NATIONAL FINANCE CENTER
WEB APPLICATIONS REQUEST FOR SECURITY ACCESS FORM

SECTION 1. USER INFORMATION

Check this box for multiple users with different or same access. See pages 4, 5, or 6.

A. NFC USER ID *(Existing users)*	B. USER NAME	C. SOCIAL SECURITY NUMBER *(New federal users only)*	D. CONTRACTOR *(Y/N)*	E. EXPIRATION DATE *(Contractor only)*	F. USER EMAIL *(New users only)*

SECTION 2. ACTION REQUIRED

A.	B. ROLE IDENTIFIER/ROLE NAME	C. ENVIRONMENT
ADD MODIFY DELETE		PROD CUAT TRAINING

SECTION 3. ORGANIZATIONAL STRUCTURE

A. DEPARTMENT	B. AGENCY	C. SERVICED AGENCY

SECTION 4. LEVEL OF ACCESS

A. ORGANIZATION CODE	B. PERSONNEL OFFICE IDENTIFIER(S) (POI)
C. CONTACT POINTS	
D. EMPLOYING OFFICE	E. AGENCY LOCATION CODE (ALC)

SECTION 5. REPORTING CENTER

SENSITIVE/DETAIL   NON-SENSITIVE (DETAIL)

In the column to the left of each report, please select an A, M, or D *(add, modify, or delete)*

ADMINISTRATIVE REPORTS

	Cost Metrics Reports *(ORG required)*	
	Retirement Processing Reports *(ORG and/or POI required)*	
	T&A Reports *(Employee Office and/or contact point required - detail only)*	
	BEAR56 *(ORG and/or POI required sensitive only)*	

FINANCIAL REPORTS

	SF-224 Abstract of Transactions *(Agency-wide only)*	ABCO Forms *(POI required)*
	SF-2812 Reports *(Department-wide only)*	W2 Wage & Tax Statement *(ORG and/or POI required - detail only)*
	Statement of Earnings & Leave *(ORG and/or POI required - detail only)*	**PERSONNEL REPORTS** *(ORG and/or POI required - sensitive)*
	Form 1095-C Employer Provided Health Insurance Offer and Coverage *(ORG and/or POI required - detail and sensitive only)*	**WORKFORCE REPORTS** *(ORG and/or POI required - sensitive)*

REMARKS

SECTION 6. OTHER AVAILABLE APPLICATIONS

Select the application that applies. Agencies should only select applications that they are authorized to have access to.

OCFO FEE (OFEE) *(USDA and - Agency-wide only)*

Agency Approver (CFO)
Agency Preparer
OCFO Administrator
OCFO Preparer
OIG Auditor

INTRADEPARTMENTAL TRANSACTIONS RECONCILIATION SYSTEM (ITRS) *(USDA only)*

Administrator
OIG Auditor
Preparer

webTA - HR Admin Role Only

USDA	NON-USDA	DOJ	SBA
DHS			

GovTA - HR Admin Role Only

USDA	NON-USDA	DOJ	SBA
DHS	GAO		

DIRECT PREMIUM REMITTANCE WEB (DPRW) *(POI required)*

Agency HR

OPM

GREENBOOK (FUND) *(USDA only)*

Administrator *(OCFO budget staff only)*
Auditor *(all agencies)*
Preparer-GB
Reviewer-GB
OCFO-IPAC

PAYCHECK8

Agency Connect HR Admin

REMARKS

SECTION 7. INSIGHT

☐ Check this box for multiple users with different or same access. See page 7.

INSIGHT APPLICATIONS

As applicable to the user, mark each box with an X or the otherwise appropriate information.

OBIEE ROLES - Must select ONLY ONE from this category.

☐ AUTHOR - Create, Edit, Share Reports   ☐ CONSUMER - View Detailed and Summary Data   ☐ CONSUMER - View Summary Data ONLY

ROLE BASED ACCESS *(As applicable to the user, mark each box with an X). *** If "Personnel - All" is selected, you do not need to select other Personnel roles.*

