



National Finance Center Security Officer Notification

Date: February 10, 2014

Subject: Agency Access Forms Update

Customer(s) Affected: All Agency Security Officers (ASO)

Dear Security Officer:

At NFC's quarterly ASO User Group Meeting on **November 13, 2013**, NFC announced that new Security Access Forms would be posted on the NFC website. This notice serves as a reminder that the forms are available for your use, and can be found on the NFC Website on the Security Corner (<https://www.nfc.usda.gov/Security/Forms.html>). On **December 19, 2013**, you were reminded of the forms availability, and notified that effective **January 13, 2014**, use of a form to submit security access requests would be mandatory.

Because many ASOs stated that they did not receive the prior notifications, we have not enforced this requirement, but we must begin to require that you use forms to request access changes. Standardized forms will ensure that you provide all required information, reducing the possibility that your request will be delayed due to repeated attempts to obtain required information. Therefore, NFC can no longer provide access based solely on the information provided in the Notes field of the access request. **Requests submitted without a form will be returned to the ASO for resubmission on an approved form.** The forms should be attached to your security access requests via Remedy Requester Console. The forms are:

- AD-3042 – *Insight* Access Request Form
- AD-3100-A – ASO Designation Form
- AD-3100-P – Payroll Personnel Access Request Form
- AD-3100-R – Reporting Center Access Request Form

Please note that if your agency has already developed security access forms, you may continue to use them. If you have questions about this notice or any information posted on the website, please contact me or click [here](#).

Thank you.

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