

# NATIONAL FINANCE CENTER WEB APPLICATIONS REQUEST FOR SECURITY ACCESS FORM

## SECTION 1. USER INFORMATION

Check this box for multiple users with different or same access. See pages 4, 5, or 6.

A. NFC USER ID <i>(Existing users)</i>	B. USER NAME	C. SOCIAL SECURITY NUMBER <i>(New federal users only)</i>	D. CONTRACTOR <i>(Y/N)</i>	E. EXPIRATION DATE <i>(Contractor only)</i>	F. USER EMAIL <i>(New users only)</i>

## SECTION 2. ACTION REQUIRED

A. <input type="checkbox"/> ADD <input type="checkbox"/> MODIFY <input type="checkbox"/> DELETE	B. ROLE IDENTIFIER/ROLE NAME	C. ENVIRONMENT <input type="checkbox"/> PROD <input type="checkbox"/> CUAT <input type="checkbox"/> TRAINING
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## SECTION 3. ORGANIZATIONAL STRUCTURE

A. DEPARTMENT	B. AGENCY	C. SERVICED AGENCY
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## SECTION 4. LEVEL OF ACCESS

A. ORGANIZATION CODE	B. PERSONNEL OFFICE IDENTIFIER(S) (POI)
C. CONTACT POINTS	
D. EMPLOYING OFFICE	E. AGENCY LOCATION CODE (ALC)

## SECTION 5. REPORTING CENTER

<input type="checkbox"/> SENSITIVE/DETAIL	<input type="checkbox"/> NON-SENSITIVE (DETAIL)	
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In the column to the left of each report, please select an A, M, or D (*add, modify, or delete*)

ADMINISTRATIVE REPORTS	FINANCIAL REPORTS	PERSONNEL REPORTS (ORG and/or POI required - sensitive)
Cost Metrics Reports ( <i>ORG required</i> )	BEAR56 ( <i>ORG and/or POI required sensitive only</i> )	Form 1095-C Employer Provided Health Insurance Offer and Coverage ( <i>ORG and/or POI required - detail and sensitive only</i> )
Energy Reports ( <i>USDA only</i> )	SF-224 Abstract of Transactions ( <i>Agency-wide only</i> )	ABC Forms ( <i>POI required</i> )
Retirement Processing Reports ( <i>ORG and/or POI required</i> )	SF-2812 Reports ( <i>Department-wide only</i> )	W2 Wage & Tax Statement ( <i>ORG and/or POI required - detail only</i> )
T&A Reports ( <i>Employee Office and/or contact point required - detail only</i> )	Statement of Earnings & Leave ( <i>ORG and/or POI required - detail only</i> )	<b>PERSONNEL REPORTS</b> ( <i>ORG and/or POI required - sensitive</i> )
OTRS Reports ( <i>ALC required</i> )		<b>WORKFORCE REPORTS</b> ( <i>ORG and/or POI required - sensitive</i> )

REMARKS

## SECTION 6. OTHER AVAILABLE APPLICATIONS

Select the application that applies. Agencies should only select applications that they are authorized to have access to.

OCFO FEE (OFEE) ( <i>USDA and - Agency-wide only</i> )	webTA - HR Admin Role Only	GREENBOOK (FUND) ( <i>USDA only</i> )
Agency Approver (CFO) Agency Preparer OCFO Administrator OCFO Preparer OIG Auditor	USDA    NON-USDA    DOJ    SBA DHS	Administrator ( <i>OCFO budget staff only</i> ) Auditor ( <i>all agencies</i> ) Preparer-GB Reviewer-GB OCFO-IPAC
	<b>GovTA - HR Admin Role Only</b> USDA    NON-USDA    DOJ    SBA DHS	
<b>INTRADEPARTMENTAL TRANSACTIONS RECONCILIATION SYSTEM (ITRS) (<i>USDA only</i>)</b>	<b>DIRECT PREMIUM REMITTANCE WEB (DPRW) (<i>POI required</i>)</b>	<b>PAYCHECK8</b>
Administrator OIG Auditor Preparer	Agency HR OPM	Agency Connect HR Admin

REMARKS

**SECTION 7. INSIGHT**

Check this box for multiple users with different or same access. See page 7.