PERSONNEL - ALL

PERSONNEL - BASIC

    PERSONNEL - DIVERSITY

    PERSONNEL - SOCIAL SECURITY NUMBER

    PERSONNEL - UNION DESIGNATION

    PERSONNEL - DISABILITY AND VETERANS DESIGNATION

    PERSONNEL - OTHER SENSITIVE

ABCO

Receivables ABCO

Claims PAYTA

PMSO

EmpowHR

TMGT

MASC

RETM

webTA - Non Sensitive

webTA - Sensitive

SETS - Non Sensitive - PDSD Only

SETS - Sensitive - PDSD Only

SECTION 8. SFTP INFORMATION

TYPE OF TRANSMISSION

    Inbound   Outbound   Bi-Directional

SFTP User ID

TECHNICAL POC NAME	TECHNICAL POC EMAIL ADDRESS	TECHNICAL POC PHONE NUMBER

ADDITIONAL NOTES:

FORM AD-3100-R (Revised 02/25)

SECTION 9. EMPOWHR REQUEST

EMPOWHR APPLICATIONS - Use page 8 to add multiple accounts/permission list changes

ACTION A/M/D *(Add, Modify, Delete)*	USER NAME		EMPLOYEE ID	OPER ID	USE EMPLOYEE ID OR OPER ID?
					EMPLOYEE ID OPER ID

EMAIL ADDRESS	EMPOWHR ROW LEVEL SECURITY	EMPOWHR PRIMARY PERMISSION LIST	ID TYPE *(EMPLOYEE OR NON)*
			EMPLOYEE NON

EMPOWHR APPLICATION ROLE(S)

SPECIAL CASE/OTHER ITEMS

SECTION 10. ROW LEVEL PERMISSION LIST CHANGES

As applicable, select action as *Add*, *Modify* or *Delete*.

Add - Create New Row Level Security Access (e.g. combine or separate existing or new).

Modify - Change the Existing Row Level Security Access.

Delete - Deactivate the Existing Row Level Security Access.

ACTION A/M/D *(Add, Modify, Delete)*	PRIMARY PERMISSION LIST	ROW LEVEL SECURITY	SetID	DeptD	DEPTID DESCRIPTION	ACCESS CODE

ADDITIONAL NOTES:

SUPERVISOR'S SIGNATURE

SECTION 11. AUTHORIZATION (ASO/DSA use only)

Authorizing this form acknowledges that the business requirements have been reviewed and adhere to the agency business requirements and federal regulatory requirements of least privileges

	DATE
ASO/DSA SIGNATURE	
DEPARTMENTAL/ZONE ASO SIGNATURE (RPA BOTS only)	DATE

Send Robotics Processing Automation (RPA) request to NFC.GESDRequest@usda.gov

	DATE
NFC APPLICATION OWNER SIGNATURE (RPA BOTS only)	

FORM AD-3100-R (Revised 02/25)

MULTIPLE USERS FOR REPORTING CENTER

LIST MULTIPLE USERS							LEVEL OF ACCESS			
ACTION A/M/D (Add, Modify, Delete)	NFC USER ID (Existing users)	USERNAME	SOCIAL SECURITY NUMBER (New federal users only)	CONTRACTOR (Y/N)	EXPIRATION DATE (Contractor only)	USER EMAIL (New users only)	ALC	ORG. CODE	POI	CONTACT POINTS
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

To list additional users, please fill out Form AD-3100-RCR.

FORM AD-3100-R (Revised 02/25)

MULTIPLE USERS FOR OTHER AVAILABLE APPLICATIONS

ACTION A/M/D *(Add, Modify, Delete)*	NFC USER ID *(Existing users)*	USER NAME	SOCIAL SECURITY NUMBER *(New federal users only)*	USER EMAIL *(New users only)*	ORG/ POI	OFEE	DPRW	ITRS	GREENBOOK (FUND)
1						Agency Approver (CFO) Agency Preparer OCFO Administrator OCFO Preparer OIG Auditor	Agency HR OPM	Administrator OIG Auditor Preparer	Administrator Auditor *(all agencies)* Preparer-GB Reviewer-GB OCFO-IPAC
2						Agency Approver (CFO) Agency Preparer OCFO Administrator OCFO Preparer OIG Auditor	Agency HR OPM	Administrator OIG Auditor Preparer	Administrator Auditor *(all agencies)* Preparer-GB Reviewer-GB OCFO-IPAC
3						Agency Approver (CFO) Agency Preparer OCFO Administrator OCFO Preparer OIG Auditor	Agency HR OPM	Administrator OIG Auditor Preparer	Administrator Auditor *(all agencies)* Preparer-GB Reviewer-GB OCFO-IPAC
4						Agency Approver (CFO) Agency Preparer OCFO Administrator OCFO Preparer OIG Auditor	Agency HR OPM	Administrator OIG Auditor Preparer	Administrator Auditor *(all agencies)* Preparer-GB Reviewer-GB OCFO-IPAC
5						Agency Approver (CFO) Agency Preparer OCFO Administrator OCFO Preparer OIG Auditor	Agency HR OPM	Administrator OIG Auditor Preparer	Administrator Auditor *(all agencies)* Preparer-GB Reviewer-GB OCFO-IPAC
6						Agency Approver (CFO) Agency Preparer OCFO Administrator OCFO Preparer OIG Auditor	Agency HR OPM	Administrator OIG Auditor Preparer	Administrator Auditor *(all agencies)* Preparer-GB Reviewer-GB OCFO-IPAC
7						Agency Approver (CFO) Agency Preparer OCFO Administrator OCFO Preparer OIG Auditor	Agency HR OPM	Administrator OIG Auditor Preparer	Administrator Auditor *(all agencies)* Preparer-GB Reviewer-GB OCFO-IPAC

