

## Completing the Iowa Addendum AD1143

If the user already has the role requested and is only requesting a scope change (Service Center, County or Program), make a note on the existing AD-1143 for the user. No new form or signature is required for scope changes.

### **Responsibilities of Area Office Role Grantors**

Protracts:

- Planner
- Farm Bill Specialist
- Designated Conservationist

Toolkit/Conservation Desktop:

- Toolkit User Basic All
- Planning Support (TA)
- Certified Planner (TA)
- Planner (FA)
- Program Support Assistant (FA)
- Designated Conservationist (FA)

### **Responsibility of State Office Role Grantors**

Protracts:

- Contract Support
- Approving Official
- State Programs

Fund Manager:

All roles are granted by NHQ, state office will complete the AD-1143

Toolkit/Conservation Desktop:

- HELC Agency Expert
- WC Agency Expert
- All Easement Roles
- Data Configuration Administrator
- Contract Support (FA)
- Approving Official (FA)
- CD FA State Business Tools Coordinator (FA)

If the user is requesting a new role, prepare a new AD-1143 and complete the following steps.

1. Complete User Information Blocks 4 – 11, 14 and 15.
  - a. If the User has existing roles, mark Modify User Profile in Block 14
  - b. If the User has no existing roles, mark Add User in Block 14

USER INFORMATION (See Privacy Act Statement)		
3. USER'S SSN (See Instructions) XXXXXXXXXXXX	4. USER'S NAME (Last, first, middle initial)	5. USER'S TITLE OR CONTRACTOR*
6. USER'S MAILING ADDRESS WITH ZIP CODE	7. AGENCY	8. OFFICE
9. USER'S E-MAIL ADDRESS	10. USER'S PHONE NUMBER ( ) - -	11. MANAGER'S PHONE NUMBER ( ) - -
*See special instructions		
ACTION REQUESTED		
NAME CHANGE	12. OLD NAME (Last, first, middle initial)	13. NEW NAME (Last, first, middle initial)
ACCESS	14. (Check all that apply): <input type="checkbox"/> Add User <input type="checkbox"/> Delete User <input type="checkbox"/> Modify User Profile <input type="checkbox"/> Agency Cross-Service Access	15. USER ID(S) (Include NFC, FFIS, E-Auth User ID, if applicable)

2. In Block 36, please mark all roles requested.
  - a. Enter the Counties
  - b. Enter the Offices
  - c. Enter an End Date or any instructions, if applicable
  - d. If Protracts roles are requested, also check the corresponding Conservation Desktop FA Role:
    - i. Protracts Planner = Conservation Desktop Planner (FA)
    - ii. Protracts Farm Bill Specialist = Conservation Desktop Program Support Assistant (FA)
    - iii. Protracts Designated Conservationist = Conservation Desktop Designated Conservationist (FA)

SPECIAL INSTRUCTIONS			
36. SPECIAL INSTRUCTIONS			
<b>Protracts</b> <input type="checkbox"/> Planner <input type="checkbox"/> Farm Bill Specialist <input type="checkbox"/> Designated Conservationist <input type="checkbox"/> Contract Support <input type="checkbox"/> Approving Official <input type="checkbox"/> State Programs	<b>Fund Manager</b> <input type="checkbox"/> FM Affiliate <input type="checkbox"/> FM State <input type="checkbox"/> FM Obligation Approval <input type="checkbox"/> FFIS User <input type="checkbox"/> Vendor Coordinator	<b>Toolkit/Conservation Desktop</b> <input type="checkbox"/> Toolkit User Basic All <input type="checkbox"/> Planning Support (TA) <input type="checkbox"/> Certified Planner (TA) <input type="checkbox"/> HELC Agency Expert <input type="checkbox"/> WC Agency Expert <input type="checkbox"/> Easement State Program User <input type="checkbox"/> Easement State Program Manager <input type="checkbox"/> Data Configuration Administrator	<b>Toolkit/Conservation Desktop</b> <input type="checkbox"/> Planner (FA) <input type="checkbox"/> Program Support Assistant (FA) <input type="checkbox"/> Designated Conservationist (FA) <input type="checkbox"/> Contract Support (FA) <input type="checkbox"/> Approving Official (FA) <input type="checkbox"/> CD FA State Business Tools Coordinator (FA)
Other Role Requested: _____			
Counties: _____			
Offices: _____			
End Date (Date temporary assignments expires): _____			
Instructions: _____			

3. User Acknowledgement Signature and Date. The User requesting permission must sign and date in Blocks 37/38. Block 37 is set up for an electronic signature.

USER ACKNOWLEDGEMENT	
<i>I have read the automated information systems security rules and understand the security requirements of the automated information systems and/or applications described on this form. I understand that any violation of these rules may result in disciplinary action, removal from the agency/USDA, and/or criminal prosecution.</i>	
37. USER'S SIGNATURE	38. DATE

4. Background Investigation, Block 41, type the Manager (Supervisor's) Name in the Block.

BACKGROUND INVESTIGATION		
39.	40. DATE (Initiated or completed)	41. PRINT MANAGER'S NAME
<input type="checkbox"/> Initiated <input type="checkbox"/> Completed		

5. Authorization. The Manager (Supervisor) must sign and date in Blocks 42/43. Block 42 is set up for an electronic signature.

AUTHORIZATION	
<i>User's Manager – I certify this user has received security instructions for the systems and/or applications indicated, and I approve his/her access to these systems and/or applications and the associated user profiles.</i>	42. MANAGER'S SIGNATURE
	43. DATE

6. Action Taken. Once the roles have been entered in zRoles, the Role Grantor will sign and date in Blocks 44/45. Block 44 is set up for an electronic signature. If the role requested is one that requires State Office or National Office to grant the roles, forward the completed and signed AD-1143 to the State Office POC for action.

- a. For State Level Roles listed below, forward the completed and signed form to the State Business Tools Coordinator.
  - i. Easements
  - ii. Data Configuration
  - iii. Fund Manager
  - iv. State Level Conservation Desktop FA Roles (Contract Support, Approving Official, CD FA State Business Tools Coordinator)
  - v. State Level Protracts Permissions (Contract Support, Approving Official or State Programs)
- b. For HELC Agency Expert or WC Agency Expert, forward the completed and signed form to the State Compliance Specialist and CC: State Business Tools Specialist.

ACTION TAKEN	
44. SECURITY ADMINISTRATOR	45. DATE
46. SECURITY ADMINISTRATOR NOTES	