click the **Select >>** button. The value will appear in the white box on the right side of the field. You can add multiple values one at a time, or hold down the CTRL key while highlighting values, and click **Select >>** to add them all at once. To remove a value from your search criteria, highlight it and click **Remove**.

If you click **Search Data** without entering any values into the search fields, it will pull up all public personnel records.

For all blank data entry fields, the entered value will be treated as a text string. For example, entering "br" in the Last Name search field will find records for Clarice Brown and Clarence Abrams.

Figure 8 – Select Search Operands

Figure 9 – Select Search Values

Figure 10 – Search Personnel Data (Public)

Last Name	First Name	Phone	Email	Organization	City	State / Province	Postal Code
Barker	Kevin		Kevin.L.Barker@usda.gov	Contractors	WASHINGTON	DC	20250
Bhatt	Vyomesh		Vyomesh.V.Bhatt@usda.gov	Contractors	Washington	DC	20250
Shah	Maulik	(202) 720-8101	Maulik.H.Shah@usda.gov	Contractors	WASHINGTON	DC	20250-3601
Weber	Carl		Carl.C.Weber@usda.gov	Contractors	WASHINGTON	DC	20250
Yarbrough	Kirby	(202) 720-0156	Kirby.J.Yarbrough@usda.gov	Contractors	WASHINGTON	DC	20250-3601

Figure 11 – List Personnel Records (Public): Web Page Results

A. 3 – Public Search Personnel

Enter your search values on the search form (Fig. 10) and click **Search Data**. Use the **Show Results As** droplist to generate your report in one of three formats:

as a *web page* (Fig. 11). OPA generates a data table within an active web page.

From here you can begin a new search, or return to the home page.

as an *Excel spreadsheet* (Fig. 12). You can open the spreadsheet within a new browser window, or save it as a file to your local computer.

as a *PDF* (Fig. 13). You can open the PDF (portable document format) within your PDF reader (such as Adobe Acrobat), or save it as a file to your local computer. PDFs are read-only. Not all searches support PDF results.

A. 4 – Public Search Service Providers

To perform a search of the public service provider records,

- select Service Providers from the OPA home page, or
- select Service Providers in the grey **Search** panel from anywhere within the application.

Both commands open the **List Service Providers** page (Fig. 14). Select the state from the droplist to generate a table of service providers by state. Only one state's service providers can be displayed at one time (Fig. 15). **Note:** both Official Agencies (private and state-run) and GIPSA Field Offices are included in the database.

1	Last Name	First Name	Phone	Email	Organization	City	State / Province	Postal Code
2	Barker	Kevin		Kevin.L.Barker@usda.gov	Contractors	WASHINGTON	DC	20250
3	Bhatt	Vyomesh		Vyomesh.V.Bhatt@usda.gov	Contractors	Washington	DC	20250-3601
4	Casper	Lenoy	(202) 720-8101	Lenoy.S.Casper@usda.gov	Contractors	WASHINGTON	DC	20250-3601
5	Fouad	Samir	(202) 720-7477	Samir.M.Fouad@usda.gov	Contractors	WASHINGTON	DC	20250-3601
6	Johnston	Ronald		Ronald.J.Johnston@usda.gov	Contractors	WASHINGTON	DC	
7	Quinn	Christopher		Christopher.Quinn@usda.gov	Contractors	Washington	DC	
8	Shah	Maulik	(202) 720-8101	Maulik.H.Shah@usda.gov	Contractors	WASHINGTON	DC	20250-3601
9	Weber	Carl		Carl.C.Weber@usda.gov	Contractors	WASHINGTON	DC	
10	Yarbrough	Kirby	(202) 720-0158	Kirby.J.Yarbrough@usda.gov	Contractors	WASHINGTON	DC	20250-3601
11	Yeh	Apollo	(202) 720-8101	Apollo.B.Yeh@usda.gov	Contractors	WASHINGTON	DC	20250-3601
12	Zhang	Brian		Brian.Zhang@usda.gov	Contractors	WASHINGTON	DC	

Figure 12 – List Personnel Records (Public): Excel Results

Last Name	First Name	Organization	City	State	Postal Code	Email	Phone
Barker	Kevin	Contractors	WASHINGTON	DC	20250	Kevin.L.Barker@usda.gov	
Bhatt	Vyomesh	Contractors	Washington	DC		Vyomesh.V.Bhatt@usda.gov	
Casper	Lenoy	Contractors	WASHINGTON	DC	20250-3601	Lenoy.S.Casper@usda.gov	(202) 720-8101
Fouad	Samir	Contractors	WASHINGTON	DC	20250-3601	Samir.M.Fouad@usda.gov	(202) 720-7477
Johnston	Ronald	Contractors	WASHINGTON	DC	20250	Ronald.J.Johnston@usda.gov	
Quinn	Christopher	Contractors	Washington	DC		Christopher.Quinn@usda.gov	
Shah	Maulik	Contractors	WASHINGTON	DC	20250-3601	Maulik.H.Shah@usda.gov	(202) 720-8101
Weber	Carl	Contractors	WASHINGTON	DC	20250	Carl.C.Weber@usda.gov	
Yarbrough	Kirby	Contractors	WASHINGTON	DC	20250-3601	Kirby.J.Yarbrough@usda.gov	(202) 720-0158
Yeh	Apollo	Contractors	WASHINGTON	DC	20250-3601	Apollo.B.Yeh@usda.gov	(202) 720-8101
Zhang	Brian	Contractors	WASHINGTON	DC	20250	Brian.Zhang@usda.gov	

Figure 13 – List Personnel Records (Public): PDF results

You are here: OPA Menu / Service Providers

GIPSA Service Providers
List Service Providers

Select State: *** Null Value ***

- *** Null Value ***
- AK
- AL
- AQ
- AR
- AZ
- CA
- CO
- CT
- DC

Figure 14 – List Service Providers (Public)

You are here: OPA Menu / Service Providers

GIPSA Service Providers
List Service Providers

Select State: ND

Type	Name	Abbr	City	Email	Phone
Field Office	FGIS - Grand Forks Field Office	GFFO	Grand Forks		(701) 772-3371
Official Agency	North Dakota Grain Inspection Service, Inc.	NR	Fargo	mike.adams@graininspection.com	701-293-7420

Figure 15 – List Service Providers (Public): State Results

B. General OPA Users

B. 1 — Introduction

General OPA users can view detailed records for all employees, contractors, and organizations within GIPSA, as well as identify an organization's position in the overall hierarchy (parent offices, regional offices, headquarters, etc.). They can view service point location and official agency records. Finally, they can perform a variety of targeted searches.

The primary menu options (Fig. 16) explained in this section are:

- [List Organizations](#)
- [List Personnel](#)
- [Organization Hierarchy](#)
- [List Service Points](#)
- [List Service Point Locations](#)
- [List Official Agencies](#)

For information about the search menu options, see section C.

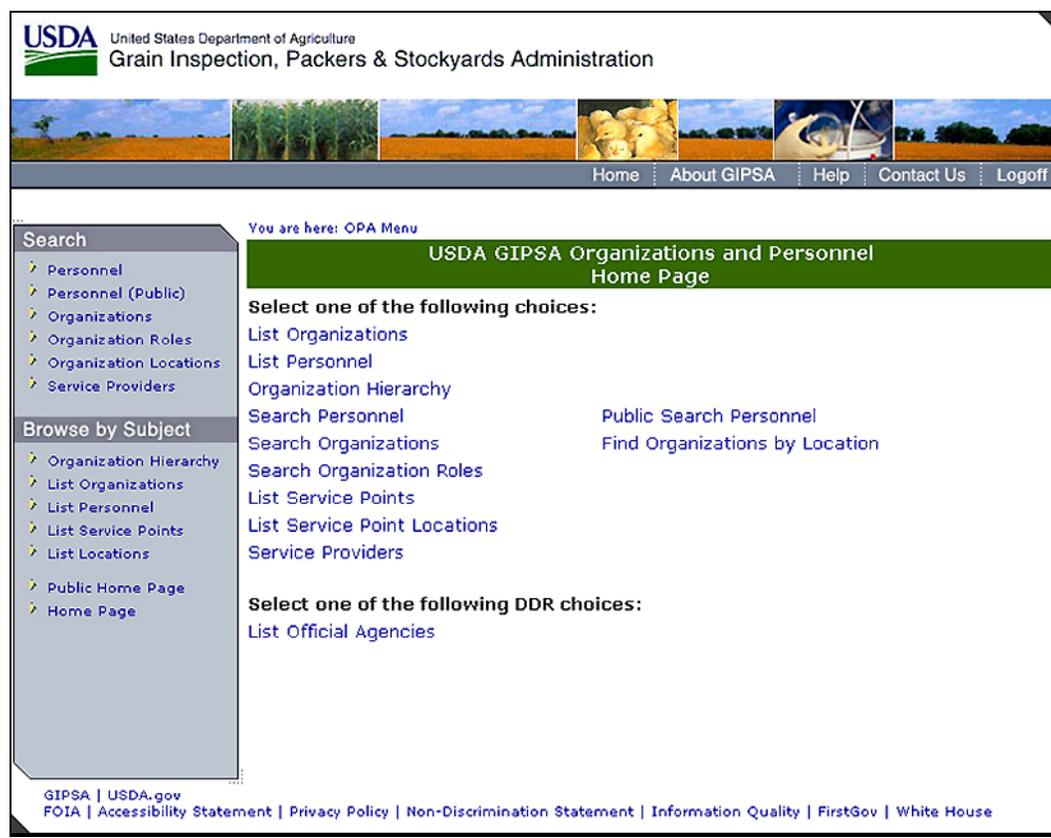


Figure 16 – Organizations and Personnel Home Page: General OPA Users

B. 2 – View Personnel Records

Personnel records contain an individual’s contact information, title, organization role assignment, employment status, organization or affiliation, license number (if any), and job series designation. There are several ways to access personnel records from the OPA home page:

- To view the list of all GIPSA personnel in OPA, select the main menu option [List Personnel](#).
- To view employees by organization, select the main menu option [List Organizations](#). Click **Personnel** next to your target organization.
- To view employees in one organization, select the main menu option [Organization Hierarchy](#). Click **Personnel** next to your target organization.

Each of these options leads to the **List Personnel Records** page (Fig. 17). This page displays a quick reference list of individual records by name, phone number, email address, and the employing organization. From this page you also view the personnel data and role assignments for a given record.

This page also tracks the total number of personnel in the database, which is tallied at the bottom of the table display.

The screenshot shows the 'GIPSA Personnel List' page. At the top, there is a breadcrumb trail: 'You are here: OPA Menu / Personnel List'. Below this is a green header with the text 'GIPSA Personnel List' and 'List Personnel Records'. A search filter is present with the label 'Filter Search' and a text input field containing 'Last Name:'. To the right of the input field are 'Filter' and 'Clear' buttons. Below the search filter, it says 'Select one of the following Personnel records:'. A table follows with columns: Action, Last Name, First Name, MI, Phone, Email, and Organization. The table contains five rows of personnel records. At the bottom of the table, there is a pagination control showing '746 records in 75 Pages. Rows: 10' and 'Page: 1' with 'Go' and navigation arrows.

Action	Last Name	First Name	MI	Phone	Email	Organization
[View] [Roles]	Abrom	Clarence	E	(281) 338-2787	Clarence.E.Abrom@usda.gov	FGIS - League City Field Office
[View] [Roles]	Adam	Carmon	C	(701) 772-3371	Carmon.C.Adam@usda.gov	FGIS - Grand Forks Field Office
[View] [Roles]	Adams	Jaime	C	(202) 720-0239	Jaime.C.Adams@usda.gov	P&SP - Office of Deputy Administrator
[View] [Roles]	Adams	James	M	(202) 720-4367	James.M.Adams@usda.gov	P&SP - Financial Branch
[View] [Roles]	Ainsworth	Jill	M	(404) 662-5412	Jill.M.Ainsworth@usda.gov	ITS - Operations Branch

Figure 17 – List Personnel Records (OPA Users)
Click **View** to see detailed information in an individual record. Click **Roles** to see organizational role assignments.

