

(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 <i>complete</i> 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 <i>Enter Invoices</i> and <i>Enter Vendors</i> .
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