**INSIGHT APPLICATIONS**

As applicable to the user, mark each box with an X or the otherwise appropriate information.

**OBIEE ROLES - Must select ONLY ONE from this category.**

AUTHOR - Create, Edit, Share Reports

CONSUMER - View Detailed and Summary Data

CONSUMER - View Summary Data ONLY

**ROLE BASED ACCESS** (As applicable to the user, mark each box with an X). \*\*\* If "Personnel - All" is selected, you do not need to select other Personnel roles.

PERSONNEL - ALL

PERSONNEL - BASIC

PERSONNEL - DIVERSITY

PERSONNEL - SOCIAL SECURITY NUMBER

PERSONNEL - UNION DESIGNATION

PERSONNEL - DISABILITY AND VETERANS DESIGNATION

PERSONNEL - OTHER SENSITIVE

ABCO Receivables

ABCO Claims

PAYTA

PMSO

EmpowHR

TMGT

MASC

RETM

webTA - Non Sensitive

webTA - Sensitive

ADDITIONAL NOTES:

**SECTION 8. EMPOWHR REQUEST**

**EMPOWHR APPLICATIONS - Use page 8 to add multiple accounts/permission list changes**

ACTION A/M/D ( <i>Add, Modify, Delete</i> )	USER NAME	EMPLOYEE ID	OPER ID	USE EMPLOYEE ID OR OPER ID? EMPLOYEE ID <input type="checkbox"/> OPER ID <input type="checkbox"/>
EMAIL ADDRESS	EMPOWHR ROW LEVEL SECURITY	EMPOWHR PRIMARY PERMISSION LIST	ID TYPE ( <i>EMPLOYEE OR NON</i> ) EMPLOYEE                  NON	
EMPOWHR APPLICATION ROLE(S)				
SPECIAL CASE/OTHER ITEMS				

**SECTION 9. ROW LEVEL PERMISSION LIST CHANGES**

As applicable, select action as *Add, Modify* or *Delete*.  
 Add - Create New Row Level Security Access (e.g. combine or separate existing or new).  
 Modify - Change the Existing Row Level Security Access.  
 Delete - Deactivate the Existing Row Level Security Access.

ACTION A/M/D ( <i>Add, Modify, Delete</i> )	PRIMARY PERMISSION LIST	ROW LEVEL SECURITY	SetID	DeptID	DEPTID DESCRIPTION	ACCESS CODE

ADDITIONAL NOTES:

SUPERVISOR'S SIGNATURE

**SECTION 10. AUTHORIZATION (ASO/DSA use only)**

Authorizing this form acknowledges that the business requirements have been reviewed and adhere to the agency business requirements and federal regulatory requirements of least privileges. DSA security requests submission is restricted to EmpowHR Application only.

ASO/DSA SIGNATURE	DATE
Send Robotics Processing Automation (RPA) request to NFC.GESDRrequest@usda.gov	
NFC APPLICATION OWNER SIGNATURE (RPA BOTS only)	DATE

**PRIVACY ACT NOTICE:** In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397 of November 22, 1943 and 5 U.S.C. 301. The primary purpose of requesting the 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 or the employing agency. Disclosure of your SSN and other information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

## MULTIPLE USERS FOR REPORTING CENTER

LIST MULTIPLE USERS							LEVEL OF ACCESS			
ACTION A/MD <i>(Add, Modify, Delete)</i>	NFC USER ID <i>(Existing users)</i>	USERNAME	SOCIAL SECURITY NUMBER <i>(New federal users only)</i>	CONTRACTOR (Y/N)	EXPIRATION DATE <i>(Contractor only)</i>	USER EMAIL <i>(New users only)</i>	ALC	ORG. CODE	POI	CONTACT POINTS
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