To filter the table by a last name or set of names, use the [Filter Search](#) option at the top of the page. Type some or all of the user or users’ last name into the field at the top of the page and click **Filter**.

- Enclose the name in quotes if you want records to exactly match the search criteria. Searches are not case-sensitive.
- Your search string must include the first letter or letters of the last name for OPA to identify the user. For example, if you enter “smi” in the search field, OPA will display the records for John Smith and Alice Smiley, but not for Pat Naismith.

The table display will remain filtered until you restore it. When you are finished, hit **Clear** to restore the full table of personnel records. To find a specific individual you can also use a targeted search option. See section C for more information.

B. 3 – View Personnel Data

Select **View** next to an individual's record to open the read-only **Maintain Personnel Data** page (Fig. 18). This detailed record includes the employee's job title, job series, license number, login ID, and additional contact information. When finished, use the breadcrumbs or click **Return** at the bottom of the page to go back to the list page.

You are here: [Home](#) / [OPA Menu](#) / [Personnel List](#) / [Personnel Maint](#)

GIPSA Personnel Maintenance
Maintain Personnel Data

Organization: ITS - Operations Branch		MI: M
First Name: Jill		
Last Name: Ainsworth		
Title: Information Technology Specialist		
Status: Active		
License Number:	Job Series: *** Null Value ***	
Email: Jill.M.Ainsworth@gipsa.usda.gov	Login ID: JMainsworth	
Phone: (404) 562-5412	Fax: (404) 562-5848	
Mobile Phone:		
Room:		
Address: Suite 230, 75 Spring Street		
PO Box:		
City: ATLANTA		
State/Province: GA		
Postal Code: 30303-0000		
Country: US		
Last update: Last change made on 6/23/2005 4:07:12 PM by user AD UPDATE.		
<input type="button" value="Return"/>		

Figure 18 – Maintain Personnel Data (Read-Only)

B. 4 – View Organization Role Assignments For Personnel

Click **Roles** next to a personnel record to display the **List Org Role Asmt Records** table for that individual (Fig. 19). The data fields are:

Organization, the agency or organization where the individual performs the role's functions. **Note:** the organization does *not* have to be the employing agency. For example, someone who is employed by the organization "Office of Administrator" can hold the Privacy Officer role for the organization "EAPMO Staff."

Individual, the user's first and last name (the "User" field from eAuthorization).

Role, the individual's job title or function in the organization.

Type, which can be Primary (this individual performs most or all of the role's duties) or Secondary (there is another individual responsible for most or all of the role's duties).

Start and *End* dates, the effective dates of employment in that role.

Status can be Active or Inactive. Role records are deleted when employment ends.

Some alternate routes to the **List Org Role Asmt Records** page are:

- From the home page, select [List Organizations](#). Select **Personnel** from the [Action](#) droplist. Click **Roles** next to an individual to display that person's role(s).

- From the home page, select [List Organizations](#). Select **Roles** from the [Action](#) droplist to display all roles assigned to that organization.
- From the home page, select [Organization Hierarchy](#) and click **Personnel** next to the target organization. Select the individual's **Roles**.
- Perform a targeted search as described in section C.

When finished, use the breadcrumbs to return to the [List Personnel Records](#) page.

Click **View** next to the role to view the read-only [Maintain Org Role Asmt Data](#) page (Fig. 20), which includes data from the Role table, plus the date the record was last updated. When finished, use the breadcrumbs to navigate back, or click **Return** at the bottom of the page to go back to the list records page.

You are here: [OPA Menu / Personnel List / Org Role Asmt List](#)

GIPSA Org Role Asmt List
List Org Role Asmt Records

Select one of the following Org Role Asmt records for Personnel 'L5Capper':

Action	Organization	Individual	Role	Type	Start Date	End Date	Status
[View]	Contractors	Capper, Leroy S	Privacy Officer	Primary	12/20/2005	12/25/2010	Active

1 records in 1 Pages. Rows: Page:

Figure 19 – List Organization Role Assignment Records (For Personnel)

You are here: [OPA Menu / Personnel List / Org Role Asmt List / Org Role Asmt Maint](#)

GIPSA Org Role Asmt Maintenance
Maintain Org Role Asmt Data

Individual: Capper, Leroy S
Organization: Contractors
Role: Privacy Officer
Start Date: 12/20/2005
Status: Active
Last update: Last change made on 1/5/2006 12:35:20 PM by user RAKAYNE_DEV.

Figure 20 – Maintain Organization Role Assignment Data (Read-Only)

B. 5 – View GIPSA Organization Records

From the OPA main menu or from the grey **Browse** panel, select [List Organizations](#) to open the [List Organization Records](#) page (Fig. 21). This table provides a quick reference list of each GIPSA organization's name, parent office, personnel, location, and organization type, as well as additional information according to the type of organization.

In this table, *Type* designates the organization's place in the GIPSA organization chart, such as Headquarters, Regional Office, Division, Investigative Unit, or Branch. The droplist in the [Action](#) column will be different according to the organization's type.

Field Offices will have the following [Action](#) menu options (Fig. 22): **View**, and Select **Personnel, Roles, Service Points, Admin Ton Rates, and Supervision Rates**. See sections B. 7 and B. 8.

Regional Offices will have the following [Action](#) menu options (Fig. 23): **View**, and Select **Personnel, Roles, and Assigned States**. See B. 9.

All other organization types (Headquarters, Branch, etc.) will display three [Action](#) choices (Fig. 24): **View**, and Select **Personnel** and **Roles**.

You are here: OPA Menu / Organization List

GIPSA Organization List
List Organization Records

Filter Search
 Organization Name:

Select one of the following Organization records:

Action	Name	Phone	Type	State/Province	City	Parent Office
[View] <input type="button" value="Select"/>	California Federal/State Office	(919) 376-1930	Field Suboffice	CA	Sacramento	FGIS - Portland Field Office
[View] <input type="button" value="Select"/>	Carver Suboffice	419-259-8276	Field Suboffice	OH	Maumee	FGIS - Toledo Field Office
[View] <input type="button" value="Select"/>	Civil Rights Staff	(202) 720-0218	Staff Office	DC	Washington	Office of Administrator
[View] <input type="button" value="Select"/>	Contractors	(202) 720-0156	Contractors	DC	Washington	EAPMO Staff
[View] <input type="button" value="Select"/>	EAPMO Staff	(202) 205-4366	Staff Office	DC	Washington	Office of Administrator

109 records in 11 Pages. Rows: Page:

Figure 21 – List Organization Records: OPA Users

[View] <input type="button" value="Select"/>	Edwards Field Office	123-456-7890	Field Office	TX	League City	FGIS - Office of the Director (Field Management Division)
--	----------------------	--------------	--------------	----	-------------	---

109 records in 11 Pages. Rows: Page:

Personnel

Figure 22 – List Organization Records: Field Office Type Action Menu

[View] <input type="button" value="Select"/>	P&SP - Western Regional Office	(303) 375-4240	Regional Office	CO	Aurora	P&SP - Regional Office Division
--	--------------------------------	----------------	-----------------	----	--------	---------------------------------

109 records in 11 Pages. Rows: Page:

Personnel

Figure 23 – List Organization Records: Regional Office Type

[View] <input type="button" value="Select"/>	FGIS - Board of Appeals and Review	(816) 891-0401	Branch	MO	Kansas City	FGIS - Office of the Director (Technical Services Division)
--	------------------------------------	----------------	--------	----	-------------	---

109 records in 11 Pages. Rows: Page:

Personnel

Figure 24 – List Organization Records: All Other Organization Types

There are two alternate menu paths to GIPSA organization records from the OPA main menu or the grey **Browse** panel:

- To view all organizations in hierarchical order, select Organization Hierarchy. Click **View** to see a specific organization’s record (see section B. 12).
- To find a specific organization or set of organizations, choose a targeted search function (see section C).

OPA also maintains records for FGIS official agencies and registered grain firms (both state-owned and private) and their service points. For information about these non-GIPSA organization's records, see sections B. 12 to B. 15.

To filter the table by an organization's name or set of names, use the [Filter Search](#) option at the top of the page. Type some or all of the organization's name into the field at the top of the page and click **Filter**.

- Enclose the name in quotes if you want records to exactly match the search criteria. Searches are not case-sensitive.
- Your search string must include the first letter or letters of the last name for OPA to identify the record. For example, you can enter "FGIS" to filter the list by all FGIS offices, but you cannot search by "FGIS suboffice" to find only FGIS suboffices.

The table display will remain filtered until you restore it. When you are finished, hit **Clear** to restore the full table of organization records. To find a specific record you can also use a targeted search option. See section C for more information.

B. 6 — View GIPSA Organization Data

From the [List Organization Records](#) page (Fig. 21), select **View** to open the read-only [Maintain Organization Data](#) page for an organization (Fig. 25). The detailed data page includes the organization's name, parent office, address information, contact information, organization type, and status.

Status denotes whether an organization is currently in operation (*Active*), is still in the planning stages, or has been reorganized and/or had its personnel reassigned (*Inactive*).

Abbreviation is the name that identifies the organization in other GAM applications.

Description is an optional text field.

When finished reviewing this information, use the breadcrumbs or the **Return** button to go back to the organization list.

You are here: [OPA Menu](#) / [Organization Hierarchy](#) / [Organization Maint](#)

GIPSA Organization Maintenance Maintain Organization Data

Parent Office: FGIS - League City Field Office	
Name: FGIS - Beaumont Suboffice	
Description:	
Type: Field Suboffice	Status: Active
Mailing Address	
Mail Address 1: 1745 Buford Street	Physical Address
Mail Address 2: Suite A	Other Address 1: 1745 Buford Street
Mail City: Beaumont	Other Address 2: Suite A
Mail State/Province: TX	Other City: Beaumont
Mail Postal Code: 77701	Other State/Province: TX
Mailing Country: USA	Other Postal: 77701
	Other Country: USA
Phone: (409) 839-2425	
Fax: (409) 839-8281	
Email Address: fmbear@usda.gov	
Abbreviation:	
Last update: Last change made on 6/23/2005 5:13:01 PM by user JAVANDERWIELEN.	
<input type="button" value="Return"/>	

Figure 25 – Maintain Organization Data (Read-Only)

B. 7 – View Organization’s Personnel Data and Personnel Role Assignments

From the **List Organization Records** page, select **Personnel** from the Action droplist to open the **List Personnel Records** page and view all employees associated with that organization (Fig. 26). This table behaves like the personnel table from section B. 2, with the addition of a table header that reads, “Select one of the following Personnel records for Organization ‘[Name]’:”. The breadcrumbs will display the menu path [OPA Menu / Organization List / Personnel List](#).

- To filter the table by a last name or set of names, use the Filter Search option at the top of the page.
- Select **View** from the Action droplist to open the **Maintain Personnel Data** for each personnel record. See section B. 3 and Fig. 18 for an example of this page (however, in this case the breadcrumbs will display the menu path [OPA Menu / Organization List / Personnel List / Personnel Maint](#)).
- Select **Roles** from the Action droplist to open the **List Org Role Asmt Records** for each role assigned to an individual. Click **View** to see each role’s data record. See section B. 4 and Figs. 19 and 20 for an example of these pages (however, in this case the breadcrumbs will display the menu path [OPA Menu / Organization List / Org Role Asmt List](#)).

The screenshot shows the 'GIPSA Personnel List' interface. At the top, there is a breadcrumb trail: 'You are here: OPA Menu / Organization List / Personnel List'. Below this is a green header bar with the text 'GIPSA Personnel List' and 'List Personnel Records'. A 'Filter Search' section contains a text input field for 'Last Name:' with 'Filter' and 'Clear' buttons. Below the filter is a prompt: 'Select one of the following Personnel records for Organization 'ITS - Application Development Branch':'. The main content is a table with the following data:

Action	Last Name	First Name	MI	Phone	Email	Organization
[View] [Roles]	Achtentuch	Frieda	L	(202) 720-0285	Frieda.L.Achtentuch@usda.gov	ITS - Application Development Branch
[View] [Roles]	Beukema	Ron	W	(202) 720-0288	Ron.W.Beukema@usda.gov	ITS - Application Development Branch
[View] [Roles]	Dickson	Mark	M	(202) 720-5730	Mark.M.Dickson@usda.gov	ITS - Application Development Branch
[View] [Roles]	Ho	Mai		(202) 720-6555	Mai.Ho@usda.gov	ITS - Application Development Branch
[View] [Roles]	Kayne	Robert	A	(202) 690-0133	Robert.A.Kayne@usda.gov	ITS - Application Development Branch

At the bottom of the table, there is a pagination control: '28 records in 2 Pages. Rows: 5' and 'Page: 1 Go'.

