



U. S. Forest Service

FS-6500-214 (Rev. 1.2.13)

OMB 0596-0204(Exp 4/2027)

[Click here to Print](#) [Click here to start over/create a new request](#) (Do NOT use the back button in your web browser. This will cause an error. You must use the link provided to generate a new request.

U.S. Forest Service

Request ID:

AD Name: undefined

FS-6500-214 (Rev 1.2.9)

Financial Information Security Request Form			
Processing may take a minimum of 10, but no longer than, 15 business days. For E-GOV Travel System, email to SM.FS.PNR@usda.gov or fax to 1-866-326-9046... Please do NOT send a Cover Page.			
Name:		Date of Request:	
EMail:		Telephone:	
Title: AD / Casual Hire			
Agency, Region, Unit (i.e. 11, 13, 28):	Agency	Region/Station/Area	Unit
	11	04	02
<input checked="" type="checkbox"/> Federal Employee	Social Security Number:		
<input type="checkbox"/> Non-Employee (i.e. contractor)	Please enter expiration date:		
Permanent			
Access Requested			
System	Action	User Id	
E-Gov Travel System	Add		
Agreement			
The following statement must be read and signed by the individual being designated for access. I HEREBY acknowledge the following: I recognize that FMFI and all other NFC systems contain data concerning individuals and commercial entities which is private or sensitive in nature. I agree not to use the information in these systems for unauthorized purposes, including those that result in the intrusion of the privacy of an individual or a commercial entity, or the unwarranted disclosure of personal or proprietary information. I agree not to share my access ID and/or password with others. I agree not to alter data in any FMFI document or table, or data elements in any NFC information system, for purposes of personal benefit or those that could result in theft or misuse of public funds. ***Only legible wet signatures or eSignatures done with a VALID LincPass will be accepted.***			
Signature of Applicant:			Date:
User's Supervisor - I certify that the user has received security instructions for the systems and/or applications as indicated, and I approve his/her access to these systems and/or applications, and the associated profiles. ***Only legible wet signatures or eSignatures done with a VALID LincPass will be accepted.***			
Supervisor's Name:			Telephone:
Signature of Applicant's Supervisor:			Date:
Signature of ASC Security Administrator:			Date:

PRIVACY ACT NOTICE

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of your Social Security Number is authorized by Executive Order 9397 of November 22, 1943 and 5 U.S.C. 301. The primary purpose of requesting the Social Security Number (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. Disclosure of your SSN and other information is mandatory. Failure to provide the requested information will result in the denial of the requested computer access authority.

Special Request
Please add AD Casual Hire to the travel system as a traveler. Thank you!

Request ID: AD Name: undefined

E-Gov Travel System Access Request				
ROLES:	TRAVELER			
TRAVELER:	Profile Only - No Activation: <input type="checkbox"/> Current E-Gov Travel System Profile Exists: No Traveler Action: ADD Routing Name: 0402 BNF SO FIRE Government Credit Card: No			
INVITATIONAL TRAVELER:	Invitational Travel Arranger Email: Invitational Traveler Action: ADD Has traveled for Forest Service: -- Routing:			
TRAVEL ARRANGER:	Travel Arranger Action: ADD Organization <input type="text"/>			
REVIEWER:	Reviewer Action: ADD <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">ROUTING STAMP</td> <td style="width: 50%; text-align: center;">ROUTING NAME</td> </tr> </table>	ROUTING STAMP	ROUTING NAME	
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APPROVING OFFICIAL:	Approving Official Action <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">ACTION</td> <td style="width: 33%; text-align: center;">DOCUMENT</td> <td style="width: 33%; text-align: center;">ROUTING NAME</td> </tr> </table>	ACTION	DOCUMENT	ROUTING NAME
ACTION	DOCUMENT	ROUTING NAME		
ASC FATA:	ASC FATA Action:			
Agency FATA:	Agency FATA Action:			
NAME CHANGE AD:	Name Change is for an AD: <input type="checkbox"/>			
TRAVELER NAME:	Change Last Name:			