## MULTIPLE USERS FOR OTHER AVAILABLE APPLICATIONS

LIST MULTIPLE USERS									
ACTION A/M/D <i>(Add, Modify, Delete)</i>	NFC USER ID <i>(Existing users)</i>	USER NAME	SOCIAL SECURITY NUMBER <i>(New federal users only)</i>	USER EMAIL <i>(New users only)</i>	ORG/ POI	OFEE	DPRW	ITRS	GREENBOOK (FUND)
1						<input type="checkbox"/> Agency Approver (CFO) <input type="checkbox"/> Agency Preparer <input type="checkbox"/> OCFO Administrator <input type="checkbox"/> OCFO Preparer <input type="checkbox"/> OIG Auditor	<input type="checkbox"/> Agency HR <input type="checkbox"/> OPM	<input type="checkbox"/> Administrator <input type="checkbox"/> OIG Auditor <input type="checkbox"/> Preparer	<input type="checkbox"/> Administrator <input type="checkbox"/> Auditor <i>(all agencies)</i> <input type="checkbox"/> Preparer-GB <input type="checkbox"/> Reviewer-GB <input type="checkbox"/> OCFO-IPAC
2						<input type="checkbox"/> Agency Approver (CFO) <input type="checkbox"/> Agency Preparer <input type="checkbox"/> OCFO Administrator <input type="checkbox"/> OCFO Preparer <input type="checkbox"/> OIG Auditor	<input type="checkbox"/> Agency HR <input type="checkbox"/> OPM	<input type="checkbox"/> Administrator <input type="checkbox"/> OIG Auditor <input type="checkbox"/> Preparer	<input type="checkbox"/> Administrator <input type="checkbox"/> Auditor <i>(all agencies)</i> <input type="checkbox"/> Preparer-GB <input type="checkbox"/> Reviewer-GB <input type="checkbox"/> OCFO-IPAC
3						<input type="checkbox"/> Agency Approver (CFO) <input type="checkbox"/> Agency Preparer <input type="checkbox"/> OCFO Administrator <input type="checkbox"/> OCFO Preparer <input type="checkbox"/> OIG Auditor	<input type="checkbox"/> Agency HR <input type="checkbox"/> OPM	<input type="checkbox"/> Administrator <input type="checkbox"/> OIG Auditor <input type="checkbox"/> Preparer	<input type="checkbox"/> Administrator <input type="checkbox"/> Auditor <i>(all agencies)</i> <input type="checkbox"/> Preparer-GB <input type="checkbox"/> Reviewer-GB <input type="checkbox"/> OCFO-IPAC
4						<input type="checkbox"/> Agency Approver (CFO) <input type="checkbox"/> Agency Preparer <input type="checkbox"/> OCFO Administrator <input type="checkbox"/> OCFO Preparer <input type="checkbox"/> OIG Auditor	<input type="checkbox"/> Agency HR <input type="checkbox"/> OPM	<input type="checkbox"/> Administrator <input type="checkbox"/> OIG Auditor <input type="checkbox"/> Preparer	<input type="checkbox"/> Administrator <input type="checkbox"/> Auditor <i>(all agencies)</i> <input type="checkbox"/> Preparer-GB <input type="checkbox"/> Reviewer-GB <input type="checkbox"/> OCFO-IPAC
5						<input type="checkbox"/> Agency Approver (CFO) <input type="checkbox"/> Agency Preparer <input type="checkbox"/> OCFO Administrator <input type="checkbox"/> OCFO Preparer <input type="checkbox"/> OIG Auditor	<input type="checkbox"/> Agency HR <input type="checkbox"/> OPM	<input type="checkbox"/> Administrator <input type="checkbox"/> OIG Auditor <input type="checkbox"/> Preparer	<input type="checkbox"/> Administrator <input type="checkbox"/> Auditor <i>(all agencies)</i> <input type="checkbox"/> Preparer-GB <input type="checkbox"/> Reviewer-GB <input type="checkbox"/> OCFO-IPAC
6						<input type="checkbox"/> Agency Approver (CFO) <input type="checkbox"/> Agency Preparer <input type="checkbox"/> OCFO Administrator <input type="checkbox"/> OCFO Preparer <input type="checkbox"/> OIG Auditor	<input type="checkbox"/> Agency HR <input type="checkbox"/> OPM	<input type="checkbox"/> Administrator <input type="checkbox"/> OIG Auditor <input type="checkbox"/> Preparer	<input type="checkbox"/> Administrator <input type="checkbox"/> Auditor <i>(all agencies)</i> <input type="checkbox"/> Preparer-GB <input type="checkbox"/> Reviewer-GB <input type="checkbox"/> OCFO-IPAC
7						<input type="checkbox"/> Agency Approver (CFO) <input type="checkbox"/> Agency Preparer <input type="checkbox"/> OCFO Administrator <input type="checkbox"/> OCFO Preparer <input type="checkbox"/> OIG Auditor	<input type="checkbox"/> Agency HR <input type="checkbox"/> OPM	<input type="checkbox"/> Administrator <input type="checkbox"/> OIG Auditor <input type="checkbox"/> Preparer	<input type="checkbox"/> Administrator <input type="checkbox"/> Auditor <i>(all agencies)</i> <input type="checkbox"/> Preparer-GB <input type="checkbox"/> Reviewer-GB <input type="checkbox"/> OCFO-IPAC