Figure 26 – List Personnel Records For An Organization
Click View to see detailed information in an individual personnel record. Click Roles to see the role assignments for an employee.

B. 8 – View GIPSA Organization Role Assignments

From the **List Organization Records** page, select **Roles** from the Action droplist to open the **List Org Role Asmt Records** page for that organization (Fig. 27). This table includes a listing for each role assignment. More than one individual may have a role assigned within an organization.

Click **View** to open the **Maintain Org Role Asmt Data** page for each role record. For an example, see Fig. 20 (however, in this case the breadcrumbs will display the menu path [OPA Menu / Organization List / Org Role Asmt List / Org Role Asmt Maint](#)).

You are here: OPA Menu / Organization List / Org Role Asmt List

GIPSA Org Role Asmt List
List Org Role Asmt Records

Select one of the following Org Role Asmt records for Organization 'ITS - Application Development Branch':

Action	Organization	Individual	Role	Type	Start Date	End Date	Status
[View]	ITS - Application Development Branch	Kayne, Robert A	Compliance Officer	Primary	12/20/2005	12/20/2006	Active
[View]	ITS - Application Development Branch	Kayne, Robert A	Webmaster	Secondary	12/20/2005	12/20/2006	Active
[View]	ITS - Application Development Branch	Achtentueh, Frieda L	Compliance Officer	Secondary	12/1/2006	12/31/2008	Active

3 records in 1 Pages. Rows: Page:

Figure 27 – List Assigned Roles Within An Organization
Click View to see detailed information for a specific role record.

You are here: OPA Menu / Organization List / Service Point List

GIPSA Service Point List
List Service Point Records

Select one of the following Service Point records for Organization 'FGIS - Washington Federal/State Office':

Action	Name	Service Point Number	Direct Service by Field Office	Spv Fee Field Office	Official Agency	Start Date	End Date
[View]	KENNEWICK, WA (HARVEST STATES)	461020		FGIS - Washington Federal/State Office			
[View]	LONGVIEW, WA (CONTINENTAL)	461190		FGIS - Washington Federal/State Office		1/1/1980	1/1/1995
[View]	OLYMPIA, WA (FIELD OFFICE)	461590	FGIS - Washington Federal/State Office			1/1/1978	

25 records in 9 Pages. Rows: Page:

Figure 28 – List Service Point Records For An Organization (Field Office)
Click View to see detailed information for a specific service point record.

B. 9 – View Field Office Data: Service Point Records

Field Office organization records have three unique commands in the Action column: **Service Points**, **Admin Ton Rates**, and **Supervision Rates** (Fig. 22).

From the Action droplist for a field office record, select **Service Points** to open the **List Service Point Records** page for that field office (Fig. 28). The parent field office will be listed in one of two columns:

Direct Service By Field Office, if FGIS field office personnel provide official services at that service point.

Spv Fee (Supervisory Fee) Field Office, if official agency personnel provide the official services at that service point, under supervision of an FGIS field office.

Name will be the agency name designated by FGIS to represent that service point, regardless of whether it is a state, private, or government agency.

Service Point Number is the unique numeric designation for the service point.

From the records page, click **View** to open the read-only **Maintain Service Point Data** page. For an explanation of this page, see section B. 14 and Fig. 34.

For more information on service points, official agencies, and field offices, as well as additional illustrations and figures, see sections B. 13 and D. 9.

B. 10 – View Field Office Data: Administrative Tonnage and Supervision Rates

From the Action droplist for a field office record, select **Admin Ton Rates** (Administrative Tonnage Rates) to open the **List Admin Ton Fee Rates Records** page for that field office (Fig. 29). Select **Supervision Rates** to open the **List Supervision Fee Rates Records** page for that field office (Fig. 30). These tables display the amount, the effective dates, and the expiration date, if any, of the tonnage and supervision rates. Old rate records are never deleted from OPA, but remain in the table indefinitely.

Click **View** to view the time and date of the most recent update.

You are here: OPA Menu / Organization List / Admin Ton Fee Rates List

GIPSA Admin Ton Fee Rates List
List Admin Ton Fee Rates Records

Select one of the following Admin Ton Fee Rates records for Organization 'Edwards Field Office':

Action	Fee Rate	Effective Date	Expiration Date
[View]	1.590	6/22/2006	
	1.570	12/5/2005	6/21/2006

3 records in 1 Pages. Rows: Page:

Figure 29 – List Admin Ton Fee Rates

You are here: OPA Menu / Organization List / Supervision Fee Rates List

GIPSA Supervision Fee Rates List
List Supervision Fee Rates Records

Select one of the following Supervision Fee Rates records for Organization 'Edwards Field Office':

Action	Fee Rate	Effective Date	Expiration Date
[View]	5.125	7/1/2006	
	5.000	12/7/2005	

2 records in 1 Pages. Rows: Page:

Figure 30 – List Supervision Fee Rates

You are here: Organization List / Assigned States List

Assigned States List
List Assigned States

Select one of the following Assigned State records for Organization 'P&SP - Midwestern Regional Office':

Action	Regional Office	State
[View]	P&SP - Midwestern Regional Office	IA
[View]	P&SP - Midwestern Regional Office	IN
[View]	P&SP - Midwestern Regional Office	KY
[View]	P&SP - Midwestern Regional Office	MO

4 records in 1 Pages. Rows: Page:

Figure 31 – List Assigned States

B. 11 – View Regional Office Record Data: Assigned States

Regional Office organization records have one unique command in the Action column (Fig. 23): **Assigned States**, which lists the states that belong to the region.

From the [Action](#) droplist for a regional office record, select **Assigned States** to open the **List Assigned State** page for that regional office (Fig. 31).

Select **View** to see the date of the record's last update. When finished, click **Return**. Use the breadcrumbs to return to the main organization list.

B. 12 – View Organization Hierarchy

Select [Organization Hierarchy](#) from the OPA home page or from the grey **Browse** panel to open the **GIPSA Organization Hierarchy: List Organizations** page (Fig. 32).

The top-level organization is shown at the left edge of the page (to the right of the grey navigation area). Each successive lower level organization is indented (set over towards the right edge of the page) to indicate its relative position. Use your browser's controls to scroll up and down the list, which displays all organizations in the GIPSA system.

- Click **View** to open the detailed **Maintain Organization Data** page for an organization (Fig. 25).
- Click **Personnel** to open the **List Personnel Records** page for an organization (Fig. 26).

These links function as described in sections B. 2 and B. 4. When you finished reviewing the records, use the breadcrumbs or click **Return** to go back to the hierarchy.

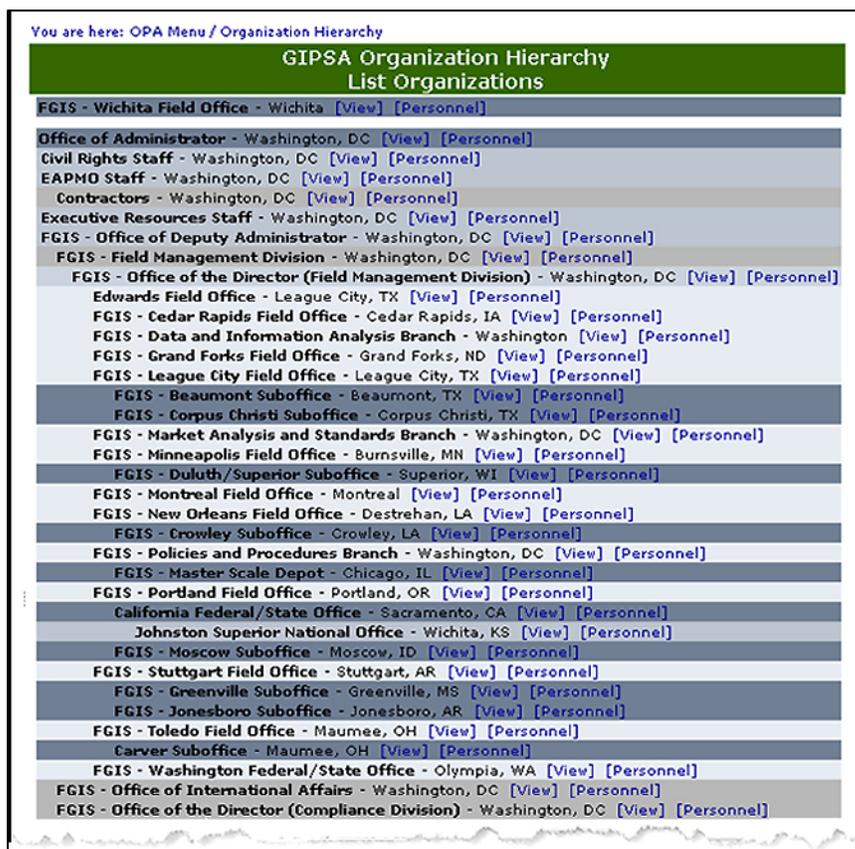


Figure 32 – List Organizations: GIPSA Organization Hierarchy
Administrative screenshot; General OPA Users will see **[View]** instead of **[Edit]**.

Note: This screenshot was made with test data; the actual hierarchy may vary from what is shown.

B. 13 – Service Points and Official Agencies: Overview

In addition to GIPSA organization records, OPA maintains records for service points and official agencies.

Official Agency. These organizations are licensed by FGIS to perform grain inspection services, including weighing, export inspection, and scale testing. They can be private or state-owned.

Service Point. Official agencies and FGIS field offices conduct their services at service points. Each agency can have one or more service points, which is designated by a unique service point number.

Service Point Location. OPA also tracks service point locations. There can be more than one service point (with different service point numbers) at one physical service point location.

For example, North Dakota Grain Inspection, Inc., a privately owned FGIS-designated official agency, has the acronym *North Dakota* (referred to as “Name” in the service point record table). *North Dakota* maintains service points in six cities. Each of the service points has a record in OPA. Each of the service point locations also has a record in OPA.

You are here: [OPA Menu / Service Point List](#)

GIPSA Service Point List List Service Point Records							
Select one of the following Service Point records:							
Action	Name	Service Point Number	Direct Service by Field Office	Spv Fee Field Office	Official Agency	Start Date	End Date
[View]	ABBEVILLE, LA (RIMANA FOODS)	170010	FGIS - New Orleans Field Office			3/28/1998	
[View]	ABERDEEN, SD	400010		FGIS - Minneapolis Field Office	Aberdeen Grain Inspection, Inc.	10/2/2002	
[View]	ABERDEEN, WA (AGP)	460010		FGIS - Washington Federal/State Office			
[View]	ABILENE, KS	150010		FGIS - Wichita Field Office	Kansas Grain Inspection Service, Inc.	1/1/1980	1/1/2004
[View]	ABILENE, KS (DEBRUCE GRAIN)	150011		FGIS - Wichita Field Office	Kansas Grain Inspection Service, Inc.		
[View]	ADA, OH (Farmers Commission Co)	340020		FGIS - Toledo Field Office	Mohigan Grain Inspection Services, Inc.	3/24/2004	

957 records in 160 Pages. Rows: Page:

Figure 33 – List Service Point Records

B. 14 – View Service Point Records

From the home page or the grey **Browse** panel, select [Service Points](#) to open the **List Service Point Records** page (Fig. 33). The data fields are:

Name, the acronym of the official agency that provides the service point.

Service Point Number, a unique identifier.

Direct Service By Field Office / Spv Fee Field Office, which indicates either the field office that directly operates the service point, or the official agency that operates the service point. Only one of these columns is valid per service point record.

