



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

Organizations and Personnel

Business Manual

Version 1.1

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Revision History

Previous Change History

Table A – Previous Change History

VERSION	DATE	AUTHOR	COMMENT
1.0	8/5/2005	J. Vanderwielen	Derived from User Manual
	9/10/05	L Frazer	Suggestions
1.1	9/12/05	J. Vanderwielen	Updated dates and version

Document Sign-off

Table B – Document Sign-off

DATE	NAME	TITLE
9/12/05	James A. Vanderwielen	Business Project Manager

TABLE OF CONTENTS

I. INTRODUCTION.....	4
II. OPA DATA AND FUNCTION	4
A. Placing a New Employee into Active Directory	4
A. 1 — Introduction.....	4
A. 2 — Using PeopleUpdate.....	5
A. 3 — Modifying Active Directory through PeopleUpdate.....	5
Figure A.3-1 – PeopleUpdate Search Screen	5
Figure A.3-2 – Search results example.....	6
Figure A.3-3 – Individual record in Active Directory	7
Figure A.3-4 – Edit Screen example.....	8
B. Removing an employee from active directory	8
C. Updating OPA	8
III. APPENDIX.....	9
Glossary	9
Appendix A - “Network User Modification Request” Form	10

I. Introduction

Organizations and Personnel Application

The Organizations and Personnel Application (OPA) maintains organizational and personnel data for other applications in the USDA Grain Inspection, Packers and Stockyards Administration (GIPSA) Application Modernization (GAM) suite.

In its present form, OPA holds records of all GIPSA personnel who are assigned network identification, a USDA e-mail address (including contractors with USDA network user identifications) and a GIPSA organization. OPA also maps the overall GIPSA organization hierarchy.

Active Directory

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

NOTE: To add or remove an employee into OPA, AD is updated with the base information found on the "Network User Modification Request" form, which must be sent to the Network and Telecommunications Branch (NTB) in Washington, DC. (Questions on the request form must be directed to the local IT system manager.) Once the request is received, NTB will make the requested change. For new Employees, after NTB has placed the base information in AD, the mailing address and phone numbers for the new employee must be added via the computer application "PeopleUpdate" on the network. For access rights to PeopleUpdate, notify the OPA administrator.

Organization Hierarchy

All GIPSA organization hierarchy information is maintained directly in 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. The OPA Administrator is the only one who can make changes to the hierarchy of the Agency. Each change must be approved by either the Administrator of the Agency or the Deputy Administrator of the affected program.

II. OPA Data and Function

There are three types of data in OPA: personnel data, organization data, and hierarchy data. Most personnel data is maintained in GIPSA's AD installation and extracted by OPA on a daily basis. Certain administrative functions, such as personnel transfers and record deletions, can only be done by the AD administrator. OPA maintains only a limited set of individual personnel information (specifically an individual's license number (ACG/ACT) and job series code).

OPA is also used to maintain all organizational information, including the organization hierarchy, and assigns States to the Packers and Stockyards Regional Offices. The resulting personnel and organizational information is made available to other GAM applications through a number of defined web services.

A. Placing a New Employee into Active Directory

A. 1 — Introduction

OPA does not allow new employees to be added into the data base because information about employees is extracted from AD. The first step to add a new employee to AD is to complete the "Network User Modification Request" form ([see appendix A](#)) and forward the form to NTB. After the new employee information is in AD, the administrative staff must go to the PeopleUpdate Web Application to add information to the employee's file (see A.2). After all this information is correct, OPA can be synchronized with AD. The new employee's name will appear in OPA after the synchronization.

A. 2 — Using PeopleUpdate

PeopleUpdate is used to add information to an employee’s file in AD. It is the responsibility of the administrative staff of each organization to maintain most of the information in AD. Personnel records in AD contain the employee’s work telephone, fax and mobile phone numbers; Company (which will always be “USDA, GIPSA”); organization; Street, City, County, State, and Zip code address information;, and Job Title. NTB maintains name, display name, user identification, description and USDA email address in the record.

