

**U.S. DEPARTMENT OF AGRICULTURE  
NATURAL RESOURCES CONSERVATION SERVICE  
NRCS-IRM-003**

**Information System Security  
Request for User Access to ITS Resources**

<b>Type of Request:</b>	New	Update (Move/Suspend)	Delete	<b>Date:</b>
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**Part I (Completed by Supervisor/Office Manager/Contracting Representative)**

<b>Employee/User Name: (Print Last, First, MI):</b>	<b>Nickname:</b>	<b>Generation: (Jr, Sr, II, III...)</b>
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<b>Position Title:</b>	<b>Reporting/Termination Date:</b>	<b>Email:</b>	<b>Phone Number:</b>
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**Organization: (Site ID/Site Name, Office ID or Office Name, Address, City, State, Zip)**

**Partner/Affiliate/Company or Organization Name:**

**Access Required:** (Note: Access to NRCS applications (such as Customer Service Toolkit and ProTracts) is not requested through this process. Refer to the Information Technology Assistance SOP:  
<http://directives.sc.egov.usda.gov/OpenNonWebContent.aspx?content=18456.wba>)

**Type of User:** Federal                      Affiliate (Partner/Volunteer)                      Contractor

**Does the user need a Telephone (Land Line):**      Yes      No

**Is this a name change request? (Provide Information):**

**Is this a phone # update request? (Provide Information):**

**User Needs an Active Directory Account:**                      Yes with Email (answer questions below)                      Yes without Email

**Specify Email address if different than office location:**

**Specify if user needs to be added to any email distribution groups such as "All CEDs" or others:**

**Is the existing user transferring to a different agency? (Specify New Agency):**

**Is this a location update request? <http://offices.sc.egov.usda.gov/employeeDirectory/app>  
Place new/updated location below**

<b>Region</b>	<b>Site</b>
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<b>Site Group</b>	<b>Address</b>
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**User needs Workstation (Coreload = ITS Standard Software for Equipment Type):**

- Desktop Standard Coreload
- Tablet Standard Coreload
- Laptop Standard Coreload

If **Other than Standard Coreload** is needed, specify in the section below (e.g., Specialized Software required for position duties):

**Agency Account Request (Please provide any additional details for these requests in the Details/Comments Section):**

End User VPN/Dialup Access	Add	Delete	
SAAR POC (Not thru SAAR process - Continue to use ISSPOC/DCCAC Request form and send to nrcsaccesscontrol@ftc.usda.gov)			
Remedy Support Groups (provide group information)	Add	Delete	
SafeBoot Exemption (Provide justification)	Enable	Request Exemption	Delete
Local Workstation Admin(Provide justification)	Add Rights	Delete Rights	
Share Drive Permissions (Provide information)	Add Permissions	Remove Permissions	
Other Elevated Privileges	Add	Delete	

**Details/Comments (justification and/or information):**

**Verification of Need to Know**

I certify that this user requires access as requested in the performance of his/her position duties/job function.

<b>Supervisor/Office Manager/Contracting Rep Name: (Print Last, First, MI)</b>	<b>Phone Number:</b>
<b>Signature of Supervisor/Office Manager/Contracting Rep:</b>	<b>Date:</b>

**Part II (Completed by Human Resources Staff)**

EmpowHR Operator or Affiliate/NEIS ID (required for email access):

<b>Type of Investigation (NACI, BI, etc.):</b>	<b>Date Paperwork Received:</b>	<b>Date of Initiation:</b>
<b>Clearance Level: (N/A, Secret, etc.)</b>	<b>Date Investigation/Clearance Completed:</b>	
<b>HR Manager/Representative Name: (Print Last, First, MI)</b>	<b>Phone Number:</b>	
<b>HR Manager/Representative Signature:</b>	<b>Date:</b>	

**Part III (Completed by Training Officer or Designee)**

<b>Completed Information Security Awareness (IAS) and Rules of Behavior (ROB) Training:</b>	<b>If No or Unknown, provide justification:</b>
Yes                  No                  Unknown	
<b>Training Officer or Designee Name: (Print Last, First, MI)</b>	<b>Phone Number:</b>
<b>Training Officer or Designee Signature:</b>	<b>Date:</b>

**Part IV (Completed by ISSPOC)**

<b>ISSPOC Name: (Print Last, First, MI)</b>	<b>Phone Number:</b>
<b>Remedy Ticket Number of Request:</b>	<b>Date Requested:</b>
<b>ISSPOC's Signature:</b>	<b>Date Completed:</b>