

**NFC REPORTING CENTER
ACCESS REQUEST FORM
HUMAN RESOURCE REPORTS**

1. Name:
2. Social Security Number:
3. Title:
4. Agency and Program:
5. Please select one of the following:
 - You are a NFC user with current access to Reporting Center statistical data
(Please complete question 6)
 - You are a NFC user but do not have access to the Reporting Center
(Please complete question 6)
 - You are not an NFC user/You do not have a NFC id
6. If you selected the first or second choice above, please enter your NFC ID:
7. The organizational structure (code and name) to which you are requesting access.
(e.g., APHIS, PPQ, ER (34-30-20) or AMS, Cotton Programs (02-08-09))

8. Please check the HR Reports for which you are requesting access.

_____ Personnel Action Reports – Actions, Hires, Promotions and Separations

_____ Workforce Profile Reports – Roster, etc

9. Attach form to email request and send to:

Betsy.A.Fisher@aphis.usda.gov - APHIS employees

NFCSupport-USDA-AMS@usda.gov - AMS employees

Tanika.V.Harris@usda.gov - GIPSA employees