PeopleUpdate is a restricted computer program that is located at <http://dcweb2/peopleupdate/>. This is a secure site and only a few Administrative Officers have been granted permission to make changes. For access rights to PeopleUpdate, send a request to the OPA Administrator.

A. 3 — Modifying Active Directory through PeopleUpdate

When the PeopleUpdate application opens, the first screen seen is the search screen (see Figure A.3-1). This search allows the user to search for an employee by last name, first name, or organization. After the search parameter(s) are typed in, initiate the search by placing the cursor on and clicking the magnifying glass icon.

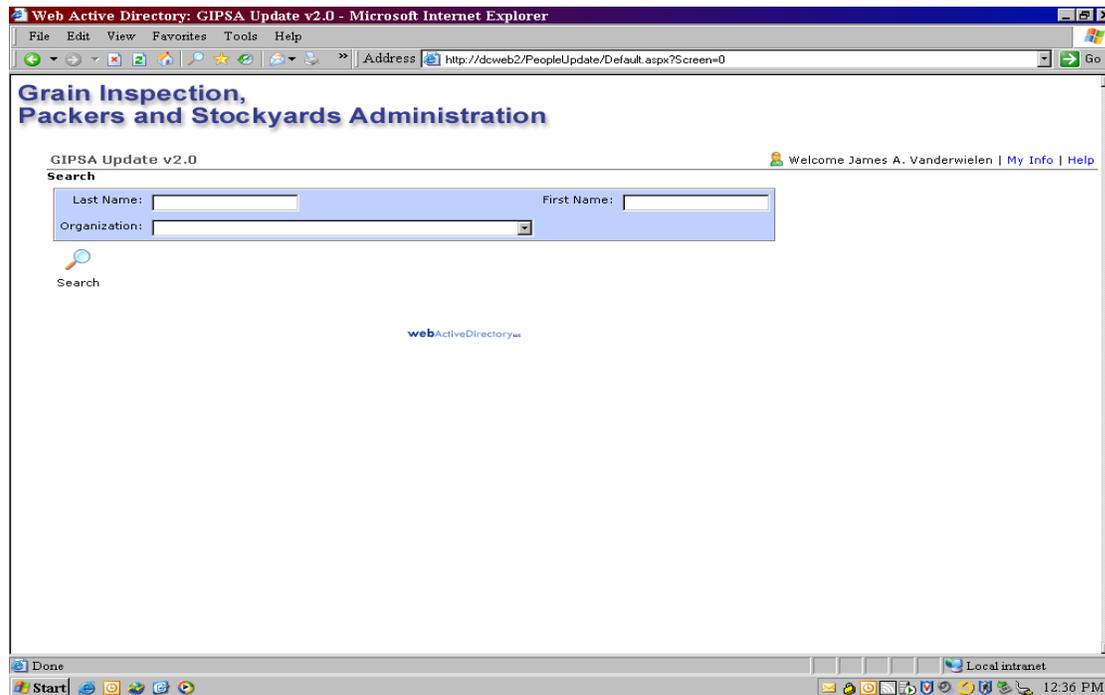


Figure A.3-1 – PeopleUpdate Search Screen

The results of the search will look similar to this:

