

Administrative Resource Center (ARC) Online Applications Access Request Form

PART A

*** Required**

*1. Customer (Agency) Name	*2. Employee Name	*3. Employee's Phone No.
*4. Employee's Postal Address (Include Div. & Branch if applicable)	*5. Employee's Title	*6. Employee's Fax No.
	*7. Employee's E-mail Address	*8. Mother's Maiden Name (For identification purposes)
*9. Employee's Login ID (If Applicable)	*10. Approving Official's Name	*11. Approving Official's Phone No.

12. Action Requested (Check one box) <input type="checkbox"/> Add User <input type="checkbox"/> Delete User <input type="checkbox"/> Current User-Change Capabilities	13. Effective Date (mm/dd/yy)
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14. Action Required for Which System(s) <input type="checkbox"/> QUICKTIME <input type="checkbox"/> ORACLE <input type="checkbox"/> Discoverer <input type="checkbox"/> Travel Manager (TM) <input type="checkbox"/> AMS <input type="checkbox"/> BETA <input type="checkbox"/> webTA <input type="checkbox"/> Electronic 52 (E52) <input type="checkbox"/> PRISM <input type="checkbox"/> CMS <input type="checkbox"/> FFS Reports <input type="checkbox"/> Acquire <input type="checkbox"/> EDS
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15. Role of Travel Manager User (Check all that apply) Social Security Number _____ <input type="checkbox"/> A. Traveler <input type="checkbox"/> B. Document Preparer <input type="checkbox"/> C. Approving Official <input type="checkbox"/> D. Travel Manager Budget Reviewer <input type="checkbox"/> E. Other If items B, C or D are checked, please indicate what office you will act in this capacity for: If item A is checked, please indicate your primary Travel Manager Document Preparer: If item E is checked, please explain:

16. User (E52 Access Only)	Cost Center
General - create & route actions	
First Line Supervisor - create, route, and approve actions	
Approving Official - create, route, approve, & submit to ARC Human Resources	

17. ACQUIRE (Check one box) <input type="checkbox"/> Add End User <input type="checkbox"/> Add Budget Reviewer	18. FFS Reports List Reports that Access is needed to:
19. QUICKTIME <input type="checkbox"/> Timekeeper <input type="checkbox"/> Certifier Are you authorized to self-certify <input type="checkbox"/> Yes <input type="checkbox"/> No	20. DISCOVERER <input type="checkbox"/> Discoverer End User <input type="checkbox"/> Discoverer Viewer Discoverer Report Data <input type="checkbox"/> Financial <input type="checkbox"/> Payroll <input type="checkbox"/> Prism <input type="checkbox"/> webTA
21. EDS <input type="checkbox"/> Training Coordinator Cost Code _____ <input type="checkbox"/> End User <input type="checkbox"/> Approving Official	

22. CMS <input type="checkbox"/> For the following Application(s)/System(s) _____
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23. ORACLE Responsibilities: If applicable, list responsibilities _____

24. PRISM Responsibilities: <input type="checkbox"/> Inquiry <input type="checkbox"/> Procurement Management <input type="checkbox"/> Receiver <input type="checkbox"/> Releaser <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><input type="checkbox"/> Requisitioner/Reviewer</td> <td style="width: 15%;">Approver</td> <td style="width: 10%;"><input type="checkbox"/> Yes</td> <td style="width: 10%;"><input type="checkbox"/> No</td> <td style="width: 15%;">Limit _____</td> <td style="width: 15%;">Self-Approval</td> <td style="width: 10%;"><input type="checkbox"/> Yes</td> <td style="width: 10%;"><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Buyer</td> <td>Approver</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td>Limit _____</td> <td>Self-Approval</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> BPA Set Up</td> <td>Approver</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td>Limit _____</td> <td>Self-Approval</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> BPA Caller</td> <td>Approver</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td>Limit _____</td> <td>Self-Approval</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Budget/Funds Approver</td> <td>Approver</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td>Limit _____</td> <td>Self-Approval</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Contracting Officer</td> <td>Approver</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td>Limit _____</td> <td>Self-Approval</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Solicitations</td> <td>Approver</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td>Limit _____</td> <td>Self-Approval</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td><input type="checkbox"/> Delivery/Task Orders</td> <td>Approver</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> <td>Limit _____</td> <td>Self-Approval</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table> <p>Note: If limit is left blank, the approver will be assumed to have an unlimited threshold for approval.</p>	<input type="checkbox"/> Requisitioner/Reviewer	Approver	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Limit _____	Self-Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Buyer	Approver	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Limit _____	Self-Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> BPA Set Up	Approver	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Limit _____	Self-Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> BPA Caller	Approver	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Limit _____	Self-Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Budget/Funds Approver	Approver	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Limit _____	Self-Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Contracting Officer	Approver	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Limit _____	Self-Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Solicitations	Approver	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Limit _____	Self-Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Delivery/Task Orders	Approver	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Limit _____	Self-Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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25. AMS <input type="checkbox"/> System Administrator <input type="checkbox"/> Responsible Official <input type="checkbox"/> End User - Read Only Access <input type="checkbox"/> Assistant (Acting)

26. BETA <input type="checkbox"/> Office/Division _____ <input type="checkbox"/> Cost Center/Organization _____
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27. webTA <input type="checkbox"/> Timekeeper <input type="checkbox"/> Certifier Are you authorized to self-certify <input type="checkbox"/> Yes <input type="checkbox"/> No
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28. The employee has received and read the Privacy Act information and statements, computer security rules, and user's acknowledgement in Parts B through D of this form and understands the security requirements of the online systems. The employee understands that disciplinary action will be taken based on violations of the Privacy Act information or computer security rules.

