

# Network User Modification Request

## Grain Inspection, Packers & Stockyards Administration

The following information is to be supplied to the GIPSA, Networking and Telecommunications Branch in Washington, DC by submitting the following form. This form MUST come from a local ISSM, the Regional Supervisor, or the Administrative Officer. In Washington, the request MUST come from a Division Director or their designated representative. Depending on the type of modification, all or part of the information may be completed.

**Requests must be received 5 working days prior to the effective date of modification.**

<b>Modification Type:</b> Add: <input type="checkbox"/>		Delete: <input type="checkbox"/>	Change Information: <input type="checkbox"/>
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<b>Type of Account(s) Requested:</b>	Network <input type="checkbox"/>	Outlook <input type="checkbox"/>	NFC <input type="checkbox"/>	Other <input type="checkbox"/> (Explain below)
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<b>If Deleting Account(s):</b> Receipt of Email: <input type="checkbox"/>	Receipt of Data on H:\Drive: <input type="checkbox"/>
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**Effective Date:**

<b>Employee First Name:</b>	<b>Employee Last Name:</b>	<b>Emp. Middle Initial:</b>
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<b>Employee Formal Title:</b>	<b>Employee Division. or Branch:</b>	<b>Employee Telephone:</b>
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<b>Supervisor Telephone:</b>	<b>Supervisor Name:</b>	<b>Emp. Location/Room:</b>
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**Employee Organization Division/Branch:** (Please spell out entire Division/Branch name. Failure to do so will result in the rejection of your form.)

**Employee Special Requirements/Access privileges:** (i.e. Write/update access to specific database, directory, etc.)

If individual is transferring from another USDA agency, please provide full agency name. (No acronyms)

**GIPSA Supervisors:**  
Please ensure employee takes Security Awareness Training before new accounts can be enabled.

**Contractor:** (Please provide the following information)  
 Verify Non-disclosure agreement signed   
 Verify User Awareness training form signed   
 Verify appropriate Background Check with COTR (Contracting Official Technical Representative)

**Network Telecom and Customer Support Branch Use Only:**