Agency/Tribe
OPM BAL 14-204
Instructions state to
Provide NFC POI contact
information sent to
NFC.DPRS@usda.gov

NFC
Receives
POI Information

NFC
Sends AGENCY/TRIBE an
email with a Security
Officer Designation
Form to request Service
Now access and training

Agency/Tribe
Agency/Tribe completes
Security Officer
Designation form and
forwards to NFC ASO at
NFC.ASO@nfc.usda.gov

NFC/ASO
Contacts Agency
or Tribal Security
Officer to
schedule Service
Now

Training to Service
Now completed by
ASO’s/TSO’s

ASO/TSO request access to
DPRW through Service Now

Access to DPRW
established by
NFC Security and
emails User Id and
temporary
password