AD-1143 **U. S. DEPARTMENT OF AGRICULTURE**

CORPORATE SYSTEMS ACCESS REQUEST FORM

1. SYSTEM/APPLICATION NAME
Check one or more and complete the applicable section(s)

☐ Automated Cash Reconciliation Worksheet System
☐ Corporate Property Automated Information System
☐ Financial Data Warehouse
☐ Foundation Financial Information System
☐ GovTrip.com
☐ Integrated Acquisition System
☐ Management Initiatives Tracking System

2. FFIS APPLICATION NUMBER(S) (If Applicable)

USER INFORMATION *(See Privacy Act Statement)*		
3. USER'S SSN (See Instructions)	**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): ☐ Add User ☐ Delete User ☐ Modify User Profile ☐ Agency Cross-Service Access	**15.** USER ID(S) (Include NFC, FFIS, E-Auth User ID, if applicable)

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AUTOMATED CASH RECONCILIATION WORKSHEET SYSTEM (ACRWS) ACCESS

16. USER'S ACRWS 52 Roles/Access
(Check all that apply)

Code	Name	Approver	Auditor	Browse	Import	ImportMGR
12060000	FSA	☐	☐	☐	☐	☐
12250001	AMS	☐	☐	☐	☐	☐
12370001	FSIS	☐	☐	☐	☐	☐
12400002	DASO	☐	☐	☐	☐	☐
12400300	ARS	☐	☐	☐	☐	☐
12400303	OSEC	☐	☐	☐	☐	☐
12400401	OES	☐	☐	☐	☐	☐
12400402	OCE	☐	☐	☐	☐	☐
12400403	NAD	☐	☐	☐	☐	☐
12400404	OBPA	☐	☐	☐	☐	☐
12400405	HS	☐	☐	☐	☐	☐
12400406	OCFO	☐	☐	☐	☐	☐
12400407	OCIO	☐	☐	☐	☐	☐
12400505	DA	☐	☐	☐	☐	☐
12400606	OC	☐	☐	☐	☐	☐
12400700	RD	☐	☐	☐	☐	☐
12400707	OASCR	☐	☐	☐	☐	☐
12400800	RMA	☐	☐	☐	☐	☐
12401000	FAS	☐	☐	☐	☐	☐
12401010	OGC	☐	☐	☐	☐	☐
12401100	FS	☐	☐	☐	☐	☐
12401240	USDA	☐	☐	☐	☐	☐
12401600	NRCS	☐	☐	☐	☐	☐
12401800	ERS	☐	☐	☐	☐	☐
12402000	NASS	☐	☐	☐	☐	☐
12402200	CSREES	☐	☐	☐	☐	☐
12402300	OIG	☐	☐	☐	☐	☐
12403000	FNS	☐	☐	☐	☐	☐
12403400	APHIS	☐	☐	☐	☐	☐
12403600	GIPSA	☐	☐	☐	☐	☐
12407878	OAO	☐	☐	☐	☐	☐

☐ ACRWS 52 BRIO/Hyperion

17. USER'S ACRWS 53 Roles/Access
(Check all that apply)

☐ Browse

☐ Auditor

☐ Approver

☐ Import Manager

☐ Import

☐ Match Admin

☐ ACRWS 53 BRIO/Hyperion

CORPORATE PROPERTY AUTOMATED INFORMATION SYSTEM (CPAIS) ACCESS

19. USER'S CPAIS ROLE

UMA ROLES

☐ UMA Manager Real

☐ UMA User Real
(Specify add and/or modify role(s))

SUPER USER ROLES

☐ CPAIS Administrative Manager

☐ CPAIS Headquarters Manager

RPA ROLES

☐ RPA Stream Manager

☐ RPA Disposal Manager

☐ RPA Local Manager

RPM ROLES

☐ RPM Lease Manager

☐ RPM Property Manager

☐ RPM Work Item Manager

☐ RPM Occupancy Manager

☐ RPM Colocation Manager

GENERAL ROLES

☐ Contact Manager

☐ CPAIS Read Only

☐ FRPP Administrative Manager

☐ RP Security Officer

21. SIGNATURE OF UMA Manager for all Users. (Sign and date)

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FINANCIAL DATA WAREHOUSE (FDW) ACCESS	
25. USER'S SECURITY GROUP ☐ Payroll ☐ Security ☐ Non-Payroll	**26.** USER'S SECURITY ACCESS ☐ Analyze and Process (Quick view) ☐ Query and Analyze (Insight) ☐ Data model and Analyze (Explorer)

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INTEGRATED ACQUISITION SYSTEM (IAS) ACCESS

28. USER'S IAS ROLE (Check all that apply)

☐ Requisitioner
☐ Requisition Approver
☐ Budget Approver
☐ Commitment Error Manager
☐ Purchasing Specialist/Contracting Officer
☐ Supervisory Contracting Officer
☐ Obligation Error Manager

