



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

December 28, 2011

IOWA INSTRUCTION 360-388 SECOND EDITION - REQUEST FOR USER ACCESS
TO ITS RESOURCES - REVISED FORM IRM-03

IA388.0 PURPOSE

This Iowa Instruction provides guidance for the usage of the revised Form IRM-03, Request for User Access to ITS Resources, dated November 2011, in granting or deleting computer access to users when entered into the Remedy system.

IA388.1 SCOPE

This Instruction will be followed by NRCS supervisors, Administrative Management Assistants, and State Office Secretaries.

IA388.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

The revised Form IRM-03, dated November 2011, is located on the Iowa [S:\Service Center\NRCS statewide shared](#) drive, .pdf filename "IRM 03 form Revised November 2011.pdf." **Previous versions of this form are obsolete and will not be accepted.**

A handwritten signature in blue ink that reads "Richard Sims".

Richard Sims
State Conservationist

Attachment

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(IA Instruction 360–388 Second Edition – December, 2011)

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1. PURPOSE:

This Iowa Instruction provides guidance for the usage of the revised Form IRM-03, Request for User Access to ITS Resources, dated November 2011, in granting or deleting computer access to users when entered into the Remedy system.

2. ROLES AND RESPONSIBILITIES:

Supervisors, or designated acting's, must complete and sign all IRM-03 forms.

3. PROCESS:

The revised Form IRM-03, dated November 2011, is located on the Iowa S:\Service_Center\NRCS_statewide_shared drive, .pdf filename "IRM 03 form Revised November 2011.pdf" and is also attached. **Previous versions of this form are obsolete and will not be accepted.**

1. Part 1: The Form IRM-03, dated November 2011, is completed in the field (or State Office) by the supervisor, using the fillable form on the statewide shared drive.
 - Include Name, Position Title, Email, Phone, Affiliate/Company or Organization Name (typically current duty station).
 - Under Access Required, check appropriate box for Type of User.
 - Under Active Directory Account, check appropriate box.
 - Information for Agency SAAR (System Security Access Request) Update Request:
 - Target Date for Access
 - Is this for a Personal Information Change (Name, Phone, etc.)? Yes or No
 - Is the User Transferring to a different Agency? Yes or No
 - Is the User Changing Locations but staying in the same Agency? Yes or No
(Note: If a User is transferring from another state to Iowa, the losing state initiates the Form IRM-03. If a User is transferring from one duty station to another duty station within NRCS Iowa, the gaining location will initiate the Form IRM-03.)
 - Is an Active Directory Change being requested? Yes or No
(Note: This area is used to remove or change email addresses; to designate Affiliate email addresses as @ia.nacdnet.net or to remove or add email user groups such as ug-ia-nrcs-alldc, ug-ia-nrcs-allac, etc.)
 - If Yes, describe in detail the Active Directory Changes necessary.
 - Will the User need General Access? Yes or No
 - End User VPN/Dialup Access - requires approval by State Administrative Officer.
 - SAAR POC, Remedy Support Groups, SafeBoot, Local Workstation Admin – these are never used, do not check box.
 - Share Drive Permissions – check Add Permissions or Remove Permissions.
 - Other Elevated Access - do not check box.
 - Toolkit User Group Membership – check Add Permissions or Remove Permissions.
 - Toolkit Permission Level Requested – do not check box.
 - County/Counties and Service Centers – do not check box.
 - Provide Justification or additional details for the Access requested.
 - Signature of Supervisor (or Acting) and the Supervisor (or Acting) Email Address.
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- The form is then scanned/emailed in pdf format to the AMA or Secretary.
2. The Form IRM-03 is reviewed for accuracy by the AMA or Secretary, then emailed or given to the ISSPOC (Information System Security Point of Contact) by the AMA or Secretary.
ISSPOC's are: Jill Clothier for the State Office, Areas 2 and 3
Linda Wells for Areas 1, 4 and 5.
 3. Part II: The ISSPOC reviews the ticket information, enters NACI information, signs and dates.
 4. Part III: The ISSPOC forwards the Form IRM-03 to the Training Officer who certifies the Security Training has been completed. If the training has not been completed, the ISSPOC will contact the AMA or Secretary, who will then contact the employee. When the Training Officer receives the Security Training test and employee has passed, the Training Officer signs off on the Form IRM-03 and returns it to the ISSPOC.
 5. Part IV: The ISSPOC signs and dates the Form IRM-03, scans into a pdf file and enters it into the Remedy system where it generates a SAAR and is assigned to the NRCS Information System Security Staff (ISSS) for review.
 6. If approved by the ISSS, the SAAR is forwarded to the Office of the Chief Information Officer (OCIO), where multiple actions are initiated according to the requests that are provided on the Form IRM-03.
 7. If rejected by the ISSS, the SAAR will be closed and the ISSPOC will be notified of the reason. The ISSPOC will then contact the AMA or Secretary.
 8. The AMA or Secretary will work with the supervisor to resolve any problems on the Form IRM-03 and will resubmit to the ISSPOC.
 9. When the SAAR is approved by the ISSS, it is forwarded to OCIO for action,
 10. and the requested action is processed according to the request(s) on the Form IRM-03.

In order to ensure that employees/affiliates receive computer access quickly, it is important that the Form IRM-03 be detailed and accurate. The ISSPOC's cannot change any information on the signed Form IRM-03. If an access request is not included, another Form IRM-03 will be required.

If you have any questions, contact the Human Resources Staff at 515-284-4587.



Approved By:

Date:

12/28/2011

Richard Sims
State Conservationist
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