Official Agency, the full name of the official agency providing official services at the service point.

Start / End Date, the dates during which the service point is providing services. Expired designations are kept in the database with an *Inactive* status.

Click **View** to open a read-only version of the **Maintain Service Point Data** page (Fig. 34). The detailed record also includes the physical location, the official agency and/or field office in charge of the service point, the status (Active or Inactive), the point of contact (POC) information, the FFIS number, fee information and management codes, and whether the service point is an export location.

Some alternate routes to service point records in OPA are:

- From the home page, select [List Organizations](#). Select **Service Points** from the [Action](#) droplist of a Field Office record.
- Perform a targeted search (see section C).

You are here: [OPA Menu](#) / [Service Point List](#) / [Service Point Maint](#)

GIPSA Service Point Maintenance
Maintain Service Point Data

Service Point Number: 3364	Status: Active
Name: Aberdeen	
Name Abbreviated:	
Location: SD, ABERDEEN - 15 S Dakota Street	
Direct Service by Field Office: *** Null Value ***	
Spv Fee Field Office: FGIS - Grand Forks Field Office	
Official Agency: Aberdeen Grain Inspection, Inc.	
Start Date: 1/1/2001	End Date:
Export Location Flag: Yes	
Supervision Fee Flag: Yes	
Tonnage Fee Flag: No	
POC Last Name: Hoelsing	
POC First Name: Michael	
POC Phone: 605-225-8432	
POC Email: mhoesing@nvc.net	
POC Fax: 605-225-8485	
Change Info:	
FFIS Number: 0013544	
Supervision Fee Mgmt Code: 213	
Admin Ton Mgmt Code: AB123	
Last update: Last change made on 12/13/2005 5:23:11 PM by user ALANG.	

Figure 34 – Maintain Service Point Data (Read-Only)

B. 15 – View Service Point Location Records

From the home page, select [Service Point Locations](#) to open the **List Service Point Location Records** page (Fig. 35). This table displays each physical address where a service point provides official services.

Select **View** to open the read-only **Maintain Service Point Location Data** page (Fig. 36), which indicates the port, FGIS region, AMS region, Census Schedule D District, and Census Schedule D Port for the location.

Select **Service Points** to view a list of the service point records linked to that location (Fig. 37). There may be more than one service point (SP) per location, with different SP numbers. Click **View** to open the detailed service point record, which will return you to the **Maintain Service Point Location Data** page (Fig. 34).

You are here: [OPA Menu / Service Point Location List](#)

GIPSA Service Point Location List
List Service Point Location Records

Select one of the following Service Point Location records:

Action	[Service Points]	Address 1	Address 2	City	State	Zip
[View]	[Service Points]	Chicago and Illinois River Marketing	960 East Bay Street	Milwaukee	WI	53207
[View]	[Service Points]	Chicago and Illinois River Marketing	2100 S. 43rd Street	Milwaukee	WI	53219
[View]	[Service Points]	Chicago and Illinois River Marketing	960 East Bay Street	Milwaukee	WI	53207
[View]	[Service Points]			PRAIRIE DU CHIEN	WI	
[View]	[Service Points]	Larsen Cooperative Company	East 9123 Mill Road	Readfield	WI	54969
[View]	[Service Points]	Golden Grain LLC.	West 13134 Highway K	Ripon	WI	54971
[View]	[Service Points]	The De Long Company		Sharon	WI	53585

910 records in 19 Pages. Rows: Page:

Figure 35 – List Service Point Location Records

You are here: [OPA Menu / Service Point Location List / Service Point Location Maint](#)

GIPSA Service Point Location Maintenance
Maintain Service Point Location Data

Address 1: 1002 Manor Road
Address 2: RR 2
State: TX
City: Falls Church
Zip: 33045
Port: S. Texas
FGIS Region: West Gulf
AMS Region: Gulf
Census Schedule D District: 56
Census Schedule D Port: 567
Last update: Last change made on 10/14/2005 9:12:17 AM by user KYARBROU.

Figure 36 – Maintain Service Point Location Data (Read-Only)

You are here: [OPA Menu / Service Point Location List / Service Point List](#)

GIPSA Service Point List
List Service Point Records

Select one of the following Service Point records for Service Point Location 'WI, Milwaukee - Chicago and Illinois River Marketing':

Action	Name	Service Point Number	Direct Service by Field Office	Spv Fee Field Office	Official Agency	Start Date	End Date
[View]	MILWAUKEE, WI (CHICAGO IL RIV MKT LLC)	483104		FGIS - Cedar Rapids Field Office	Eastern Iowa Grain Inspection and Weighing Service, Inc.		
[View]	MILWAUKEE, WI (CHICAGO IL RIV MKT LLC)	483104		FGIS - Minneapolis Field Office	Wisconsin Department of Agriculture, Trade and Consumer Protection		9/30/2005

2 records in 1 Pages. Rows: Page:

Figure 37 – List Service Point Records for Service Point Location

Some alternate routes to service point location records in OPA are:

- Select [List Locations](#) from the grey **Browse** panel.
- Perform a targeted search (see section C).

B. 16 – View Official Agency Records

From the home page, under **Select one of the following DDR choices:**, select List Official Agencies to open the **List Official Agency Records** page (Fig. 38). Each agency is listed by its full name, city and state.

Select **Service Points** from the Action column to view the service points operated by the official agency (Fig. 39).

You can also select Service Points from the home page to view official agencies by state. Click **View** to open a read-only version of the **Maintain Official Agency Data** page (Fig. 40). The detailed record includes the location, contact information, business type, organization type (state-owned or private), grain inspection and weighing information, expiration date, and CRT expiration date.

Expiration date, if any, is the last date by which the agency can provide official services.

CRT expiration date, if any, is the last date by which valid FGIS certifiates can be issued from the agency.

You are here: [OPA Menu / Official Agency List](#)

GIPSA Official Agency List List Official Agency Records					
Select one of the following Official Agency records:					
Action	Name	City	State	Status	
[View] Select	Alabama Department of Agriculture & Industries	Montgomery	AL	Active	
[View] Select	Amarillo Grain Exchange, Inc.	Amarillo	TX	Active	
[View] Select	Cairo Grain Inspection Agency, Inc.	Cairo	IL	Active	
[View] Select	California Agri Inspection Company, Ltd.	West Sacramento	CA	Active	
[View] Select	Central Illinois Grain Inspection Service, Inc.	Bloomington	IL	Active	
[View] Select	Champaign-Danville Grain Inspection Departments, I	Champaign	IL	Active	
61 records in 7 Pages. Rows: <input type="text" value="10"/> Page: <input type="text" value="1"/> <input type="button" value="Go"/>					

Figure 38 – List Official Agency Records

You are here: [OPA Menu / Official Agency List / Service Point List](#)

GIPSA Service Point List List Service Point Records							
Select one of the following Service Point records for Official Agency 'Aberdeen Grain Inspection, Inc.':							
Action	Name	Service Point Number	Direct Service by Field Office	Spv Fee Field Office	Official Agency	Start Date	End Date
[View]	Aberdeen	3384		FGIS - Grand Forks Field Office	Aberdeen Grain Inspection, Inc.	1/1/2001	
[View]	Marion	113457		FGIS - Cedar Rapids Field Office	Aberdeen Grain Inspection, Inc.	1/1/2001	
3 records in 1 Pages. Rows: <input type="text" value="10"/> Page: <input type="text" value="1"/> <input type="button" value="Go"/>							

Figure 39 – List Service Points Records For Official Agency

GIPSA Official Agency Maintenance Maintain Official Agency Data	
Name:	California Agri Inspection Company, Ltd.
Abbreviation:	CG
Status:	Active
Address 1:	P.O. Box 980515
Address 2:	
City:	West Sacramento
State:	CA
Zip:	95799
POC Last Name:	Anand
POC First Name:	Vikash
POC Phone:	916-374-9700
POC Email:	president@california-agri.com
POC Fax:	916-374-9779
Website:	
Comment:	
Business Type:	Official Agency
Inspection:	
Weighing:	
Grain Inspection Manager Id:	
Incorporated State:	
Incorporated Date:	
OA Type:	Private
Expiration Date:	12/1/2007
CRT Expiration Date:	12/1/2007
Last update:	Last change made on 11/30/2005 6:19:17 PM by user ALANG.
	<input type="button" value="Return"/>

**Figure 40 – Maintain
Official Agency Data
(Read-Only)**

C. Search Data Records

C. 1 — Introduction

The OPA data tables can be sorted in ascending or descending order, using any column (such as Last Name), by clicking the column header. The most efficient way to locate a record, however, is to use one of the search commands from the OPA Menu.

In addition to the two public searches ([Search Personnel \(Public\)](#) and [Search Service Providers](#)) described in section A, OPA users and administrators can run these searches:

- [Search Personnel](#)
- [Search Organizations](#)
- [Search Organization Roles](#)
- [Find Organizations By Location](#)

These search options can be accessed from the OPA main menu, or from the grey **Search** panel on the left.

For a detailed explanation of how to enter search values, see section A. 2. If you leave all search values blank, the search will pull up all records of that type. Your results will appear in your chosen format: web page, Excel spreadsheet, or (in some cases) PDF. If you choose to display your results as a web page,

general OPA users can use the **View** command in the [Action](#) column to open the detailed data record.

administrative users can use the **Edit** command in the [Action](#) column to view and/or edit data directly from the search results.

To return to the main menu, use the breadcrumbs or the **Search / Browse By Subject** navigation panel to the left. If you displayed your results as a web page, click **Another Search** in the top right corner to run a new search.

C. 2 — Search Personnel Records

The [Search Personnel](#) command displays the **Search Personnel Data** page (Fig 41). Enter your search criteria, select your output type (web page or Excel file), and click **Search Data**.

In addition to pinpointing an employee by all or part of their name, license number, email address, or login ID, this search allows you to:

find all employees with a given job title or job series number in one or more organizations,

find all employees in a given location, from room number to state,

find active employees, inactive employees, or both. (**Note:** only administrators can view Inactive employee records.)

The search results include the name, phone number, email address, and organization of personnel who matched your search criteria. **Note:** an individual's role assignment, if any, will be tied to the employing organization's record, not to the personnel record.

You are here: Home / OPA Menu / Personnel Search

GIPSA Personnel Search Search Personnel Data

Organization: P&SP - Florida Suboffice
FGIS - Beaumont Suboffice
Select one or more values from left drop-down list.
[Select >>] [Remove <<]

Title: Contains [Text Box]

Job Series: GS-114
Contractor
Select one or more values from left drop-down list.
[Select >>] [Remove <<]

License Number: Contains [Text Box]

First Name: Contains [Text Box]

MI: Contains [Text Box]

Last Name: Contains [Text Box]

Status: Active
Inactive
Select one or more values from left drop-down list.
[Select >>] [Remove <<]

Email: Contains [Text Box]

Login ID: Contains [Text Box]

Room: Contains [Text Box]

Address: Contains [Text Box]

PO Box: Contains [Text Box]

City: Contains [Text Box]

State/Province: AK
AL
Select one or more values from left drop-down list.
[Select >>] [Remove <<]

Postal Code: Contains [Text Box]

Country: Contains [Text Box]

Phone: Contains [Text Box]

Fax: Contains [Text Box]

Mobile Phone: Contains [Text Box]

[Search Data] [Cancel] Show results as: Web Page
Web Page
Excel

Figure 41 – Search Personnel Data

C. 3 – Search Organization Records

The [Search Organizations](#) command displays the **Search Organization Data** page (Fig 42). Enter your search criteria, select your output type (web page or Excel file), and click **Search Data**.

In addition to pinpointing an organization by all or part of its mailing address, location, name, or contact information, this search allows you to:

- find all organizations of a given type (for example, all Regional Offices),
- find all organizations under one or more parent offices,
- find all GIPSA organizations in one or more geographic locations (city or state).

The search results will include the organization's name, phone number, city and state, its organization type (Branch, Field Office, etc.), and its parent office.

GIPSA Organization Search
Search Organization Data

Name: Contains
Description: Contains
Parent Office:

Carver Suboffice
Civil Rights Staff
Contractors
EA, PMO
Edwards Field Office

Select one or more values from left drop-down list.