☐ Receiver
☐ Invoice Entry Clerk
☐ Payment Approving Officer
☐ Payment Approving Error Manager
☐ Interface Manager
☐ Payment Status Reviewer
☐ Other _____

29. REQUISITION APPROVAL AMOUNT

30. ACQUISITION WARRANT AMOUNT

31. CROSS AGENCY SERVICE TO (If Applicable)

MANAGEMENT INITIATIVES TRACKING SYSTEM (MITS) ACCESS

32. PMA ROLES (Check one)	PART ROLES (Check one)	BUDGET ROLES (Check one)
☐ Agency User	☐ Agency User	☐ Agency User
☐ Approving Official	☐ Approving Official	☐ Approving Official
☐ Initiative Owner	☐ Mission Area Coordinator	☐ Executive Officer
☐ Executive Officer	☐ Executive Officer	☐ OBPA Coordinator
☐ PMA Coordinator	☐ OBPA Officer	
PMA Initiative(s): _____ _____	PART Program(s): _____ (Optional) _____	Agency(s): _____
Agency(s): _____	Agency(s): _____	
	Mission Area(s): _____ (Required for Mission Area Coordinator only)	

MANAGEMENT INITIATIVES TRACKING SYSTEM (MITS) ACCESS

AUDIT TRACKING (Check one)	SUSTAINABILITY SCORECARD ROLES (Check one)	
☐ Agency User	☐ Agency User	
☐ Executive Officer and OIG Auditors	☐ Approving Official	
☐ Audit Follow-up Coordinator	☐ Initiative Owner	
Agency(s): _____	☐ Executive Officer	
Mission Area(s): _____	☐ SSM Coordinator	
	SSM Initiative(s): _____ _____	
	Agency(s) :_____	

GOVTRIP.COM

33. GovTrip.com Role	**34.** GovTrip TRAINING RECEIVED? (If yes, enter date completed)	**35.** GovTrip Agency APPROVER (Sign and date when action has been completed)
☐ Traveler	☐ Yes ☐ No	Approver: _____
☐ Travel Arranger	Date: _____	
☐ Approver		Date: _____
☐ Agency FATA		

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SPECIAL INSTRUCTIONS

36. SPECIAL INSTRUCTIONS

USER ACKNOWLEDGEMENT

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.

37. USER'S SIGNATURE

38. DATE

BACKGROUND INVESTIGATION

39.
☐ Initiated
☐ Completed

40. DATE *(Initiated or completed)*

41. PRINT MANAGER'S NAME

AUTHORIZATION

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.*

42. MANAGER'S SIGNATURE

43. DATE

ACTION TAKEN

44. SECURITY ADMINISTRATOR

45. DATE

46. SECURITY ADMINISTRATOR NOTES

PRIVACY ACT NOTICE

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of your Social Security Number is authorized by Executive Order 9397 of November 22, 1943 and 5 U.S.C. 301. The primary purpose of requesting the Social Security Number (SSN) is to properly identify the employee. Many employees have similar names and the furnishing of the SSN will enable USDA to identify authorized users of USDA's computer systems. The information will be used by offices and employees who have a need for the information in the performance of their official duties. The information will not be disclosed outside USDA. Disclosure of your SSN and other information is mandatory. Failure to provide the requested information will result in the denial of the requested computer access authority.

CORPORATE SYSTEMS ACCESS REQUEST FORM RULES OF BEHAVIOR

In compliance with Federal Regulations and Departmental Policy, all users complete an Annual Computer Security and Awareness and Rules of Behavior Training in AgLearn.

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AD-1143 FORM INSTRUCTIONS

BLOCK NO.

1   Check one or more systems. Fill in information for access in Special Instructions for FedTraveler.com
2   Enter the agency FFIS application number, i.e., FF34 for APHIS, or FF11 for Forest Service.

USER INFORMATION

3   Enter social security number. **The Social Security Number is only required for adding a user to a FFIS application for the first time.**
4   Enter name.
5   Enter job title or Contractor, if not a USDA employee.
6   Enter address where the user can be contacted by mail.
7   Enter agency name and agency code/number.
8   Enter office, i.e., Financial Management, Procurement Operations.
9   Enter e-mail address.
10   Enter telephone number.
11   Enter manager's telephone number.

ACTION REQUESTED

12   Enter "old" name, when requesting a name change.
13   Enter "new" name, when requesting a name change.
14   Check the appropriate action to be taken. If requesting a modification to your profile, specify in Block 29 the previous profile or job assignment and the new profile or job assignment. If the user performs services for additional USDA agencies, e.g., "cross-servicing, specify the additional agencies(s) and required roles.
15   Enter NFC, FFIS, E-Auth, userid AND if Block 14 is "delete user" or "modify user", include existing userid. If action requested in Block 14 is "add user", the Agency Security Administrator will assign the userid.