To list additional users, please fill out Form AD-3100-RCO.

## MULTIPLE USERS FOR webTA/PAYCHECK8/GovTA

LIST MULTIPLE USERS			
ACTION A/M/D <small>(Add, Modify, Delete)</small>	INSTANCE	USER NAME	APPLICATION ROLE
	USDA		HR Admin ( <i>webTA</i> )
	NON-USDA		Agency connect HR Admin ( <i>Paycheck8</i> )
	SBA		
	DOJ		HR Admin (GovTA)
	DHS		
	USDA		HR Admin ( <i>webTA</i> )
	NON-USDA		Agency connect HR Admin ( <i>Paycheck8</i> )
	SBA		
	DOJ		HR Admin (GovTA)
	DHS		
	USDA		HR Admin ( <i>webTA</i> )
	NON-USDA		Agency connect HR Admin ( <i>Paycheck8</i> )
	SBA		
	DOJ		HR Admin (GovTA)
	DHS		
	USDA		HR Admin ( <i>webTA</i> )
	NON-USDA		Agency connect HR Admin ( <i>Paycheck8</i> )
	SBA		
	DOJ		HR Admin (GovTA)
	DHS		
	USDA		HR Admin ( <i>webTA</i> )
	NON-USDA		Agency connect HR Admin ( <i>Paycheck8</i> )
	SBA		
	DOJ		HR Admin (GovTA)
	DHS		
	USDA		HR Admin ( <i>webTA</i> )
	NON-USDA		Agency connect HR Admin ( <i>Paycheck8</i> )
	SBA		
	DOJ		HR Admin (GovTA)
	DHS		
	USDA		HR Admin ( <i>webTA</i> )
	NON-USDA		Agency connect HR Admin ( <i>Paycheck8</i> )
	SBA		
	DOJ		HR Admin (GovTA)
	DHS		
	USDA		HR Admin ( <i>webTA</i> )
	NON-USDA		Agency connect HR Admin ( <i>Paycheck8</i> )
	SBA		
	DOJ		HR Admin (GovTA)
	DHS		
	USDA		HR Admin ( <i>webTA</i> )
	NON-USDA		Agency connect HR Admin ( <i>Paycheck8</i> )
	SBA		
	DOJ		HR Admin (GovTA)
	DHS		