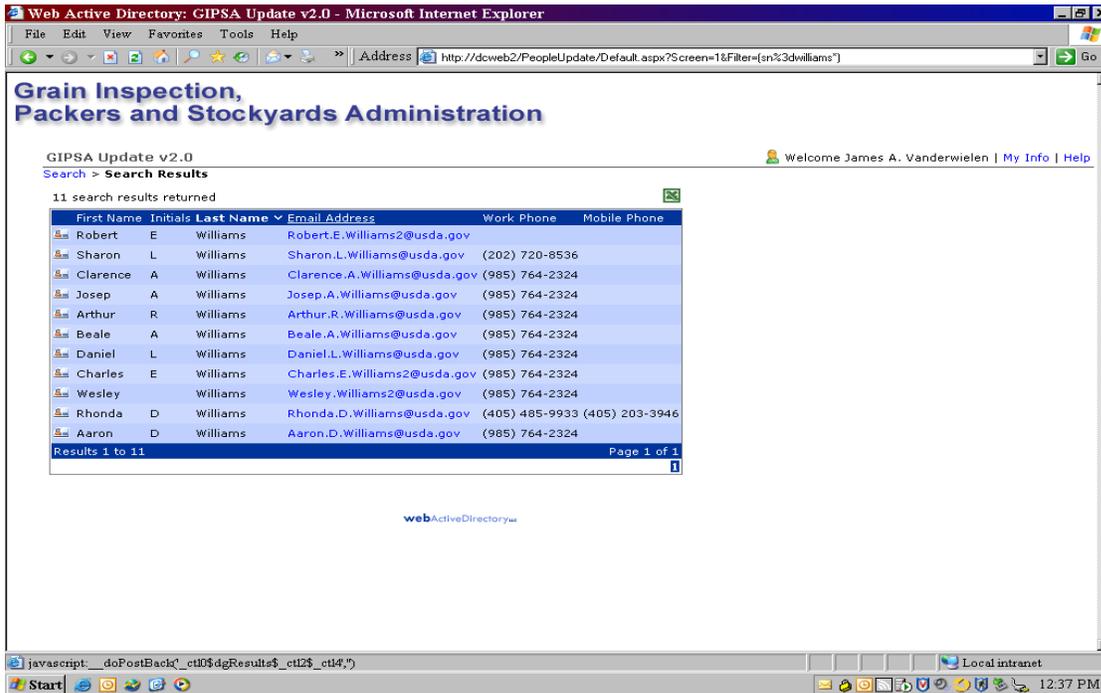


Figure A.3-2 – Search results example

A list of name will appear that hold the attributes of the search parameters. To select a name to modify, place the cursor on and click the small icon that looks like a business card to the left of the name. The record for the individual selected is displayed (Figure A.3-3)