Status:

Active
Inactive

Select one or more values from left drop-down list.

Type:

Regional Office
Field Office

Select one or more values from left drop-down list.

Email Address: Contains
Mail Address 1: Contains
Mail Address 2: Contains
Mail City: Contains
Mail State/Province:

AK
AL

Select one or more values from left drop-down list.

Mail Postal Code: Contains
Mailing Country: Contains
Other Address 1: Contains
Other Address 2: Contains
Other City: Contains
Other State/Province:

AK
AL

Select one or more values from left drop-down list.

Other Postal: Contains
Other Country: Contains
Phone: Contains
Fax: Contains

Show results as:

Web Page
Web Page
Excel

Figure 42 – Search Organization Data

C. 4 – Search Organization Role Assignment Records

The Search Organization Roles command displays the **Search Org Role Asmt Data** page (Fig 43). Enter your search criteria, select your output type (web page or Excel file), and click **Search Data**.

This search finds all organization roles which have been defined for the organization(s). Because role assignments are tied to organizations and not to individuals, when you **View / Edit** a record from the search results, it opens the **Maintain Org Role Asmt Data** page (Fig. 20) instead of the individual’s personnel record.

The search results include the organization name, the name of the individual in the role, the role name, and the type of role assignment (Primary, Secondary, etc).

C. 5 – Search Organizations By Location

The Find Organizations by Location command (abbreviated to Organization Location in the **Search** panel) displays the **Search Organization Data** page (Fig 44). Enter your search criteria, select your output type (web page or Excel file), and click **Search Data**.

This search locates organizations by the city and/or state of their mailing address. Click **View / Edit** to open the **Maintain Organization Data** page (Fig. 24). Search results include the organization name, type (Branch, Regional Office, etc), mailing city and state, and contact email and phone number.

Figure 43 – Search Organization Role Assignment Data

Figure 44 – Search Organization By Location

D. Administrative Users

D. 1 — Introduction

With two exceptions, personnel data in OPA is drawn directly from the Active Directory system. When an employee or contractor first enters the GIPSA system, the Network and Telecommunications Branch (NTB) defines the basic AD account. GIPSA Personnel Administrators enter almost all of the remaining personnel information, including the organization to which the new employee or contractor is assigned, before the record is extracted to OPA. The only pieces of personnel data which are originally created and maintained in OPA are the job series and license numbers.

On the other hand, organization information, organization role assignments, organization hierarchy information, service point information, and official agency records are maintained exclusively in OPA. New organizations are added to OPA first, and the organization's name is used by both AD and OPA to reflect the personnel assignment.

The menu pages visible to the administrative user are more extensive than those visible to the general user, and allow access to edit functions (Fig. 45).

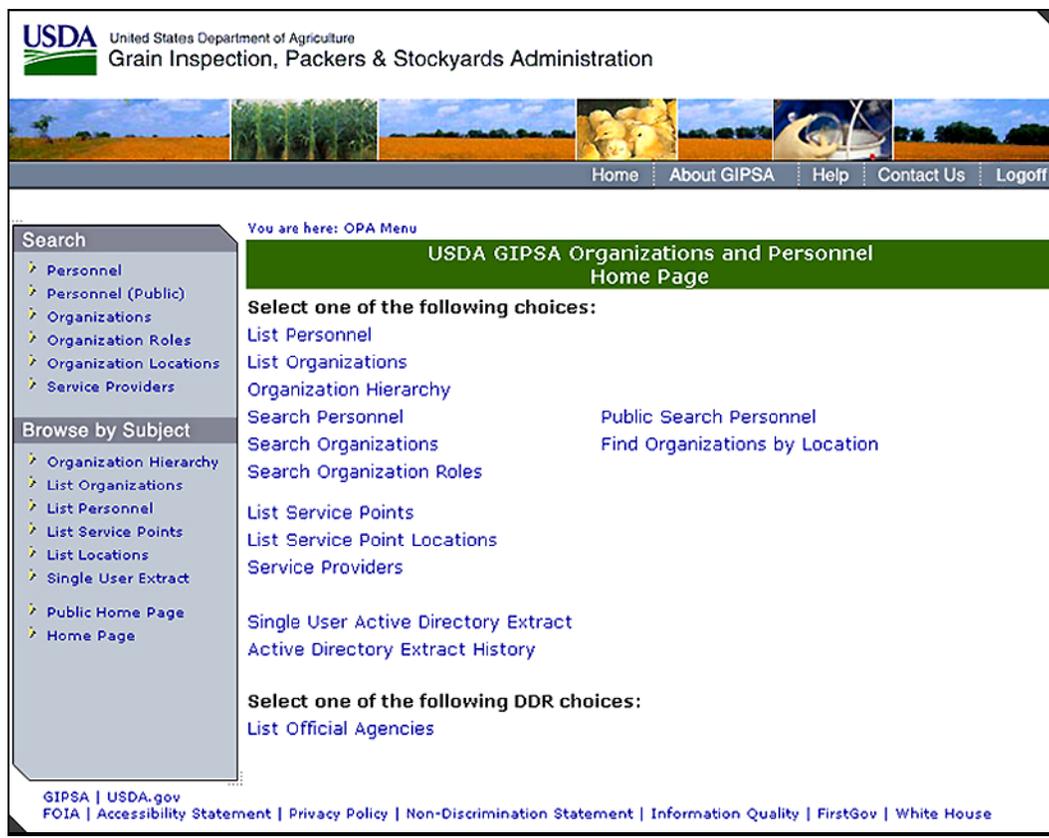


Figure 45 – Organizations and Personnel Home Page: Administrative Users

There are four categories of data that are primarily edited and maintained within OPA:

Personnel data (limited to job series and license numbers).

GIPSA organization data, including hierarchy information and fee rates.

FGIS service point data, including service point location data.

FGIS / DDR official agency data, including links to FGIS service points.

From the OPA home page, a Personnel Administrator or OPA Administrator can:

Create a new GIPSA organization record in the database,

Add, edit, and delete GIPSA organization role assignments,

Add, edit, and delete service points and service point locations,

Add, edit, and delete DDR official agency records,

Edit all fields within an existing GIPSA organization record (except the organization name),

Edit the GIPSA organization hierarchy tree,

Edit the license number and job title within a personnel record, and

Add and maintain management codes and rates used by IDW to support various types of billing for GIPSA services.

Active Directory functions, including single user extracts, are explained in section E.

D. 2 — GIPSA Organization Records: Overview

To synchronize organization information between OPA and AD, the recommended method of defining new organizations or changing the organization hierarchy is:

Create or modify the organization records in OPA.

Provide the new or changed organization records to NTB.

NTB then updates the list of GIPSA organizations available in AD. The list of organizations is used in AD to select the assigned-to organization for new employees and contractors, or to transfer existing employees or contractors from one organization to another.

When personnel data is extracted from AD into OPA, the process checks to see that the organization to which the employee or contractor is assigned already exists in OPA. If not, the new organization is automatically added to OPA. However, since OPA doesn't have any information about where the organization fits in the GIPSA hierarchy, it places it at the highest level (along with the Office of the Administrator). Also, because AD does not maintain data about the organization itself (e.g., addresses, telephone numbers), this information is missing from OPA until a GIPSA Administrator updates it.

Note: Any organizations not added first in OPA will appear at the top of the Organization Hierarchy list, which is a signal that an organization has been added to the list in AD but not yet defined in OPA. Therefore, the recommended business procedure is to first add an organization to OPA, then extract data for personnel within that organization.

See section E for more information on extracting personnel information from AD to OPA.

D. 3 – List Organizations

Select [List Organizations](#) from the OPA home page or the grey **Browse** panel to open the **List Organization Records** page (Fig. 46). From this page, you can:

- View or edit organization data.
- Add new organization records.
- View or maintain personnel records by organization.
- View or maintain roles assigned with the organization.
- View or maintain service points, fee rates, and assigned states for Regional Offices and Field Offices.

Each of these options is explained the following sections.

You are here: [OPA Menu / Organization List](#)

GIPSA Organization List
List Organization Records

[Add new record](#)

Filter Search

Organization Name:

Select one of the following Organization records:

Action	Name	Phone	Type	State/Province	City	Parent Office
[Edit] <input type="button" value="Select"/>	P&SP - Western Regional Office	419-259-6276	Regional Office	CO	Maumee	P&SP - Regional Office Division
[Edit] <input type="button" value="Personnel Roles Assigned States"/>	Civil Rights Staff	(202) 720-0218	Staff Office	DC	Washington	Office of Administrator
[Edit] <input type="button" value="Select"/>	EAPMO Staff	(202) 205-4366	Staff Office	DC	Washington	Office of Administrator
[Edit] <input type="button" value="Select"/>	Edwards Field Office	123-456-7890	Field Office	TX	League City	FGIS - Office of the Director (Field Management Division)
[Edit] <input type="button" value="Service Points Admin Ton Rates Supervision Rates"/>	Executive Resources Staff	(202) 720-0231	Staff Office	DC	Washington	Office of Administrator
[Edit] <input type="button" value="Select"/>	FGIS - Board of Appeals and Review	(816) 891-0401	Branch	MO	Kansas City	FGIS - Office of the Director (Technical Services Division)

109 records in 11 Pages. Rows: Page:

Figure 46 – List Organization Records – Administrative View
Regional Office, Field Office, and all other office type Action menus are shown. Refer to Figs. 22-24 for more information.

To filter the table by an organization(s), use the [Filter Search](#) option at the top of the page. Type some or all of the organization’s name into the search field and click **Filter**.

- Enclose the name in quotes if you want records to exactly match the search criteria. Searches are not case-sensitive.
- Your search string must include the first letter or letters of the last name for OPA to identify the record. For example, you can enter “FGIS” to filter the list by all FGIS offices, but you cannot search by “FGIS suboffice” to find only FGIS suboffices, because “suboffice” is not included in the name.

The table display will remain filtered until you restore it. When you are finished, hit **Clear** to restore the full table of organization records. To find a specific record you can also use a targeted search option; see section C for more information.

D. 4 – Create New GIPSA Organization Record

To create a new GIPSA organization record, select [List Organizations](#) from the OPA home page or the grey **Browse** panel. Click **Add New Record** in the upper right hand corner. This displays the **Add New Organization** page (Fig. 47).

Enter the new organization's data and click **Insert New Record** at the bottom of the page to add it to the database. Fields underlined with red are mandatory. A successful update will display the new data in read-only format on a confirmation page. To cancel the update, click **Return** before inserting the record.

Note: Be sure to select the correct data in the "Parent Office" droplist, because this field controls where the organization appears in the hierarchy (see section D. 11).

The screenshot shows the 'Add New Organization' form within the 'GIPSA Organization Maintenance' system. The breadcrumb trail at the top reads: 'You are here: Home / OPA Menu / Organization List / Organization Maint'. The form title is 'GIPSA Organization Maintenance Add New Organization'. The form contains the following fields and controls:

- Parent Office:** A dropdown menu with '*** Null Value ***' selected.
- Name:** A text input field.
- Description:** A text input field with a vertical scrollbar.
- Type:** A dropdown menu with '*** Null Value ***' selected.
- Status:** A dropdown menu with 'Active' selected.
- Mailing Address:** A group of fields including 'Mail Address 1', 'Mail Address 2', 'Mail City', 'Mail State/Province', 'Mail Postal Code', and 'Mailing Country'.
- Physical Address:** A group of fields including 'Other Address 1', 'Other Address 2', 'Other City', 'Other State/Province', 'Other Postal', and 'Other Country'.
- Phone:** A text input field.
- Fax:** A text input field.
- Email Address:** A text input field.
- Last update:** A text field displaying '*** No last update information available ***'.

At the bottom of the form are two buttons: 'Insert New Record' and 'Return'. A footer note states: 'Enter data to add new Organization record.'

Figure 47 – Add New Organization

D. 5 – Edit Organization Data

The **Maintain Organization Data** page (Fig. 48) can be accessed from three menu paths:

- Select [List Organizations](#). Click **Edit** next to your target record (Fig. 46).
- Select [Organization Hierarchy](#). Click **Edit** next to your target record.
- Select [Search Organizations](#) and set the search results to display as a web page. When your results are generated, click **Edit** next to your target record.