## MULTIPLE USERS FOR INSIGHT

LIST MULTIPLE USERS					USER ROLES	ROLE LEVELS
ACTION A/M/D <i>(Add, Modify, Delete)</i>	NFC USER ID <i>(Existing users)</i>	USER NAME	USER EMAIL <i>(New users only)</i>	ORG/ POI		
1					<input type="checkbox"/> AUTHOR - Create, Edit, Share Reports <input type="checkbox"/> CONSUMER -View Detailed and Summary Data <input type="checkbox"/> CONSUMER - View Summary Data ONLY	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> PERSONNEL - ALL  <input type="checkbox"/> PERSONNEL - BASIC  <input type="checkbox"/> PERSONNEL - DIVERSITY  <input type="checkbox"/> PERSONNEL - SOCIAL SECURITY NUMBER  <input type="checkbox"/> PERSONNEL - UNION DESIGNATION  <input type="checkbox"/> PERSONNEL - DISABILITY AND VETERANS DESIGNATION  <input type="checkbox"/> PERSONNEL - OTHER SENSITIVE  <input type="checkbox"/> ABCO Receivables  <input type="checkbox"/> ABCO Claims                             </div> <div style="width: 35%;"> <input type="checkbox"/> PAYTA  <input type="checkbox"/> PMSO  <input type="checkbox"/> EMPOWHR  <input type="checkbox"/> TMGT  <input type="checkbox"/> MASC  <input type="checkbox"/> RETM  <input type="checkbox"/> webTA Non-Sensitive  <input type="checkbox"/> webTA Sensitive                             </div> </div>
2					<input type="checkbox"/> AUTHOR - Create, Edit, Share Reports <input type="checkbox"/> CONSUMER -View Detailed and Summary Data <input type="checkbox"/> CONSUMER - View Summary Data ONLY	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> PERSONNEL - ALL  <input type="checkbox"/> PERSONNEL - BASIC  <input type="checkbox"/> PERSONNEL - DIVERSITY  <input type="checkbox"/> PERSONNEL - SOCIAL SECURITY NUMBER  <input type="checkbox"/> PERSONNEL - UNION DESIGNATION  <input type="checkbox"/> PERSONNEL - DISABILITY AND VETERANS DESIGNATION  <input type="checkbox"/> PERSONNEL - OTHER SENSITIVE  <input type="checkbox"/> ABCO Receivables  <input type="checkbox"/> ABCO Claims                             </div> <div style="width: 35%;"> <input type="checkbox"/> PAYTA  <input type="checkbox"/> PMSO  <input type="checkbox"/> EMPOWHR  <input type="checkbox"/> TMGT  <input type="checkbox"/> MASC  <input type="checkbox"/> RETM  <input type="checkbox"/> webTA Non-Sensitive  <input type="checkbox"/> webTA Sensitive                             </div> </div>
3					<input type="checkbox"/> AUTHOR - Create, Edit, Share Reports <input type="checkbox"/> CONSUMER -View Detailed and Summary Data <input type="checkbox"/> CONSUMER - View Summary Data ONLY	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> PERSONNEL - ALL  <input type="checkbox"/> PERSONNEL - BASIC  <input type="checkbox"/> PERSONNEL - DIVERSITY  <input type="checkbox"/> PERSONNEL - SOCIAL SECURITY NUMBER  <input type="checkbox"/> PERSONNEL - UNION DESIGNATION  <input type="checkbox"/> PERSONNEL - DISABILITY AND VETERANS DESIGNATION  <input type="checkbox"/> PERSONNEL - OTHER SENSITIVE  <input type="checkbox"/> ABCO Receivables  <input type="checkbox"/> ABCO Claims                             </div> <div style="width: 35%;"> <input type="checkbox"/> PAYTA  <input type="checkbox"/> PMSO  <input type="checkbox"/> EMPOWHR  <input type="checkbox"/> TMGT  <input type="checkbox"/> MASC  <input type="checkbox"/> RETM  <input type="checkbox"/> webTA Non-Sensitive  <input type="checkbox"/> webTA Sensitive                             </div> </div>

To list additional users, please fill out Form AD-3100-RCI.