29. Employee's Signature	30. Date (mm/dd/yy)
31. Approving Official's Signature	32. Date (mm/dd/yy)

PLEASE RETURN ALL COMPLETED FORMS TO:
**BUREAU OF THE PUBLIC DEBT • BUSINESS TECHNOLOGY DIVISION • ARC SUPPORT DESK, 200 THIRD STREET,
 7TH FLOOR UNITED, P.O. BOX 1328 • PARKERSBURG, WV 26106-1328 • PHONE: (304) 480-7272 • FAX 202-318-0447**

PRIVACY ACT PROCEDURES

The Privacy Act balances the Government's need to maintain information about individuals with the rights of individuals to be protected against unwarranted invasions of privacy.

Safeguarding Records in the Online Systems:

- Do not disclose information to any employee other than those who need it to perform official duties.
- Refer disclosure requests from the public or from other agencies to your supervisor.
- Make sure information on your computer or desk is not in view of others not authorized to see it.
- Make sure records are secured when you are not at your computer or desk.
- Do not discuss information in the automated systems with anyone who does not have an official need to know it.
- Maintain the confidentiality of information even if you leave your position or the subject of the information leaves.
- Treat copies with the same care as originals.

The following penalties might be imposed for not complying with the Privacy Act regarding automated records:

- Charge of a criminal misdemeanor and fine up to \$5,000 for willfully disclosing information known to be prohibited from disclosure, or requesting or obtaining any record concerning an individual under false pretenses.
- The United States can be liable to an individual for damages and attorney's fees and costs when willful and intentional failure to comply with the Privacy Act causes an adverse effect on an individual.

TRAVEL MANAGER PRIVACY ACT STATEMENTS

Notice Under the Privacy Act for Travelers

The following notice under the Privacy Act is given for TRAVELERS for forms and requests for information about you in the Travel Manager System. The authority for collecting this information is 5 U.S.C. Chap. 57; E.O. 11609; E.O. 11012; E.O. 9397; and 26 U.S.C. 6109. The primary purposes for collecting the information is to authorize travel for official government purposes or to determine payment for allowable travel or relocation expenses incurred under appropriate administrative authorization and to record such costs. The information may be disclosed to a law enforcement agency if the Administrative Resource Center becomes aware of a possible violation of law or regulation; courts and counsel during litigation; appropriate Federal, State, Local, or foreign agencies when relevant to civil, criminal, or regulatory investigations; unions if needed to perform their authorized duties; agencies, contractors, and others for debt collection and employment or security investigations; a Congressional office to respond to requests by the person to whom the record pertains; other agencies under approved computer matches; as otherwise authorized by law or regulation. Your social security number is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6109) and E.O. 9397 for use as a taxpayer or employee identification number; disclosure is mandatory on vouchers claiming travel or relocation allowance expense reimbursement which may be taxable income. Disclosure of requested information is voluntary in all other instances; however, failure to provide the information may result in delay or loss of reimbursement.

Notice Under the Privacy Act for All Employees Requesting Authorization to Access the Travel Manager System:

The following notice under the Privacy Act is given for EMPLOYEES REQUESTING AUTHORIZATION TO ACCESS the Travel Manager System. The authority for collecting this information is 5 U.S.C. 301. The primary use of this information is to determine eligibility for and identify access to the Traveler Manager System. This information may be disclosed to a law enforcement agency if the Administrative Resource Center becomes aware of a possible violation of law or regulation; courts and counsel during litigation; appropriate Federal, State, Local, or foreign agencies when relevant to civil, criminal, or regulatory investigations; a Congressional office to respond to your requests; unions if needed to perform their authorized duties; as otherwise authorized by law or regulation. Furnishing the information on part A of the Travel Manager access request form is voluntary, but necessary to enable you to access the system.

COMPUTER SECURITY RULES

- PROTECT your password and DO NOT reveal it to ANYONE, regardless of his or her position in or outside your agency.
- DO NOT use another person's password.
- DO NOT allow any other person to use your password. Everything that person would do on the system is then recorded as being done by YOU.
- CHANGE your password on a regular basis, every 30 days or less is recommended.
- PASSWORDS must be a minimum of eight characters and must contain at least one number. Don't use obvious words such as first or last name, month of year, eight consecutive numbers, etc.
- TELL your Information Systems Security Representative immediately if you know or suspect that your password has been compromised. Then, SIGN ON and change your password immediately.
- ACCESS ONLY those files or accounts required to accomplish your official duties. You have no authority to access files or accounts nor work on files or accounts of an individual, vendor, or division unless you are assigned that as part of your official duties. Disciplinary action will be taken for violations.
- LOG OUT if you leave your terminal. This is for your protection.
- RETRIEVE any hard-copy prints that you have made from the printer. If someone leaves something in the printer, first try to determine the originator and return it to him/her. Then if the originator cannot be located, give it to your manager.
- MAINTAIN up-to-date anti-virus software on your computer.
- Follow the above rules carefully to protect systems security and integrity.

USER'S ACKNOWLEDGMENT

- I have read and understand the privacy act and security rules to my satisfaction.
- Decisions in personnel matters involving disciplinary action will be based on the assumption that I am familiar with the security requirements presented in these rules, and I am aware of my obligation to abide by them.
- I understand that systems require security to protect user and system files from unauthorized access.
- I understand that all computer activity by users is subject to being monitored.

BY SIGNING Part A of the Administrative Resource Center (ARC) - Online Applications Access Request Form, you are acknowledging these rules and regulations.