Because OPA is the application primarily responsible for maintaining organization data, every data field except the organization's name can be edited. Organization records cannot be deleted in OPA.

Enter the updated data and click **Save Changes**, or click **Return** to cancel your edit without saving. A successful update will display the new or changed data in a read-only format as a confirmation.

A key part of the addition of a new organization is placing it in the GIPSA organization hierarchy. This is done by selecting the parent organization from the dropdown list at the top of the page. For more information on maintaining the organization hierarchy, see section C. 5.

Note: Be very careful when selecting the Parent Office for your organization. Highest-level organizations (such as Office of the Administrator) must have the Parent Office set to “null value.” If you reset a high-level organization’s parent to a suboffice, you would wipe all of its sub-records off the hierarchy tree.

The screenshot shows a web form titled "GIPSA Organization Maintenance" with a sub-header "Maintain Organization Data". The form contains the following fields and controls:

- Parent Office:** A dropdown menu with the value "*** Null Value ***".
- Name:** A text input field containing "P&SP - Eastern Financial Unit".
- Description:** A text input field.
- Type:** A dropdown menu with the value "*** Null Value ***".
- Status:** A dropdown menu with the value "Active".
- Mailing Address:** A group of fields including "Mail Address 1:", "Mail Address 2:", "Mail City:", "Mail State/Province:", "Mail Postal Code:", and "Mailing Country:". The "Mail State/Province:" dropdown has the value "*** Null Value ***".
- Physical Address:** A group of fields including "Other Address 1:", "Other Address 2:", "Other City:", "Other State/Province:", "Other Postal:", and "Other Country:". The "Other State/Province:" dropdown has the value "*** Null Value ***".
- Phone:** A text input field.
- Fax:** A text input field.
- Email Address:** A text input field.
- Last update:** A text label showing "Last change made on 6/23/2005 12:28:02 PM by user JMUSER."
- Buttons:** "Save Changes" and "Return".

Figure 48 – Maintain Organization Data
Droplists are populated with preset values. Fields underlined in red are mandatory.

D. 6 – Edit Organization Role Assignments

Organization role assignment records are attached to organization records, not the record of the individual who is assigned the role. There are three paths to role records:

- From the List Personnel table, select **Roles** from the Action droplist.
- From the List Organizations table, select **Roles** from the Action droplist.
- Perform a targeted search (see section C).

The **Roles** selection opens the **List Org Role Asmt Records** page (Fig. 49). This page lists the individual assigned the role, the organization, the role, the type (Primary, Secondary, or other), the status, and the start and end dates.

The range of role values is defined in the CVM (Code Variable Management) system by an administrator. Once added to CVM, they will appear as options in the “Role” droplist.

Click **Edit** in the Action column to open the **Maintain Org Role Asmt Data** page. When finished, select **Save Changes**, or click **Delete Record** to remove the role assignment.

Select **Add New Record** to open the **Add New Org Role Asmt Records** page (Fig. 50). If you clicked through an organization record, the “Organization” field will be read-only.

If you clicked through a personnel record, the "Individual" field will be read-only. Select the role specifications from the droplists, enter the start and end dates, and click **Insert New Record**, or **Return** to cancel the addition without saving it.

You are here: OPA Menu / Personnel List / Org Role Asmt List

GIPSA Org Role Asmt List
List Org Role Asmt Records

Select one of the following Org Role Asmt records for Personnel 'FLAchtentuch': [Add new record](#)

Action	Organization	Individual	Role	Type	Start Date	End Date	Status
[Edit]	Baltimore Field Office	Achtentuch, Frieda L	Compliance Officer	Secondary	12/2/2008	12/31/2008	Active

1 records in 1 Pages. Rows: Page:

Figure 49 – List Org Role Asmt Records

You are here: OPA Menu / Personnel List / Org Role Asmt List / Org Role Asmt Maint

GIPSA Org Role Asmt Maintenance
Add New Org Role Asmt

Individual:

Organization:

Role:

Type:

Start Date:
End Date:

Status:

Last update: *** No last update information available ***

Enter data to add new Org Role Asmt record.

Figure 50 – Add New Org Role Asmt

D. 7 – Edit Field Office Data: Service Points

Field Office organization records have three unique commands in the Action column: **Service Points**, **Admin Ton Rates**, and **Supervision Rates** (Fig. 46).

From the Action droplist for a field office record, select **Service Points** to open the **List Service Point Records** page for that field office. To edit service point records attached to the organization, click **Edit**. When finished, click **Return**.

Service point record creation and maintenance is explained more fully in sections D. 13 – 15, with additional figures and illustrations.

D. 8 – Edit Field Office Data: Administrative Tonnage and Supervision Rates

From the Action droplist for a field office record,

- Select **Admin Ton Rates** (Administrative Tonnage Rates) to open the **List Admin Ton Fee Rates Records** page for that field office (Fig. 51).
- Select **Supervision Rates** to open the **List Supervision Fee Rates Records** page for that field office (Fig. 52).

These tables display the amount and effective dates of the tonnage and supervision rates. To add a new fee rate, click **Add New Record**. Enter the start date and amount and click **Return** (Figs. 53 and 54). Once a new record is added, its Effective Date becomes the previous record's Expiration Date.

Old rate records are not deleted, but remain in the table in descending order. Click **Edit** on the most recent record to view the time and date of the last fee update.

You are here: OPA Menu / Organization List / Admin Ton Fee Rates List

GIPSA Admin Ton Fee Rates List
List Admin Ton Fee Rates Records

[Add new record](#)

Select one of the following Admin Ton Fee Rates records for Organization 'Edwards Field Office':

Action	Fee Rate	Effective Date	Expiration Date
[Edit]	1.590	6/22/2006	
	1.570	12/5/2005	6/21/2006

3 records in 1 Pages. Rows: Page:

Figure 51 – List Admin Ton Fee Rates Records

You are here: OPA Menu / Organization List / Supervision Fee Rates List

GIPSA Supervision Fee Rates List
List Supervision Fee Rates Records

[Add new record](#)

Select one of the following Supervision Fee Rates records for Organization 'Edwards Field Office':

Action	Fee Rate	Effective Date	Expiration Date
[Edit]	5.125	7/1/2006	
	5.000	12/7/2005	

2 records in 1 Pages. Rows: Page:

Figure 52 – List Supervision Fee Rates Records

You are here: OPA Menu / Organization List / Admin Ton Fee Rates List / Admin Ton Fee Rates Maint

GIPSA Admin Ton Fee Rates Maintenance
Add New Admin Ton Fee Rates

Field Office:

Fee Rate:

Effective Date:

Last update: *** No last update information available ***

Enter data to add new Admin Ton Fee Rates record.

Figure 53 – Add New Admin Ton Fee Rates

You are here: OPA Menu / Organization List / Supervision Fee Rates List / Supervision Fee Rates Maint

GIPSA Supervision Fee Rates Maintenance
Add New Supervision Fee Rates

Field Office:

Fee Rate:

Effective Date:

Last update: *** No last update information available ***

Enter data to add new SupervisionFeeRates record.

Figure 54 – Add New Supervision Fee Rates

D. 9 – Edit Regional Office Record Data: Assigned States

From the Action droplist for a regional office record, select **Assigned States** to open the **List Assigned State** page for that regional office (Fig. 55). Select **Add New Record** to add a state assignment to a regional office. When finished, click **Return**.

Select **Edit** to view, edit, or **Delete** an existing state assignment through the **Maintain States** page (Fig. 56). When finished, click **Return**.

You are here: [Organization List / Assigned States List](#)

Assigned States List
List Assigned States

[Add new record](#)

Select one of the following Assigned State records for Organization 'P&SP - Midwestern Regional Office':

Action	Regional Office	State
[Delete]	P&SP - Midwestern Regional Office	IA
[Delete]	P&SP - Midwestern Regional Office	IN
[Delete]	P&SP - Midwestern Regional Office	KY
[Delete]	P&SP - Midwestern Regional Office	MO

4 records in 1 Pages. Rows: Page:

Figure 55 – List Assigned States: Administrative View

You are here: [OPA Menu / Organization List / Assigned States List / Regional Office State Maint](#)

GIPSA Regional Office Maintenance
Maintain States

Regional Office: P&SP - Midwestern Regional Office
State: IA
Last update: Last change made on 12/9/2005 10:29:22 AM by user ALANG.

Figure 56 – Maintain States

D. 10 – Edit Personnel Data

From the OPA Menu, select [List Personnel](#) to open the **List Personnel Records** page (Fig. 57). From this page you can view or edit personnel data, view roles assigned to personnel, and add, maintain, or delete role assignments.

The **Maintain Personnel Data** page can be accessed from any of four menu options:

- Click **Edit** beside a specific record.
- Select [List Organizations](#) and then choose **Personnel**. Click **Edit** next to your target record.
- Select [Organization Hierarchy](#) and then choose **Personnel**. Click **Edit** next to your target record.
- Select [Search Personnel](#) and set the search results to display as a web page. When your results are generated, click **Edit** next to your target record.

With your desired command, open the **Maintain Personnel Data** page (Fig 58). Only two personnel data fields are maintained in the OPA database: *license number*, when an individual has a relevant license (such as a certified grain inspection license), and *job series*, for an individual's civil service grade or employment status (such as *contractor*). Enter the data and click **Save Changes**, or **Return** to cancel your edit without saving.

Note: If you are a Personnel Administrator or an OPA System Administrator, you will see a **Status** dropdown menu in the top left corner of the **List Personnel Records** page. *Active* displays all personnel with an Active AD account status. *Inactive* displays all personnel with an Inactive status. *All* displays both Active and Inactive personnel.

Employees are never deleted from OPA; they are designated Inactive when an employee leaves an organization. Record deletions are handled only by the Active Directory system.

You are here: [OPA Menu / Personnel List](#)

GIPSA Personnel List List Personnel Records

Status: ***** ALL *****

Filter Search
Last Name:

Select one of the following Personnel records:

Action	Last Name	First Name	MI	Phone	Email	Organization
[Edit] [Roles]	Abrom	Clarence	E	(281) 338-2787	Clarence.E.Abrom@usda.gov	FGIS - League City Field Office
[Edit] [Roles]	Adam	Carmon	C	(701) 772-3371	Carmon.C.Adam@usda.gov	FGIS - Grand Forks Field Office
[Edit] [Roles]	Ainsworth	Jill	M	(404) 582-5412	Jill.M.Ainsworth@usda.gov	ITS - Operations Branch
[Edit] [Roles]	Ainsworth	L	Cary	(404) 582-5426	L.Cary.Ainsworth@usda.gov	P&SP - Eastern Trade Practice Unit
[Edit] [Roles]	Akers	Donald	G	(830) 689-2666	Donald.G.Akers@usda.gov	FGIS - San Antonio Satellite Office
[Edit] [Roles]	Akins	Crystal	D	(336) 323-0632	Crystal.D.Akins@usda.gov	P&SP - Carolina Suboffice
[Edit] [Roles]	Albert	Shirley	B	(985) 784-2324	Shirley.B.Albert@usda.gov	FGIS - New Orleans Field Office

746 records in 75 Pages. Rows: Page:

Figure 57 – List Personnel Records

You are here: [Home / OPA Menu / Personnel List / Personnel Maint](#)

GIPSA Personnel Maintenance Maintain Personnel Data

Organization: Contractors
 First Name: Samir MI: M
 Last Name: Fouad
 Title: Contractor
 Status: Active
 License Number: Job Series:
 Email: Samir.M.Fouad@gipsa.usda.gov Login ID: SMFouad
 Phone: (202) 720-7477 Fax:
 Mobile Phone:
 Room: 0626-S
 Address: Stop 3601, 1400 Independence Avenue, SW
 PO Box:
 City: WASHINGTON
 State/Province: DC
 Postal Code: 20250-3601
 Country: US
 Last update: Last change made on 6/23/2005 4:08:08 PM by user AD UPDATE.

