

**U.S. DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSERVATION SERVICE
NRCS-IRM-03**

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

Type of Request:	 New/Existing (Select "Type of User" Below)	 Delete Access (Permanently Deletes User)	Date of Request:
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Part I (Completed by Supervisor/Office Manager/COR/COTR)

Employee/User Name: (First, Middle, Last):		Nickname/Preferred Name:	
Position Title:	E-mail:	Phone:	

NRCS Site Names Finder (Site ID, Office ID): <http://nrcs-security.sc.egov.usda.gov/itcresources/documents/sitenames.xlsx>

Region(State):	Site ID:	 Office ID:
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Affiliate/Company or Organization Name:

Access Required: (Note: Access to NRCS applications (e.g., ProTracts/Fund Manager) 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:	New Federal Existing Federal	New Affiliate Existing Affiliate	New Contractor Existing Contractor
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Active Directory Account: (For New Users)	With Email	Without Email	AD Not Needed
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 **Information for Agency SAAR Update Request**

Target Date for Access: 

Is this a Request for a Personal Information Change (Name, Phone, etc.)? (If "Yes" complete section below)	Yes	No
Describe the Personal Information Change being requested:		

 Is the User Transferring to a different Agency? (If "Yes" answer questions below)	Yes	No
Select Agency the User is Transferring to:		
What is the effective date of the transfer:		
Additional Details for the Transfer to a different Agency:		

 Is the User Changing Locations but staying in the same Agency? (If "Yes" answer questions below)	Yes	No
Location Change Region:		
Location Change Site:		
Location Change Office:		

Is an Active Directory Change being requested? (If "Yes" answer complete section below)	Yes	No
Active Directory Update:		
Removal	Email Address Change	Email "User" Group(s) Added To
Email "User" Group(s) Removed from	Other Active Directory Changes	
Describe the Active Directory Changes in Detail:		

Summary of Comments on NRCS Request for User Access to ITS Resources

Page: 1

 Number: 1 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:03:03 AM
New/Existing - For New/Existing Users ALL parts of the IRM3 need to be completed and signed.

Also use this for Disabling accounts and transfers/moves.

 Number: 2 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 8:53:52 AM
Delete Access - Only Part 1 and Part 4 of the IRM 3 need to be complete.

THIS TYPE OF REQUEST IS TO COMPLETELY DELETE A USERS ACCESS. DO NOT USE FOR TRANSFERING EMPLOYEES. USE NEW/ EXISTING.

 Number: 3 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 8:55:40 AM
Region, Site ID, and Office ID are required for every Remedy ticket, so having the information listed here is needed to complete and IRM3. The link above gives some assistant if you are unsure what they are.

 Number: 4 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 8:59:17 AM
Regarding ALL Sections - You only need to complete sections where you plan to mark "YES". The "NO's" were put in to match Remedy and to eliminate confusion between the 2. Marking NO and leaving Blank are essentially the same thing.

 Number: 5 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 8:57:28 AM
Target Date - Date for new user set to begin. (if the date is in the past, put current date here and in notes state the real start date).

 Number: 6 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:01:05 AM
Remember - the losing agency must enter a move/transfer ticket first.

 Number: 7 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:01:26 AM
Remember - the losing location must enter a move/transfer ticket first. Contact the new location ISSPOC for help with these questions

Will the User need General Access? 		Yes	No
<i>(If "Yes" answer questions below)</i>			
 2	User VPN/Dialup Access (<u>must</u> provide justification)	Add Access	Delete Access
 3	SAAR POC Account Entitlement (Use the "ISSPOC_DCCAC Request" form and email to nrcsaccesscontrol@ftc.usda.gov)		
 4	Remedy Support Groups (provide group information)	Add Access	Delete Access
 5	Remote Boot (<u>must</u> provide justification for exemption)	Request Exemption	Re-Enable
 6	Local Workstation Admin (<u>must</u> provide justification)	Add Rights	Delete Rights
 7	Local Drive Permissions (provide information)	Add Permissions	Remove Permissions
 8	Other Elevated Access (<u>must</u> provide justification)	Add Permissions	Remove Permissions
 9	Toolkit User Group Membership	Add Permissions	Remove Permissions
	zRoles Permissions All R/W RO Coordinator		
County/Counties and Service Centers			
Toolkit Coordinator Signature			
<i>(If Toolkit Access is checked – Select "Other Elevated Access" in Remedy and state in the Details/Comments Section that Toolkit Access is needed, input "Toolkit Access Needed", state the level of access (All, R/W, R/O, or Coordinator), and County/Counties/Service Centers in which access is needed. Also send a copy of this form to the Toolkit Coordinator.)</i>			
Provide Justification or additional details for the Access requested:			
 10			
Verification of Least Privilege / Need to Know			
I certify that this user requires account access as requested in the performance of his/her job function.			
Signature of Supervisor/Office Manager/Contracting Rep		Supervisor/Office Manager/Contracting Rep Email Address	
Part II (Completed by Human Resources Staff) 			
EmpowHR or Affiliate or NEIS ID (required for email access):			
Type of Investigation (NAC, NACI...):		Date Paperwork Received:	Date of Initiation:
Clearance Level: (None, Secret, etc.)		Date Investigation Completed:	
HR Manager/Representative Signature:			Date completed:
Part III (Completed by Center/State Training Officer or Designee) 			
Completed Information Security Awareness and Rules of Behavior Training:		If No or Unknown, must provide details:	
Yes	No	Unknown	
Training Officer or Designee Signature:			Date completed:
Part IV (Completed by ISSPOC and attach form to the Remedy SAAR ticket) Remedy #			
ISSPOC's Signature:			Date completed:

Page: 2

Number: 1 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:06:47 AM
If you check NO here, then you don't need to answer any questions below.

