Fish and Wildlife Service (FWS)
Federal Financial System (FFS) and FWS Finance DataMart
Security Access Request Form

1. **USER NAME**: _____, _____ _____
   Last Name   First Name   MI

   Telephone _____

2. **CATEGORY**: ____ Federal Employee ____ Contractor
   Company Name: _____

3. **OFFICE MAILING ADDRESS**:

   _____

4. **ORGANIZATION CODE**: _____

5. **ACTION REQUESTED**:   Effective Date: _____

   A. _____ **New User** *   **B**. _____ **Change Access**   **C**. _____ **Delete Access**
                                             Reason for deletion _____

   RACF User ID: FWS_____   FFS User ID: _____

   ACCESS:
        _____ FFS   _____ DataMart   _____ INFOPAC   _____ Web Reports

   For FFS access, enter FFS profile requested: _____

   For Finance DataMart access, complete the following: Hyperion Interactive Reporting with
     privileges to:
   _____ Analyze _____ Analyze & Process _____ Query & Analyze _____ Data Model & Analyze

6. **SECURITY ACCESS APPROVED**:

   _____   _____
   User's Supervisor signature   Date   FFS/DataMart Coordinator signature   Date

   * If new user, Statement of Security Responsibility signed by user must accompany this request for security access. New users must be given a USER PACKET which explains their security responsibilities and rules.

   FFS SECURITY ADMINISTRATOR USE ONLY:

   RACF USER ID _____, FFS USER ID _____,
   INITIAL PASSWORD _____
   DATE COMPLETED _____ PROCESSOR'S INITIALS _____

Instructions for Completing the
FFS and FWS Finance DataMart Security Access Request Form
(FWS FORM 3-2372)

1. **USER NAME:** Enter the user's name as used by Human Resources. Middle initials are important for uniqueness. If the user does not have a middle initial, enter the letter 'Z'. Also enter the user's official work telephone number.

2. **CATEGORY**: Check 'Federal Employee' if the user is a Federal employee. Check 'Contractor' if the user is not a Federal employee, and enter the name of the company that contracts the user.

3. **OFFICE MAILING ADDRESS:** Enter the official mailing address of your workplace.

4. **ORGANIZATION CODE:** Enter your five digit organization code.

5. **ACTION REQUESTED:** This form can be used to add a new user, change the access of a current user, or delete a user's access. Check item A, B, or C for the appropriate action. A new user is someone who does not have a RACF User ID for NBC mainframe access. If a user has a RACF User ID for NBC mainframe access, but does not have FFS or DataMart access, they are not considered a new user. Do not confuse the RACF User ID with a Quicktime T&A system Employee ID. They have the same format, but one will not access the other.

   A. **NEW USER:** Check item A if the user is new to the NBC mainframe. Also, check Access required – FFS, DataMart, InfoPac, and/or Web Reports. If FFS is requested, the Regional FFS coordinator should know the required FFS profile. If DataMart access is requested, select which privilege is needed.

   B. **CHANGE ACCESS:** A user with NBC mainframe access will have a RACF User ID. Enter the RACF User ID, which begins with FWS*xxxxx*. If the user also has FFS access, enter the FFS User ID. A DataMart user has the same RACF User ID. Under ACCESS, check the item(s) corresponding to the access now required. If FFS access is requested, the FFS coordinator should know the required FFS profile. If DataMart access is requested, select which privilege is needed.

   C. **DELETE ACCESS:** A user leaving FWS or whose job function no longer requires financial system access should check item C. Complete the 'Reason for deletion' which helps to ensure only the systems requested for deletion will be deleted. Enter the RACF User ID, which begins with FWS*xxxxx*. If the user also has FFS access, enter the FFS User ID. A DataMart user has the same RACF User ID. Under ACCESS, check the item(s) corresponding to the access to be deleted.

6. **SECURITY ACCESS APPROVED:** The user's supervisor must sign and date this form. The FFS Coordinator (or DataMart Coordinator depending on access requested) or assigned back-up in the user's Region must also sign and date this form. The completed form must be submitted to the Division of Financial Management, Financial Systems Branch, for appropriate action.

Notes used for clarification are permitted and encouraged to be entered on this form. Although this form does not specifically address such items as name changes, organization code changes, etc., it should be used to document any pertinent information for the user's access. Simply write clarifying information in an appropriate empty space on the form.