Figure 58 – Maintain Personnel Data

To filter the table by a last name or set of names, use the [Filter Search](#) option at the top of the page. Type some or all of the name into the search field and click **Filter**.

- Enclose the name in quotes if you want records to exactly match the search criteria. Searches are not case-sensitive.
- Your search string must include the first letter or letters of the last name for OPA to identify the user. For example, if you enter "smi" in the search field, OPA will display the records for John Smith and Alice Smiley, but not for Pat Naismith.

The table display will remain filtered until you restore it. When you are finished, hit **Clear** to restore the full table of personnel records. To find a specific record you can also use a targeted search option; see section C for more information.

D. 11 — Edit Personnel Role Assignments

From the personnel records list, click **Roles** to open the **List Org Role Asmt Records** page for that individual. From this page roles can be assigned, edited, or deleted as described in section D. 6.

D. 12 — Edit Organization Hierarchy

The “Parent Office” droplist at the top of the **Add New Organization** page is used within OPA to transfer an organization from one parent to another. To perform a transfer,

- Select either [List Organizations](#) or [Organization Hierarchy](#) from the OPA home page or the **Browse** panel.
- Select the individual organization to be transferred by clicking **Edit** to the left of that row (in the list) or to the right end of the organization (in the hierarchy). This opens the **Maintain Organization Data** page for that organization.
- Select the new parent organization from the dropdown list at the top of the page (Fig. 59), then click **Save Changes**. Click **Return** to exit without saving changes.

Selecting an initial value for the parent office on this page adds the organization as a lower level “child” in the organization hierarchy. **Note:** If the organization is already assigned as lower level unit under another organization, selecting a different organization as the parent organization will transfer that organization *and any lower level organizations that belong to it* to the new parent.

The screenshot shows the 'Maintain Organization Data' page. At the top, there is a breadcrumb trail: 'You are here: Home / OPA Menu / Organization Hierarchy / Organization Maint'. Below this is a green header with the text 'GIPSA Organization Maintenance' and 'Maintain Organization Data'. The main content area contains several fields:

- Parent Office:** A dropdown menu currently showing '*** Null Value ***'. A list of options is visible, including 'Contractors', 'Denver Regional Office', 'Des Moines Regional Office' (highlighted), 'Executive Resources Staff', 'FGIS - Analytical, Reference and Testing Services Branch', 'FGIS - Beaumont Suboffice', 'FGIS - Board of Appeals and Review', 'FGIS - Cedar Rapids Field Office', 'FGIS - Cedar Rapids Satellite Office', 'FGIS - Corpus Christi Suboffice', and 'FGIS - Crowley Suboffice'.
- Name:** A text input field.
- Description:** A text input field.
- Type:** A dropdown menu.
- Mail Address 1:** A text input field.
- Mail Address 2:** A text input field.
- Mail City:** A text input field.
- Other City:** A text input field.

 There are also some partially visible fields on the right side, including 'Physical Address'.

Figure 59 – Maintain Organization Data: organization hierarchy droplist

D. 13 — Official Agencies: Overview

The current release of OPA includes official agency and service point records for the forthcoming Delegation/Designation & Export Registration application (DDR). Official agency records are linked to the service point records and service point location records held within OPA (see Fig. 5 for an explanation of the information flow).

You are here: [OPA Menu / Official Agency List](#)

GIPSA Official Agency List

List Official Agency Records

[Add new record](#)

Select one of the following Official Agency records:

Action		Name	City	State	Status
[Edit]	Select	A.V. Tischer & Son, Inc.			Inactive
[Edit]	Select	Aberdeen Grain Inspection, Inc.	Aberdeen	SD	Active
[Edit]	Select	Alabama Department of Agriculture & Industries	Montgomery	AL	Active
[Edit]	Select	Amarillo Grain Exchange, Inc.	Amarillo	TX	Active
[Edit]	Select	Cairo Grain Inspection Agency, Inc.	Cairo	IL	Active
[Edit]	Select	California Agri Inspection Company, Ltd.	West Sacramento	CA	Active
[Edit]	Select	Champaign-Danville Grain Inspection Departments, I	Champaign	IL	Active

61 records in 7 Pages. Rows:
Page:

Figure 60 – List Official Agencies: Administrative View

You are here: [OPA Menu / Official Agency List / Official Agency Maint](#)

GIPSA Official Agency Maintenance

Add New Official Agency

Name:

Abbreviation:

Status:

Address 1:

Address 2:

City:

State:

Zip:

POC Last Name:

POC First Name:

POC Phone:

POC Email:

POC Fax:

Website:

Comment:

Business Type:

- Official Agency
- Registered Grain Firm

Inspection:

Weighing:

Grain Inspection Manager ID:

Incorporated State:

Incorporated Date:

OA Type:

- State
- Private

Expiration Date:

CRT Expiration Date:

Last update: ***** No last update information available *****

Figure 61 – Add New Official Agency

From the home page, click [List Official Agencies](#) to open the **List Official Agency Records** page (Fig. 60). From here you can view and maintain official agency data, service point data, and service point location data. **Note:** This menu option is not available through the **Browse** panel.

From the [Action](#) droplist, select **Service Points** to view a list of the service points where that official agency provides services. Service point data can be edited from that page.

D. 14 — Add and Maintain Official Agency Records

From the home page, click [List Official Agencies](#). Select **Add New Record** to open the **Add New Official Agency** page (Fig. 61). Among the data fields are:

Abbreviation, the code by which the official agency is located by other GAM applications.

Status, which can be Active or Inactive.

Address and *Point of Contact* (POC) information.

Comment, a text field for information not on the form.

Business Type, which for the purposes of this form can be "Official Agency" or "Registered Grain Firm."

Y/N droplists to indicate inspection and weighing activities.

OA Type, to indicate if the official agency is private or a state facility. If private, include the state and date of incorporation.

Expiration date, the last date by which the agency can perform official services, and *CRT expiration date*, the last date by which the agency can issue valid certificates of inspection or for other services.

When you have entered your information, click **Insert New Record**. Click **Return** to exit the screen without saving your data.

Select **Edit** to open the **Maintain Official Agency Data** page. Choose **Save Changes** when finished. **Note:** Official agency records cannot be deleted in OPA. The designation made to a given Official Agency expires at the end of the designation period as defined in the GAM Delegations, Designations and Export Registration (DDR) system, and records of both the designation and the official agency are retained.

D. 15 — Maintain and Delete Service Point Records

There are several routes to service point records in OPA:

- From the OPA home page or the **Browse** panel, select [List Service Points](#).
- Select [List Organizations](#). Select **Service Points** from the [Action](#) droplist of a Field Office record.
- Select [List Official Agencies](#). Select **Service Points** from the [Action](#) droplist of an official agency record.
- Select [List Service Point Locations](#). Select **Service Points** to view only service points operating at one physical location.

The data fields are:

Name, the acronym of the official agency that provides the service point.

Service Point Number, a unique identifier.

Direct Service By Field Office / Spv Fee Field Office, which indicates either the field office that directly operates the service point, or the official agency that operates the service point. Only one of these columns is valid per service point record.

Official Agency, the full name of the official agency providing official services at the service point.

Start / End Date, the dates during which the service point is providing services.

You are here: [OPA Menu / Service Point List](#)

GIPSA Service Point List

List Service Point Records

[Add new record](#)

Select one of the following Service Point records:

Action	Name	Service Point Number	Direct Service by Field Office	Spv Fee Field Office	Official Agency	Start Date	End Date
[Edit]	ABBEVILLE, LA (RIVIANA FOODS)	170010	FGIS - New Orleans Field Office			3/26/1998	
[Edit]	ABERDEEN, WA (AGP)	460010		FGIS - Washington Federal/State Office			
[Edit]	ABILENE, KS	150010		FGIS - Wichita Field Office	Kansas Grain Inspection Service, Inc.	1/1/1980	1/1/2004
[Edit]	ADA, OH (Farmers Commission Co)	340020		FGIS - Toledo Field Office	Mohigan Grain Inspection Services, Inc.	3/24/2004	

957 records in 160 Pages. Rows: Page:

Figure 62 – List Service Point Records

You are here: [OPA Menu / Service Point List / Service Point Maint](#)

GIPSA Service Point Maintenance

Maintain Service Point Data

Service Point Number: **Status:**

Name:

Name Abbreviated:

Location: [Add New Location](#)

Owned by Field Office:

Spv Fee Field Office:

Official Agency:

Start Date: **End Date:**

Export Location Flag:

Supervision Fee Flag:

Tonnage Fee Flag:

POC Last Name:

POC First Name:

POC Phone:

POC Email:

POC Fax:

Change Info:

FFIS Number:

Supervision Fee Mgmt Code:

Admin Ton Mgmt Code:

Last update: Last change made on 12/8/2005 5:01:40 PM by user ALANG.

Figure 63 – Maintain Service Point Data

Click **Edit** to open the **Maintain Service Point Data** page (Fig. 63). Select the location from the "Location" droplist, or click **Add New Location** to create a record for the service point's location (see the following sections for more information). Choose a value for ONLY one of the following two fields: "Owned By Field Office" or "Spv Fee Field Office." When you have altered your data fields, select **Save Changes**.

Click **Edit** and then **Delete Record** to delete a service point record.

D. 16 — Add New Service Point Record

From the service point records page, click **Add New Record** to open the **Add New Service Point** page (Fig. 64). See the previous section for a description of the data fields. When finished, select **Insert New Record**, or **Return** to cancel the addition.

If the service point location does not appear in the "Location" droplist, click **Add New Location**. See the following section for more information.

You are here: [OPA Menu](#) / [Service Point List](#) / [Service Point Maint](#)

GIPSA Service Point Maintenance Add New Service Point

Service Point Number: **Status:**

Name:

Name Abbreviated:

Location: [Add New Location](#)

Direct Service by Field Office:

Spv Fee Field Office:

Official Agency:

Start Date: **End Date:**

Export Location Flag:

Supervision Fee Flag:

Tonnage Fee Flag:

POC Last Name:

POC First Name:

POC Phone:

POC Email:

POC Fax:

Change Info:

FFIS Number:

Supervision Fee Mgmt Code:

Admin Ton Mgmt Code:

Last update: ***** No last update information available *****

Enter data to add new Service Point record.

Figure 64 – Add New Service Point

D. 17 — Service Point Location Records

To open the master **List Service Point Locations** page (Fig. 65), select **List Service Point Locations** from the home page or select **List Locations** from the **Browse** panel.

Each location record displays the physical address, a link to **Edit** the address information, and a link to the **Service Points** that utilize the location.

To maintain location information, click **Edit** and then **Save Changes**.

To delete a service point location, click **Edit** and then **Delete Record**. This removes the service point location from the droplist on the service point records page.

New service point location records can be created from several places within OPA:

- Select List Service Point Locations. Click **Add New Record** in the top right hand corner of the page.
- Select List Official Agencies. Select **Service Points** from the Action droplist of an official agency record. Select **Edit** for any service point record. On the Maintain Service Point Data page (Fig. 63), click **Add New Location**.
- Select List Organizations. Select **Service Points** from the Action droplist of a Field Office record. Select **Edit** for any service point record. On the Maintain Service Point Data page (Fig. 63), click **Add New Location**.

When you have filled in the service point location data on the **Add New Service Point Location** page (Fig. 66), click **Insert New Record**. It will appear in the droplist of locations for all service point records in OPA.

Note: The Search Organization Location command only searches for GIPSA organization locations, not official agency or service point locations.

