

REQUEST FOR ACTION FOR REPORTS

(For adding, changing, or deleting addresses for distribution of reports)

A. IDENTIFICATION <i>(Complete this section for all requests)</i>									
EMAIL TO: Client.Management@nfc.usda.gov					1. CONTACT NAME <i>(Name of person completing this form)</i>				
					2. CONTACT TELEPHONE NUMBER <i>(Area code and number)</i>				
B. REPORTS ACTION <i>(Check appropriate block(s))</i>									
Order report(s) <i>(Complete Sections A, B, C, & D)</i>					Change level(s) or distribution control <i>(See Block 9) (Complete Sections A, B, C, & D)</i>				
Change an address for reports <i>(Complete Sections A, B, C, & D)</i>					Discontinue report(s) <i>(Complete Sections A, B, C, & D)</i>				
Change report media <i>(See Block 8) (Complete Sections A, B, C, & D)</i>					Change number of copies of reports <i>(See Block 8) (Complete Sections A, B, C, & D)</i>				
ORDERING REPORTS									
3. MAILDROP NUMBER <i>(First number on banner page)</i>				4. BUNDLE ID <i>(Second number on banner page)</i>			5. REPORT/JOB SET NUMBER		
6. REPORT TITLE							7. DISTRIBUTION CONTROL		
8. MEDIA <i>(Check one or more and indicate the number of copies)</i>	<input type="checkbox"/> NFC PRODUCED HARDCOPY # OF COPIES ▶				9. REPORTING LEVELS <i>(Check one or more)</i>	<input type="checkbox"/> DEPARTMENT	<input type="checkbox"/> AGENCY	<input type="checkbox"/> POI	<input type="checkbox"/> CONTACT POINT
	<input type="checkbox"/> ELECTRONIC TRANSMISSION NODE ____ /REMOTE DESTINATION <i>(or printer ID)</i>					<input type="checkbox"/> 2ND LEVEL ORG	<input type="checkbox"/> 3RD LEVEL ORG	<input type="checkbox"/> 4TH LEVEL ORG	
C. ADDRESS DATA <i>(Complete this section for all requests)</i>									
10. ADDRESS KEY CODE <i>(As shown on the mailing label)</i>									
CURRENT OR OLD ADDRESS					NEW ADDRESS				
11. NAME					11. NAME				
12. AGENCY NAME				13. AGENCY CODE	12. AGENCY NAME				13. AGENCY CODE
14. AGENCY STREET ADDRESS					14. AGENCY STREET ADDRESS				
15. CITY			16. STATE	17. ZIP+4	15. CITY			16. STATE	17. ZIP+4
18. AGENCY TELEPHONE NUMBER <i>(Area code and number)</i>				19. EMAIL ADDRESS	18. AGENCY TELEPHONE NUMBER <i>(Area code and number)</i>				19. EMAIL ADDRESS
D. AUTHORIZATION <i>(Complete this section for all requests)</i>									
20. AUTHORIZED SIGNATURE AND TITLE					21. TELEPHONE NUMBER <i>(Area code and number)</i>			32. DATE	