

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

Name:

Social Security Number:

Title:

Agency/Program/Region:

Please select one of the following:

I am a current NFC user with access to Reporting Center statistical data\*

I am a current NFC user but do not have access to the Reporting Center\*

I am not an NFC user and I do not have a NFC ID (AP number)

\*If you selected the first or second choice above, please provide your NFC ID (AP number):

**I request access** to the following organizational structure (program name and organizational code):

Program Name: (example: APHIS-PPQ-ER):

Organizational Code: (example: 34-30-20):

**I request access** to the NFC Reporting Center for the following specific report(s):

Personnel Action Reports – Non sensitive  
*(Statistical reports which reflect information based on employee personnel actions.)*

Workforce Profile Reports (Choose one) –  Non Sensitive  Sensitive  
*(Various reports that display workforce diversity information including sensitive information; the Employee Roster & POL)*

Administrative - Leave Error Report – Sensitive  
*(Financial reports – sensitive –including T&A reports & LES)*

Please provide your T&A Contact Point number:

**I concur with the access requested by the above named employee:**

Supervisor's Name:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attach completed form to email request and send to:

[Pam.S.Clark@aphis.usda.gov](mailto:Pam.S.Clark@aphis.usda.gov) – APHIS employees

[Roy Mitchell or Effie Pryor: NFCSUPPORT-USDA-AMS@ams.usda.gov](mailto:Roy.Mitchell@ams.usda.gov) – AMS employees

[Tanika.V.Harris@usda.gov](mailto:Tanika.V.Harris@usda.gov) – GIPSA employees