LIST MULTIPLE USERS

To list additional users, please fill out Form AD-3100-RCO.

FORM AD-3100-R (Revised 02/25)

MULTIPLE USERS FOR webTA/GOVTA/PAYCHECK8

LIST MULTIPLE USERS

ACTION A/M/D (Add, Modify, Delete)	INSTANCE	USER NAME	APPLICATION ROLE
	USDA NON-USDA SBA DOJ DHS GAO		HR Admin *(webTA)* Agency connect HR Admin *(Paycheck8)* HR Admin (GovTA)
	USDA NON-USDA SBA DOJ DHS GAO		HR Admin *(webTA)* Agency connect HR Admin *(Paycheck8)* HR Admin (GovTA)
	USDA NON-USDA SBA DOJ DHS GAO		HR Admin *(webTA)* Agency connect HR Admin *(Paycheck8)* HR Admin (GovTA)
	USDA NON-USDA SBA DOJ DHS GAO		HR Admin *(webTA)* Agency connect HR Admin *(Paycheck8)* HR Admin (GovTA)
	USDA NON-USDA SBA DOJ DHS GAO		HR Admin *(webTA)* Agency connect HR Admin *(Paycheck8)* HR Admin (GovTA)
	USDA NON-USDA SBA DOJ DHS GAO		HR Admin *(webTA)* Agency connect HR Admin *(Paycheck8)* HR Admin (GovTA)
	USDA NON-USDA SBA DOJ DHS GAO		HR Admin *(webTA)* Agency connect HR Admin *(Paycheck8)* HR Admin (GovTA)

FORM AD-3100-R (Revised 02/25)

MULTIPLE USERS FOR INSIGHT

LIST MULTIPLE USERS

ACTION A/M/D (Add, Modify, Delete)		NFC USER ID (Existing users)	USER NAME	USER EMAIL (New users only)	ORG/ POI	USER ROLES	ROLE LEVELS	
	1					AUTHOR - Create, Edit, Share Reports CONSUMER -View Detailed and Summary Data CONSUMER - View Summary Data ONLY	PERSONNEL - ALL PERSONNEL - BASIC PERSONNEL - DIVERSITY PERSONNEL - SOCIAL SECURITY NUMBER PERSONNEL - UNION DESIGNATION PERSONNEL - DISABILITY AND VETERANS DESIGNATION PERSONNEL - OTHER SENSITIVE ABCO Receivables ABCO Claims	PAYTA PMSO EMPOWHR TMGT MASC RETM webTA Non-Sensitive webTA Sensitive SETS - Non Sensitive - PDSD Only SETS - Sensitive - PDSD Only
	2					AUTHOR - Create, Edit, Share Reports CONSUMER -View Detailed and Summary Data CONSUMER - View Summary Data ONLY	PERSONNEL - ALL PERSONNEL - BASIC PERSONNEL - DIVERSITY PERSONNEL - SOCIAL SECURITY NUMBER PERSONNEL - UNION DESIGNATION PERSONNEL - DISABILITY AND VETERANS DESIGNATION PERSONNEL - OTHER SENSITIVE ABCO Receivables ABCO Claims	PAYTA PMSO EMPOWHR TMGT MASC RETM webTA Non-Sensitive webTA Sensitive SETS - Non Sensitive - PDSD Only SETS - Sensitive - PDSD Only
	3					AUTHOR - Create, Edit, Share Reports CONSUMER -View Detailed and Summary Data CONSUMER - View Summary Data ONLY	PERSONNEL - ALL PERSONNEL - BASIC PERSONNEL - DIVERSITY PERSONNEL - SOCIAL SECURITY NUMBER PERSONNEL - UNION DESIGNATION PERSONNEL - DISABILITY AND VETERANS DESIGNATION PERSONNEL - OTHER SENSITIVE ABCO Receivables ABCO Claims	PAYTA PMSO EMPOWHR TMGT MASC RETM webTA Non-Sensitive webTA Sensitive SETS - Non Sensitive - PDSD Only SETS - Sensitive - PDSD Only

