

# NATIONAL FINANCE CENTER OFFICER DESIGNATION FORM

Check this box for multiple users with different or same access. See pages 2 - 6.

*Please complete the sections that apply to your user.*

AGENCY SECURITY OFFICER (ASO)										
ACTION A/M/D <small>(Add, Modify, Delete)</small>	DEPT	AGENCY	NFC USER ID	SECURITY OFFICER NAME	SOCIAL SECURITY NUMBER	PHONE	SECURITY OFFICER TYPE			USER EMAIL ADDRESS
							<input type="checkbox"/> ZONE	<input type="checkbox"/> DIVISION	<input type="checkbox"/> DEPARTMENT	
							<input type="checkbox"/> ZONE	<input type="checkbox"/> DIVISION	<input type="checkbox"/> DEPARTMENT	
CHIEF INFORMATION SECURITY OFFICER or CHIEF INFORMATION OFFICER				PHONE	EMAIL	AGENCY OFFICIAL TITLE	AGENCY OFFICIAL SIGNATURE			DATE

SERVICING PERSONNEL OFFICER (SPO)										
ACTION A/M/D <small>(Add, Modify, Delete)</small>	NFC USER ID	USER NAME	DEPARTMENT	AGENCY	PHONE	PERSONNEL OFFICE ID (POI)	USER EMAIL ADDRESS	FUNCTIONAL AREAS		
								<input type="checkbox"/> T&A Systems	<input type="checkbox"/> EMPOWHR	<input type="checkbox"/> PPS
								<input type="checkbox"/> ABCO	<input type="checkbox"/> REPORTING	
								<input type="checkbox"/> T&A Systems	<input type="checkbox"/> EMPOWHR	<input type="checkbox"/> PPS
								<input type="checkbox"/> ABCO	<input type="checkbox"/> REPORTING	

BENEFITS PROCESSING OFFICER (BPO)										
ACTION A/M/D <small>(Add, Modify, Delete)</small>	NFC USER ID	USER NAME	DEPARTMENT	AGENCY	PHONE	PERSONNEL OFFICE ID (POI)	USER EMAIL ADDRESS	FUNCTIONAL AREAS		
								<input type="checkbox"/> INT'L ORG	<input type="checkbox"/> FEHB	<input type="checkbox"/> TSP
								<input type="checkbox"/> INT'L ORG	<input type="checkbox"/> FEHB	<input type="checkbox"/> TSP

HUMAN RESOURCES MANAGEMENT STAFF BACK OFFICE SUPPORT (HRMS)										
ACTION A/M/D <small>(Add, Modify, Delete)</small>	NFC USER ID	USER NAME	AGENCY	PHONE	USER EMAIL ADDRESS	FUNCTIONAL AREAS				
						<input type="checkbox"/> HRMS-ESS <small>(All Users)</small>	<input type="checkbox"/> CG LIAISONS <small>(Coast Guard Only)</small>	<input type="checkbox"/> HR RECRUITMENT	<input type="checkbox"/> FED HR MANAGERS	
						<input type="checkbox"/> HRMS-ESS <small>(All Users)</small>	<input type="checkbox"/> CG LIAISONS <small>(Coast Guard Only)</small>	<input type="checkbox"/> HR RECRUITMENT	<input type="checkbox"/> FED HR MANAGERS	

AGENCY TRAINING OFFICER (ATO)										
ACTION A/M/D <small>(Add, Modify, Delete)</small>	NFC USER ID	USER NAME	DEPARTMENT	AGENCY	PHONE	USER EMAIL ADDRESS				

AGENCY SECURITY OFFICER SIGNATURE	DATE
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**PRIVACY ACT NOTICE:** In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397 of November 22, 1943 and 5 U.S.C. 301. The primary purpose of requesting the SSN is to properly identify the employee. Many employees have similar names and the furnishing of the SSN will enable USDA to identify authorized users of USDA's computer systems. The information will be used by offices and employees who have a need for the information in the performance of their official duties. The information will not be disclosed outside USDA or employing agency. Disclosure of your SSN and other information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

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CHIEF INFORMATION SECURITY OFFICER or CHIEF INFORMATION OFFICER	PHONE	EMAIL	OFFICIAL TITLE	AGENCY OFFICIAL SIGNATURE	DATE
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REMARKS

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SERVICING PERSONNEL OFFICER										
ACTION A/M/D (Add, Modify, Delete)	NFC USER ID	USER NAME	DEPARTMENT	AGENCY	PHONE	PERSONNEL OFFICE ID (POI)	USER EMAIL ADDRESS	FUNCTIONAL AREAS		
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## BENEFITS PROCESSING OFFICER

ACTION AMD <small>(Add, Modify, Delete)</small>	NFC USER ID	USER NAME	DEPARTMENT	AGENCY	PHONE	PERSONNEL OFFICE ID (POI)	USER EMAIL ADDRESS	FUNCTIONAL AREAS
								<input type="checkbox"/> INT'L ORG <input type="checkbox"/> FEHB <input type="checkbox"/> TSP
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OFFICERS AREA DEFINITIONS

OFFICER	PURPOSE
ASO	Provides access to ServiceNow, Mainframe, Reporting Center Security Report, SecureALL to Department, Division or Zone Agency Security Officer.
SPO	Provides Service Now to Service Personnel Officials/Officers (SPO) to submit Application Problems for PPS, EmpowHR, Web TA or HRLOB applications. It includes ABCO and DPRS Claims issues.
BPO	Provides ServiceNow to Benefits Processing Officials (BPO) to submit benefits incidents or problems in relation to FEHB, TSP and I/O.
HRMS	Provides ServiceNow to Human Resources Management Staff (HRMS) to submit HRMS incidents or requests in relation to HRMS HR Recruitment, Coast Guard Liaison. <b>Limited to customers receiving NFC HRMS back office support.</b>
ATO	Allows Agency designated POCs to submit and track training requests to NFC through ServiceNow.