

**USAID COMPUTER SYSTEM ACCESS & TERMINATION REQUEST**

User Name \_\_\_\_\_ User-ID \_\_\_\_\_  
Job Title \_\_\_\_\_  
Direct Hire \_\_\_ Contract Employee \_\_\_ Visitor \_\_\_ US Citizen \_\_\_  
Foreign National \_\_\_  
FRAIM#/Office Symbol \_\_\_\_\_ Office Location \_\_\_\_\_

ACTION TYPE: Add \_\_\_ Change \_\_\_ Terminate \_\_\_ System Number \_\_\_\_\_

ACCESS TYPE: On-line \_\_\_ Dial-in (E-mail only) \_\_\_

PLATFORM:

IBM Mainframe \_\_\_ Development \_\_\_ Maintenance \_\_\_ Production \_\_\_  
LAN \_\_\_ Server ID \_\_\_\_\_ Location \_\_\_\_\_  
OTHER \_\_\_\_\_ Location \_\_\_\_\_

MAINFRAME LOGON PROCEDURE: LOTUSM \_\_\_ LIBRCTL \_\_\_ FACS \_\_\_

SOFTWARE AUTHORIZED TO ACCESS:

IDMS  
INQUIRE \_\_\_ DB Name \_\_\_\_\_ Read \_\_\_\_\_ Update  
Special: Record \_\_\_ Field \_\_\_ Command \_\_\_  
CICS \_\_\_ P \_\_\_ A \_\_\_ S \_\_\_ T \_\_\_ Keys \_\_\_\_\_  
AETA \_\_\_ Other \_\_\_ Keys \_\_\_\_\_  
Oracle \_\_\_ E-Mail \_\_\_ Data Processing \_\_\_  
Other \_\_\_\_\_

User is / is not authorized access to sensitive but unclassified (SBU) data.

\_\_\_\_\_  
[Signature, USAID Direct Hire]                      [Date]                      [Office Symbol]

AUTHORIZATIONS:

\_\_\_\_\_  
Immediate/Direct Supervisor      FRAIM#/Office/Mission Symbol      Date  
\_\_\_\_\_  
Supervisor/Management Official      Office/Mission Symbol      Date  
\_\_\_\_\_  
System Manager/IT Specialist      Office/Mission Symbol      Date  
\_\_\_\_\_  
Site ISSO                                      Office/Mission Symbol      Date

**See the following page for completion directions.**

**Complete the USAID Computer Access & Termination Request with the following information:**

User Name: First and last name of individual being granted system access

User-ID: Three digit [or more] character string that identifies the user to the system (provided by the system manager)

Job Title: Job description (e.g., secretary, Economics Officer, program analyst, etc.)

Direct Hire

Contract Employee

Visitor

Indicate applicable information

U.S. Citizen

Foreign National

FRAIM#/Office Symbol: Full Reference Analysis Integration Model number (for contractor users)

Office Designation (e.g., M/IRM, USOED/DAC, SEC, etc.)

Office Location: Building, State Annex facility number, or Mission name

ACTION TYPE: Indicate if the user's access is to be added, changed, or terminated from the system, and which system will be affected by the action (provided by the system manager)

ACCESS TYPE: Indicate the mode of system access the user is authorized

PLATFORM: Indicate the minimum number of systems necessary for the user to perform his/her job (System ID and location must be provided by the system manager)

MAINFRAME LOGON PROCEDURE: The system manager must identify the access procedure the user will require for system identification and authentication

SOFTWARE AUTHORIZED TO ACCESS: Indicate the minimum number of applications the user will need to perform his/her job

AUTHORIZATIONS: Signatures required by designated individuals