To list additional users, please fill out Form AD-3100-RCI.

FORM AD-3100-R (Revised 02/25)

MULTIPLE USERS FOR EMPOWHR

LIST MULTIPLE USERS

ACTION A/M/D (Add, Modify, Delete)	EMPLOYEE ID/ OPER ID	USER NAME	USER EMAIL ADDRESS (New users only)	EmpowHR PRIMARY PERMISSION LIST	EmpowHR ROW LEVEL SECURITY	APPLICATION ROLES	ID TYPE (Employee or Non)
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
	12						
	13						
	14						
	15						
	16						
	17						
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	19						
	20						
	21						
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	24						
	25						
	26						
	27						
	28						
	29						
	30						

To list additional users, please fill out Form AD-3100-RCE.

FORM AD-3100-R (Revised 02/25)

Administrative Reports
Bear56 Report
Cost Metrics Reports
Retirement Metrics
T&A Error Analysis
T&A Missing Personnel Actions
T&A Reject Report
T&A YTD Reject Report
T&As Not Received by NFC

Financial Reports
1095-C Statement Research
ABCO Forms
Payroll Listing for W-2 Research
Personal Benefits Statement SF
2812 Reports
SF-224 Scap5D Attachments
Statement of Earnings and
Leave W2 Wage and Tax
Statement

Personnel Action Reports
All Actions
All Actions Minority Profile Hires
Hires Minority Profile Promotions
Promotions Minority Profile
Separations
Separations Minority Profile

Workforce Reports
1102/1105 Series Listing
ACT 32 PA Local Tax
Age Profile
CPDF Error Report

Canc. Payments Req.
Agcy Action(DOTS)
Civilian Employment
(SF-113A) report
Civilian Employment
(SF-113G)report
Comp Time - Current Balance
Comp Time - Regular Comp
Time Data
Comp Time - Regular Earned
and Used
Comp Time - Travel Comp
Time Data
Dental/Vision Plan Report
Dues Withheld
EPP ESS Transaction
EPP Usage Statistics
Earnings Limitation Report
Education Level Profile
Employee Search (By Name)
Employee Search (By SSNO)
Employment Changes
Employment by Disability Code
FEHB and FEGLI Counters
(LWOP)
Flex Fund
Gains and Losses
Sex Profile
Grade Distribution 2.0
Grade Range
Grades Across Minority
and Sex
Holiday Time Costs
Leave Balances
Leave Liability
Length of Service Profile
Life Insurance Listing
Long Term Care
Lump Sum Annual Leave
Payments

MD-715 - EEOC Workforce Data
Minority Profile
Misc Personnel/Payroll (Startup 1)
Non-Pay Hours Report
Occupational Categories Profile
Occupational Series Listing
Official Time for Union Business
Organization Profile
Overdue Performance Appraisals
Overtime Costs
PACS44204 FCA FlexFund HCA/
DCA
PACS44205 FCA FlexFund HCA/
DCA
PACS46508 Thrift Plan Payment
PATCO Profile By Occupational
Series
Paid Listing (Startup 17)
Pay Plan and Grade Distribution
Pay Raise
Position Organization Listing (POL)
Projected Promotion/WGIs
Retirement Eligibility
Retirement Profile (Inc. Early Out)
Roster of Employees
Salary Listing
Salary Summary
Table 74-Official Titles and
Title Codes
Table 76-Working Titles and
Title Codes
Telework Report
Third Party Garnishments Report
Union Activity Exception Report
Union Roster and Activity Report
Use-Or-Lose Leave Report
Work Years and Personnel
Costs Report
Workforce Analysis

FORM AD-3100-R (Revised 02/25)