## MULTIPLE USERS FOR EMPOWHR

<b>LIST MULTIPLE USERS</b>							
ACTION A/M/D <small>(Add, Modify, Delete)</small>	EMPLOYEE ID/ OPER ID	USER NAME	USER EMAIL ADDRESS <small>(New users only)</small>	EmpowHR PRIMARY PERMISSION LIST	EmpowHR ROW LEVEL SECURITY	APPLICATION ROLES	ID TYPE <small>(Employee or Non)</small>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

To list additional users, please fill out Form AD-3100-RCE.



**Administrative Reports**

Bear56 Report  
Cost Metrics Reports  
Energy Data Download  
Energy Detail  
Energy Summary  
OTRS/IPAC  
Retirement Metrics  
T&A Error Analysis  
T&A Missing Personnel Actions  
T&A Reject Report  
T&A YTD Reject Report  
T&As Not Received by NFC

**Financial Reports**

1095-C Statement Research  
ABCO Forms  
Payroll Listing for W-2 Research  
Personal Benefits Statement  
SF 2812 Reports  
SF-224 Scap5D Attachments  
Statement of Earnings and Leave  
W2 Wage and Tax Statement

**Personnel Action Reports**

All Actions  
All Actions Minority Profile  
Hires  
Hires Minority Profile  
Promotions  
Promotions Minority Profile  
Separations  
Separations Minority Profile

**Workforce Reports**

1102/1105 Series Listing  
ACT 32 PA Local Tax  
Age Profile  
CPDF Error Report

Canc. Payments Req.  
Agcy Action(DOTS)  
Civilian Employment  
(SF-113A) report  
Civilian Employment  
(SF-113G)report  
Comp Time - Current Balance  
Comp Time - Regular Comp  
Time Data  
Comp Time - Regular Earned  
and Used  
Comp Time - Travel Comp  
Time Data  
Dental/Vision Plan Report  
Dues Withheld  
EPP ESS Transaction  
EPP Usage Statistics  
Earnings Limitation Report  
Education Level Profile  
Employee Search (By Name)  
Employee Search (By SSNO)  
Employment Changes  
Employment by Disability Code  
FEHB and FEGLI Counters  
(LWOP)  
Flex Fund  
Gains and Losses  
Gender Profile  
Grade Distribution 2.0  
Grade Range  
Grades Across Minority  
and Gender  
Holiday Time Costs  
Leave Balances  
Leave Liability  
Length of Service Profile  
Life Insurance Listing  
Long Term Care  
Lump Sum Annual Leave  
Payments

MD-715 - EEOC Workforce Data  
Minority Profile  
Misc Personnel/Payroll (Startup 1)  
Non-Pay Hours Report  
Occupational Categories Profile  
Occupational Series Listing  
Official Time for Union Business  
Organization Profile  
Overdue Performance Appraisals  
Overtime Costs  
PACS44204 FCA FlexFund HCA/  
DCA  
PACS44205 FCA FlexFund HCA/  
DCA  
PACS46508 Thrift Plan Payment  
PATCO Profile By Occupational  
Series  
Paid Listing (Startup 17)  
Pay Plan and Grade Distribution  
Pay Raise  
Position Organization Listing (POL)  
Projected Promotion/WGIs  
Retirement Eligibility  
Retirement Profile (Inc. Early Out)  
Roster of Employees  
Salary Listing  
Salary Summary  
Table 74-Official Titles and  
Title Codes  
Table 76-Working Titles and  
Title Codes  
Telework Report  
Third Party Garnishments Report  
Union Activity Exception Report  
Union Roster and Activity Report  
Use-Or-Lose Leave Report  
Work Years and Personnel  
Costs Report  
Workforce Analysis