Provide justification for any type of access requested below. (If it says Must provide justification).

Number: 2 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:07:49 AM

VPN Access is for users who Telework or need to have access during Travel. If need this access select "Add" and provide justification. If you don't need this access, simply ignore (Don't check ANYTHING). Selecting "Delete" will remove VPN access if the user has it.

Number: 3 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:08:36 AM

SAAR POC This access is for ISSPOC's Only. Should NEVER be checked in REMEDY!

Number: 4 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:12:41 AM

Remedy Support Groups - This type of access is only for Remedy Help Desk - You Should NEVER need to request this type of access but if you do, then please provide a detailed justification as to why.

Number: 5 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:12:43 AM

Safeboot - Users need to explain why they need to be exempt from having safeboot on their system.

If you are unsure about this then it's best to leave blank. The user/manager should have a detailed reason why this is not needed.

Number: 6 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:11:21 AM

Local Admin - We need a good justification as to why rights are needed in the Details/Comments section. If they don't need it - don't check either box.

Number: 7 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:11:56 AM

Shared Drive - If you check Add or Remove access to Shared Drive - You need to put in the Details/Comments section what Drive they need access to.

This does NOT include standard shared drive access that is included with account creation - e.g.- h, s, t (restricted by groups)

Other sites may use different letters.

Number: 8 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:12:34 AM

Elevated Privileges - If needed please specify exactly what is needed in Details/Comments. If not needed don't check with box.

Number: 9 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:14:09 AM

Toolkit User Group Membership - This section is on the IRM3 Only and NOT in remedy. If this section is checked then you must check "Other Elevated Privileges" in Remedy and specify in the Details/Comments section that user needs to be added to the Toolkit User Group

Number: 10 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:14:57 AM

Details/Comments section - needs to be detailed and provide info to any boxes that have been checked above that require a Justification.

e.g.,

New Federal Employee

Shared Drive - Drive//Path

Local Admin - Needed to install software

Comments from page 2 continued on next page

Will the User need General Access? 		Yes	No
<i>(If "Yes" answer questions below)</i>			
 Add User VPN/Dialup Access (<u>must</u> provide justification)	Add Access	Delete Access	
 SAAR POC Account Entitlement (Use the "ISSPOC_DCCAC Request" form and email to nrcsaccesscontrol@ftc.usda.gov)			
 Remedy Support Groups (provide group information)	Add Access	Delete Access	
 LifeBoot (<u>must</u> provide justification for exemption)	Request Exemption	Re-Enable	
 Local Workstation Admin (<u>must</u> provide justification)	Add Rights	Delete Rights	
 Share Drive Permissions (provide information)	Add Permissions	Remove Permissions	
 Other Elevated Access (<u>must</u> provide justification)	Add Permissions	Remove Permissions	
 Toolkit User Group Membership	Add Permissions	Remove Permissions	
zRoles Permissions	All	R/W	RO
Coordinator			
County/Counties and Service Centers			
Toolkit Coordinator Signature			
<i>(If Toolkit Access is checked – Select "Other Elevated Access" in Remedy and state in the Details/Comments Section that Toolkit Access is needed, input "Toolkit Access Needed", state the level of access (All, R/W, R/O, or Coordinator), and County/Counties/Service Centers in which access is needed. Also send a copy of this form to the Toolkit Coordinator.)</i>			
Provide Justification or additional details for the Access requested:			
			
Verification of Least Privilege / Need to Know			
I certify that this user requires account access as requested in the performance of his/her job function.			
Signature of Supervisor/Office Manager/Contracting Rep		Supervisor/Office Manager/Contracting Rep Email Address	
Part II (Completed by Human Resources Staff)  11			
EmpowHR or Affiliate or NEIS ID (required for email access):			
 12			
Type of Investigation (NAC, NACI...):	Date Paperwork Received:	Date of Initiation:	
Clearance Level: (None, Secret, etc.)	Date Investigation Completed:		
HR Manager/Representative Signature:			Date completed:
 13 Part III (Completed by Center/State Training Officer or Designee)			
Completed Information Security Awareness and Rules of Behavior Training:		If No or Unknown, must provide details:	
Yes	No	Unknown	
Training Officer or Designee Signature:			Date completed:
Part IV (Completed by ISSPOC and attach form to the Remedy SAAR ticket) Remedy #			
ISSPOC's Signature:			Date completed:
 14			

EmpowHR, Affiliate, or NEIS ID
Add to Toolkit User Group

 Number: 11 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:15:47 AM

Part 2 This section needs to be completed for EVERY request EXCEPT Deletes.

 Number: 12 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:18:39 AM

The EmpowHR, Affiliate, or NEIS ID needs to be placed in the Details/Comments Section of the Remedy ticket by the ISSPOC.

 Number: 13 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:16:30 AM

Part 3 This section needs to be completed for EVERY request EXCEPT Deletes.

 Number: 14 Author: lee.espinoza Subject: Sticky Note Date: 11/17/2011 9:17:25 AM

Needs to be signed and dated by ISSPOC and also attached to the Remedy ticket. (Scanned with hard signatures or just attached with Digital Signatures.)