AUTOMATED CASH RECONCILIATION WORKSHEET SYSTEM ACCESS

16   Check appropriate Role(s)/Access for ACRWS52. More than one box can be checked.
17   Check appropriate Role(s)/Access for ACRWS53. More than one box can be checked.
18   Reserved.

CORPORATE PROPERTY AUTOMATED INFORMATION SYSTEM ACCESS

19   Check the appropriate action to be taken. If requesting a modification of your user CPAIS role, specify all role(s) deleted and/or added.
21   If requesting UMA manager, this must be approved at a department level.

FINANCIAL DATA WAREHOUSE SYSTEM ACCESS

25   Check the appropriate box to grant level of access. Security group is for Security Administrators or individuals who need access per job duties.
26   Check the appropriate box to grant level of report access. Check only one box.
27   Reserved

INTEGRATED ACQUISITION SYSTEM ACCESS

28   Check all appropriate roles.
29   Enter requisition approval amount, if user is a Funds Approver.
30   Enter warrant amount, if user is a Contracting Officer. Verify the amount to be entered here with your supervisor if you are warranted for a higher amount than your supervisor has authorized you for.
31   Does this user purchase for other agencies? If yes, enter the agencies here, e.g., Rural Development, Food and Nutrition Service.

MANAGEMENT INITIATIVES TRACKING SYSTEM ACCESS

3   Not required.
15   Enter eAuthorization User ID.
32   Check required role.
             See USDA Corporate Website or the MITS Security Features User's Guide for definitions of each role. Only one role per MITS module should be entered on an individual AD-1143; complete separate AD-1143 documents for each additional role.

For PMA: Enter appropriate initiative(s).

HC – Human Capital	CS – Competitive Sourcing
RP – Real Property	CP – Credit Programs
FM – Financial Management	eGov – Egovernement
FBCI – Faith Based	R&D – Research and Development
IPIA – Improper Payments	BPI – Budget and Performance Integration

               Enter appropriate agency(s).
For PART: Enter appropriate program(s) or "ALL", default is "ALL".
               Enter appropriate agency(s).
               Enter mission area(s) (required for mission area coordinators only).
               Enter PART program(s) – optional (enter if user should have edit access for limited PARTs)
For BUDGET: Enter appropriate agency(s).
For AUDIT TRACKING: Enter appropriate agency(s).
               Enter mission area(s) (required for mission area coordinators only).
               Executive Officer and OIG Auditors role – Available to OCFO employees and OIG auditors only.
               Audit Follow-up Coordinator role – Available to OCFO employees only.

For Sustainability Scorecard: Enter appropriate initiative(s).
               Enter appropriate agency(s).

GOVTRIP.COM

33   Please check the role the user will be in GovTrip.

        Traveler – Only view their travel data and submit their own voucher for approval.
        Travel Arranger – Able to prepare travel plans for designated personnel in their agency's organization and able to see the information of others.
        Approver—Able to approve travel vouchers for designated personnel in their agency's organization.
        Agency FATA – Able to set up configuration for their designated agency. This should be only a few personnel.

34   Indicate if training has been received.

35   Signature of the requester's supervisor or designated travel manager in the agency.

SPECIAL INSTRUCTIONS

36   Include any additional information needed to complete access. Specify the security profile or job assignment, or any comments or special instructions.

        For CPAIS: Provide organization number(s) for which access is being requested. If access is needed for all organizations within an agency, list agency name and "ALL".

        For FFIS: 1) Provide previous profile or job assignment and the new profile or job assignment, if modification to existing model; and
                     2) Provide the names of the additional agencies(s) and required roles, if the user performs services for additional USDA agencies, e.g., "cross-servicing".

USER ACKNOWLEDGEMENT

A USER SIGNATURE IS REQUIRED IN THE USER ACKNOWLEDGMENT BLOCK WHEN THEY ARE ADDED TO A SYSTEM.
37   User's signature.
38   Date user signed form.

BACKGROUND INVESTIGATION

THIS FIELD MUST BE FILLED OUT. SECURITY ADMINISTRATORS WILL NOT COMPLETE THE REQUEST UNLESS THIS BOX IS FILLED OUT ACCORDING TO THE INSTRUCTIONS BELOW
39   Check whether background investigation has been initiated or completed. This applies to both USDA employees and contractors.
40   Date background investigation was initiated or completed.
41   Name of user's immediate manager

AUTHORIZATION
42   Manager's signature.
43   Date manager approved the requested action.

ACTION TAKEN
44   Security Administrator's signature.
45   Date Security Administrator completed user's request.
46   Security Administrator can use this space to include any notes related to the completion of the request. The agency's Security Administrator will retain each completed form for audit purposes.