You are here: OPA Menu / Service Point Location List

GIPSA Service Point Location List						
List Service Point Location Records						
						Add new record
Select one of the following Service Point Location records:						
Action		Address 1	Address 2	City	State	Zip
[Edit]	[Service Points]	Chicago and Illinois River Marketing	900 East Bay Street	Milwaukee	WI	53207
[Edit]	[Service Points]	Chicago and Illinois River Marketing	2100 S. 43rd Street	Milwaukee	WI	53219
[Edit]	[Service Points]	Chicago and Illinois River Marketing	900 East Bay Street	Milwaukee	WI	53207
[Edit]	[Service Points]	Larsen Cooperative Company	East 9123 Mill Road	Readfield	WI	54969
[Edit]	[Service Points]	Golden Grain LLC.	West 13134 Highway K	Ripon	WI	54971
[Edit]	[Service Points]	The De Long Company		Sharon	WI	53585
910 records in 19 Pages. Rows: <input type="text" value="50"/> Page: <input type="text" value="1"/> <input type="button" value="Go"/>						

Figure 65 – List Service Point Location Records

You are here: OPA Menu / Service Point Location List / Service Point Location Maint

GIPSA Service Point Location Maintenance	
Add New Service Point Location	
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
State:	*** Null Value ***
City:	<input type="text"/>
Zip:	<input type="text"/>
Port:	California
FGIS Region:	Canada
AMS Region:	Atlantic
Census Schedule D District:	<input type="text"/>
Census Schedule D Port:	<input type="text"/>
Last update:	*** No last update information available ***
<input type="button" value="Insert New Record"/> <input type="button" value="Return"/>	

Figure 66 – Add New Service Point Location

E. Extracting Data to OPA from Active Directory

E. 1 — Introduction

Most personnel data in the OPA application is actually maintained in the Active Directory (AD) system, and extracted by OPA on a daily basis. The data update between AD and OPA, a process called **extraction**, will run in one of three ways:

- automatically each night (the most common extraction),
- on demand to provide updated information ahead of schedule,
- on a single-user basis to bring information about a new employee or contractor into OPA ahead of the nightly extract (for example, if a new employee is needed for a function in another system and cannot wait for the scheduled daily update).

Only users assigned the Personnel Administrator or OPA Administrator roles can view the daily extract results, manually extract from AD, or perform single-user updates.

Certain administrative functions, such as personnel transfers and record deletions, can only be done by Active Directory administrators.

An individual's license number and job series code are the only personnel data that are established and maintained in OPA, rather than AD.

E. 2 — View Daily AD Extract Results

Each time the daily extract is run (whether at the regularly scheduled time or on demand), OPA records the extraction's execution and results. The extraction result records are permanently logged and can be reviewed by administrators at any time.

From the home page, select [Active Directory Extract History](#). This option opens the **List AD Transfer History Records** page (Fig 67). Each day's extract result displays the following fields:

- records updated.* Every personnel record in OPA is updated each day, whether or not the data has been changed in AD.
- records inserted.* These are new personnel records that were created in AD and then added to OPA.
- records made inactive.* These are personnel records that have been deleted in AD.
- total number of records* transferred during that execution.

This history will be maintained indefinitely, with the most recent records displayed at the top of the list. To locate a specific day, use the column sort feature or navigate with the row and page commands.

You can manually begin the data extract from this page by clicking **Run Update** (see next section).

You are here: Home / OPA Menu / AD Transfer History List

GIPSA AD Transfer History List List AD Transfer History Records				
				Run Update
Transfer Date	# Updated	# Inserted	# Inactive	Total Transferred
6/23/2005	747	0	5	747
6/21/2005	747	0	4	747

17 records in 1 Pages. Rows: Page:

Figure 67 – List AD Transfer History Records

E. 3 – Manually Run Daily Extract

In certain cases, the full GIPSA AD extract may need to be run during the day or at some point other than when it is regularly scheduled. There is no limit on how many times this AD extract can be run, but it does create an extract history each time.

Note: before you extract any new employee records to OPA, these are the steps that must be followed, in this order:

Create the new personnel record(s) within AD.

Have personnel data entered by a GIPSA Personnel Administrator.

Manually extract records to OPA.

Likewise, any changes to existing employee or contractor records (including transfers to another organization) should be made in AD before extracting records to OPA.

To manually run the daily extract, select [Active Directory Extract History](#) from the OPA homem page, then click **Run Update**. This opens another browser window that displays a count of the total number of rows retrieved from AD (Fig. 68). Close this second window when the count is displayed.

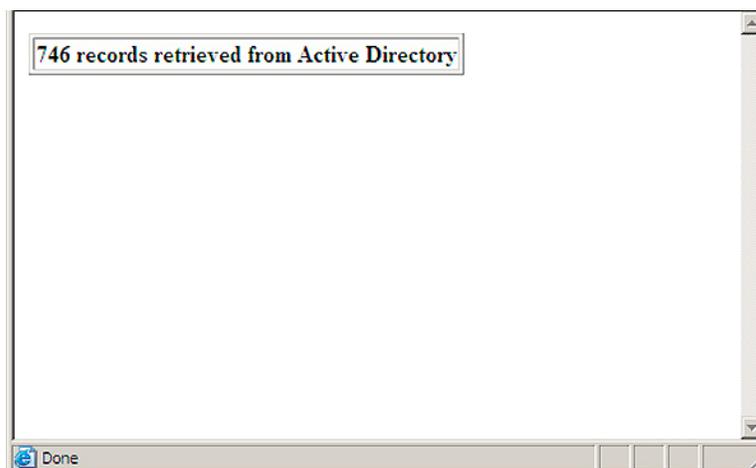


Figure 68 – Active Directory Daily Update

E. 4 – Manually Extract Single User Information

In some cases it may be necessary to update information about a single person, or to immediately transfer information about a new employee from Active Directory to OPA. Instead of running the full AD extract, you can use OPA's single user extract process.

As with the daily update, an employee's account must be defined in AD by NTB, and the remainder of the personnel information updated by a GIPSA Personnel Administrator within AD, before you can run the single user extract in OPA. You will also need the individual's GIPSA network login ID, which is assigned by NTB as part of the basic AD account setup.

Note: the GIPSA network login ID is not the same as the individual's eAuthentication ID.

The single user extract function can be accessed from either of these menu choices:

- From the OPA home page, select Single User Active Directory Extract.
- From the grey **Browse** panel, select Single User Retrieval.

Either of these choices will open the **Load User From Active Directory** page (Fig 69). Enter the network login ID in the blank field and click the **Load User** button to begin the process.

Once the process is started, it will generate one of three possible results:

If a user with that login ID exists in OPA and in AD, the application will display the individual's personnel data (Fig 70). Click the **Update** button to update OPA with the information from AD. If you need to halt the update, click **Cancel**.

If no user with that login ID exists in OPA, the application will display an error page (Fig 71). Check that the ID was entered correctly.

If the user exists in OPA but has been deleted from AD, the application will alert you that the record status is Inactive (Fig. 71). No update can be made.

After a successful single user update, the application will display a read-only confirmation page (Fig. 72).

The screenshot shows a web application interface. At the top, there is a breadcrumb trail: "You are here: Home / OPA Menu / Personnel Maint". Below this is a green header bar containing the text "GIPSA OPA Personnel Maintenance" and "Load User From Active Directory". Underneath the header, the text "Enter Login ID to Load in OPA:" is displayed. To the right of this text is a white text input field. To the right of the input field is a grey button labeled "Load User".

Figure 69 – Single User Retrieval: Load User From Active Directory
Type the user's login ID in the blank field.

You are here: [Home](#) / [OPA Menu](#) / [Personnel Maint](#)

**GIPSA OPA Personnel Maintenance
Load User From Active Directory**

KJYarbrough is associated with: Washington
 kjyarbrough already exists in OPA.

PER_RowId	579
ORG_RowId	77
PER_Status_Code	I
PER_Job_Series	
PER_Job_Title	Contractor
PER_First_Name	Kirby
PER_Middle_Name	J
PER_Last_Name	Yarbrough
PER_Mail_Address	Stop 3601, 1400 Independence Avenue, SW
PER_Mail_PO_Box	
PER_Mail_City	WASHINGTON
PER_Mail_State_Province	DC
PER_Mail_Postal_Code	20250-3601
PER_Mail_Country	US
PER_Main_Phone_Nbr	(202) 720-0156

Figure 70 – Load User From Active Directory: Process Screen

You are here: [Home](#) / [OPA Menu](#) / [Personnel Maint](#)

**GIPSA OPA Personnel Maintenance
Load User From Active Directory**

This user was only found in OPA
 Status changed to INACTIVE

You are here: [Home](#) / [OPA Menu](#) / [Personnel Maint](#)

**GIPSA OPA Personnel Maintenance
Load User From Active Directory**

No record found for this user

Figure 71 – Load User From Active Directory: Error Screens

You are here: [Home](#) / [OPA Menu](#) / [Personnel Maint](#)

**GIPSA OPA Personnel Maintenance
Load User From Active Directory**

ABYeh is associated with: Washington
 Yeh, Apollo B has been inserted into the OPA System

Figure 72 – Load User From Active Directory: Confirmation Screen

F. eAuthorization and OPA

F. 1 — Configuring User Access to OPA

GIPSA's eAuthorization System (GAS) maintains access permissions and authentication data for each GAM user. Only eAuthorization administrators can configure these settings.

Anyone from the general public can access the public personnel search and the public organization search functions. All other functions, including access to the main OPA menu, require that the user have a *User Role* assigned through eAuthorization.

At this time there are two pre-defined roles for OPA. These values will appear in the dropdown menu for *Role* on the **Add New User Role** screen (Fig. 73):

"OPA User" is for general GIPSA employees.

"OPA Administrator" is for OPA administrators and personnel administrators.

OPA administrators also require a role for CVM in order to set OPA code variables.

F. 2 — Requesting Access to OPA

A user attempting to log into the OPA home page without an eAuthorization user role assignment will generate the **Application Access Request** form (Fig. 74). When the user completes the request it will be automatically sent to the network administrator for evaluation.

The screenshot shows a web form titled "GIPSA User Role Maintenance Add New User Role". At the top, it says "You are here: eAuthorization Menu / User List / User Role List / User Role Maint". The form contains several fields: "User:" with a dropdown menu showing "Administrator, Jane Q."; "Role:" with a dropdown menu showing "F-IDW Appl Administrator"; "Comment:" with a large text area; "Start Date:" and "End Date:" with date pickers; and "Last update:" with the text "*** No last update information available ***". At the bottom, there are two buttons: "Insert New Record" and "Return".

Figure 73 – eAuthorization: Add New User Role

The screenshot shows a web form titled "Application Access Request Send Email". At the top, it says "You are here: Application Access Request". Below the title, it reads "You do not have access to the requested resource. You may request the appropriate access by filling out the form below." The form contains several fields: "First Name:" with the value "Ann"; "Mid Initial:"; "Last Name:" with the value "Lang"; "Email Address:" with the value "alang@johnstonmclamb.com"; "Comment:" with a large text area; and "Phone Number:" with a text input field. At the bottom, there is a "Send Email" button.

Figure 74 – Application Access Request

III. Appendix

A. Glossary

Active Directory — GIPSA’s master database of employees, contractors, and organizations contact and statistical data.

eAuthentication — the USDA’s system of user credentials, which interoperates with all GAM applications.

eAuthentication Level — User access levels, from Level 1 to Level 4, set by the USDA and maintained through eAuthentication.

eAuthentication Login ID — an alphanumeric string assigned to a user’s USDA credentials.

eAuthorization — the GAM system of user credentials and application security, which interoperates with eAuthentication.

Network Login ID — a user ID assigned to an individual by GIPSA’s Network and Telecommunications Branch when his or her account is first created in Active Directory.

Role: eAuthorization User Role — a setting required within eAuthorization for a user to access all non-public OPA functions. Not the same as OPA’s Organization Role Assignment.

Role: Organization Role Assignment — the job duties an individual carries out within a GIPSA or related organization. Organization role assignments are tracked, but not assigned or removed, in OPA organization and personnel records.

B. Commonly Used Acronyms

AD	— GIPSA’s Active Directory installation
APS	— GIPSA’s Agricultural Product Standards application
FAC	— GIPSA’s Issue Tracking System application
FGIS	— Federal Grain Inspection Service
GAM	— GIPSA Application Modernization
GAS	— GIPSA’s eAuthorization System application
IDW	— GIPSA’s Inspection Data Warehouse application
NTB	— GIPSA’s Network and Telecommunications Branch
OPA	— GIPSA’s Organizations and Personnel application
P&SP	— USDA’s Packers & Stockyards Programs
RER	— GIPSA’s Regulated Entities and Registration application