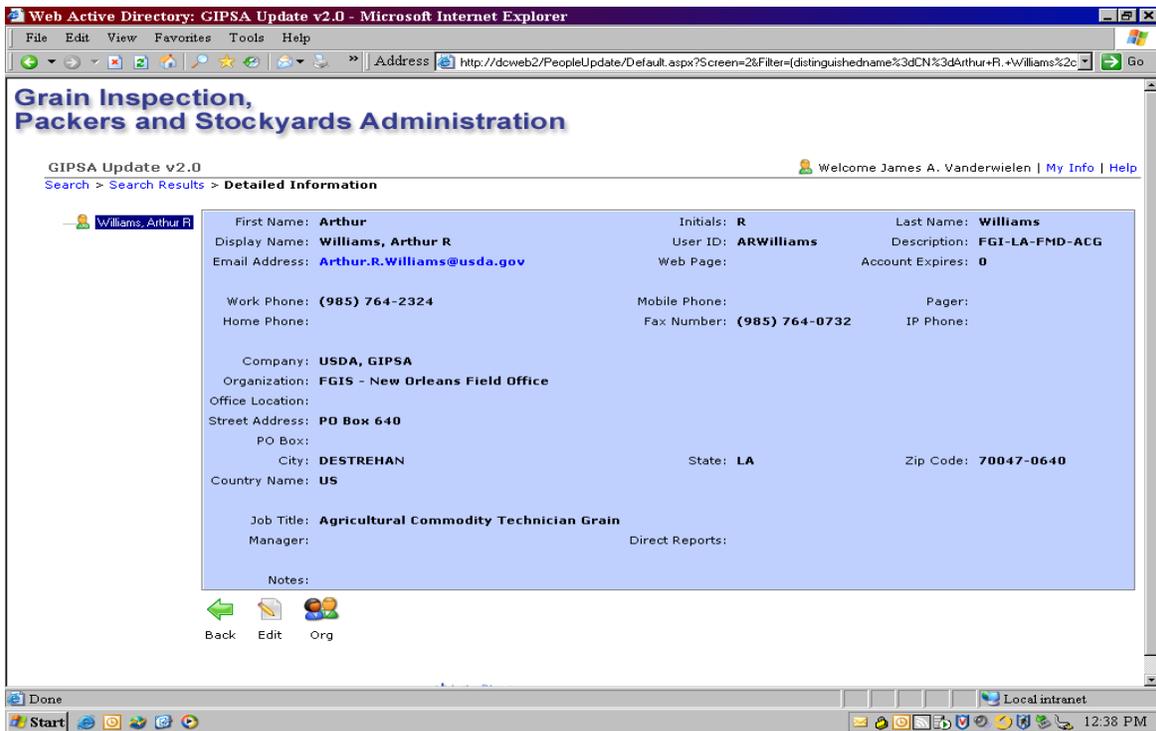


Figure A.3-3 – Individual record in Active Directory

As mentioned earlier, personnel records in AD contain the employee’s work telephone, fax and mobile phone numbers; Company (which will always be “USDA, GIPSA”); organization; Street, City, County, State, and Zip code address information;, and Job Title. NTB maintains name, display name, user identification, description and USDA e-mail address in the record.

When a change is needed, the “edit” icon can be selected at the bottom of the page to open the fields to be edited (Figure A.3-4).

