(Your Agency) INTERNAL SECURITY REQUEST FORM

ADD	CHANGE	DELETE	
Department/Division:	<u>-</u>		
Operator Name:			
Operator ID # (for changes & deleti	ons):		
RACF ID:	RACF Gr oup.		
L Job Title:			
NCAS Duties: (check all that apply)			
Enter Requisitions	Accounts Rece	ivable	
Processing Enter Purchase Orde	ers Inventory Processing		
Enter Invoices	Budget Officer		
Enter Vendors	SBM		
Enter Budget Entries	Other (explain)		
With End A			
Inquiry			
Note any specific ranges require	ed: (If you need additional space,	olease attach a separate page.)	
Company Access	Account Access From To	Center Access From To	
Requested By:	Date	:	
Approved By:	·	Date:	_

(Your Agency) Internal Security Request Form Descriptions

The (Your Agency) Internal Security Request Form is a suggested form to be used for agency internal use. This form should be modified to conform to agency requirements. It provides general information about the operator and the type of access that he/she will need in the system. After receiving this completed form, the Agency Security Administrator must then complete the appropriate OSC NCAS Security Request Forms.

ADD Add a new operator to the NCAS

CHANGE Change an existing operator's security to the NCAS

DELETE Delete an existing operator from the NCAS

Department/Division The agency's department/division

Operator Name Operator's *complete* name

Operator ID # Operator ID number assigned by OSC NCAS Security

Administration Team

RACF ID Mainframe system access defined to Resource Access

Control Facility (RACF) assigned to the operator by the

Agency Security Administrator

RACF Group The RACF ID defined to a RACF Group by the Agency

Security Administrator

Job Title The operator's job title

NCAS Duties Check all that apply. For example, an Accounts Payable

Processor may also check Enter Invoices and Enter

Vendors.

Note any specific ranges

required

Enter the specific company/account/center combinations

that this operator needs to perform his/her duties

Requested by Signature and date of the person that is requesting this

security

Approved by Signature and date of the person that approves the

requested security