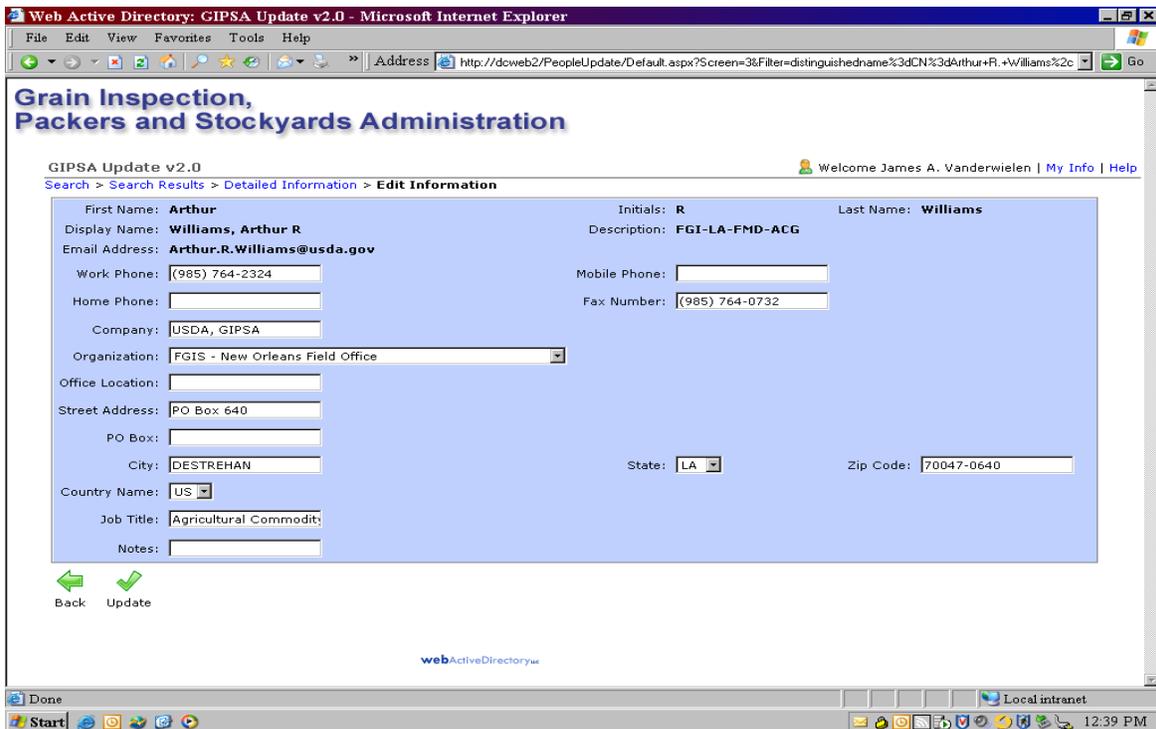


Figure A.3-4 – Edit Screen example

Fields that appear as a white box can be changed to reflect new information. The top three lines can only be changed by NTB upon receipt of a “Network User Modification Request” form ([see appendix A](#)).

After changes have been made, select the “update” icon to make the changes permanent. The screen will return to the employee information, but will now incorporate the changes. Selecting the back button will take you to the search screen to start the process over.

B. Removing an employee from active directory

Employee records can not be deleted from OPA because information about employees is extracted from AD. Deletion requests are submitted to NTB on a “Network User Modification Request” form ([see appendix A](#)) NTB removes the employee record from AD and synchronizes OPA with AD. The OPA Administrator is the only person who can see inactive employee records.

C. Updating OPA

After the employee record is placed in AD using PeopleUpdate, and OPA has synchronized with AD, the employee’s, license number (Agricultural Commodity Grader (ACG) or Agricultural Commodity Technician (ACT) number, if any), and job series designation must be placed into the system. See the OPA User Manual for details on how to synchronize and add this information to the application.

III. Appendix

Glossary

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

Job Series – Federal occupations are grouped into series that are given a numerical code for identification. This search allows you to search by that code. The General Schedule is the basic classification and compensation system for white collar occupations in the Federal Government as established by chapter 51 of Title 5, United States Code. Click [here](#) for more information on GS groups.

License Number – This number is the assigned Agricultural Commodity Grader or Technician ID number given to each FGIS employee who performs official inspections.

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.

Organization – Defines each level of the Agency that performs a unique and distinct function.

PeopleUpdate – a computer application used by NTB to allow support staff to maintain information about its employees. The information placed in PeopleUpdate is placed into the Active Directory and supports both OPA and the USDA Global address book used by Outlook.

COMMONLY USED ACRONYMS

AD	— GIPSA's Active Directory installation
FGIS	— Federal Grain Inspection Service
GAM	— GIPSA Application Modernization
NTB	— GIPSA's Network and Telecommunications Branch
OPA	— GIPSA Organizations and Personnel application
P&SP	— Packers & Stockyards Program
USDA	- United States Agriculture Department

Appendix A - "Network User Modification Request" Form

Network User Modification Request Grain Inspection, Packers & Stockyards Administration		
The following information is to be supplied to the GIPSA, Networking and Telecommunications Branch in Washington, DC by submitting the following form. This form MUST come from a local ISSM, the Regional Supervisor, or the Administrative Officer. In Washington, the request MUST come from a Division Director or their designated representative. Depending on the type of modification, all or part of the information may be completed. Requests must be received 5 working days prior to the effective date of modification.		
Modification Type: Add _____ Delete _____ Change Information _____		
Type of Account(s) Requested: NT _____ GroupWise _____ UUNET _____ NFC _____ Other _____ (Explain below)		
Effective Date:		
First Name:	Last Name:	Middle Int:
Formal Title:	Div. or Branch:	Room #:
Telephone: Cell: Fax:	Supervisor Name:	Location:
Organization Division/Branch: (Please spell out <u>entire</u> Division/Branch name. Failure to do so will result in the rejection of your form.)		
Special Requirements/Access privileges: (i.e. Write/update access to specific database, directory, etc.)		
If individual is transferring from another USDA agency, please provide full agency name. (No acronyms)		
Networking and Telecommunications Branch Use Only:		
ISSPM Use Only:		