



U. S. Forest Service

FS-6500-214 (Rev. 02/2007)

OMB 0596-0204(Exp 2/2015)

Financial Information Security Request Form

Introduction

Welcome to the USFS Financial Information Security Request Form. On the next few screens you will be tasked with completing information needed by the Albuquerque Service Center - Budget & Finance IT Security Team. This information is necessary so that the IT Security Team can process your request quickly and completely.

Each screen you'll need to complete will contain navigation buttons at the bottom, please use these to navigate instead of your browsers forward and back buttons. Don't try to skip ahead since subsequent screens often depend on information from a previous screen. In most cases you can safely navigate backwards, using the 'Previous Page' button at the bottom of the page, if you need to double-check or modify entries you've already made.

Before you can proceed we must ask you to answer a question. Since certain training is required to access financial and Privacy Act-protected information, your response to this question will determine whether or not you may continue with this request.

Have you successfully completed Computer Security Awareness Training within the past year?

Yes No

OMB no. 0596-0204

Burden and Non-Discrimination Statements

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it display a valid OMB control number. The valid OMB control number for this information collection is 0596-0204. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Completion of this form is mandatory for Forest Service employees and contractors who must receive access to NFC to perform essential duties. USDA Department Regulation 3140 (USDA Information Systems Security Policy) and USDA Department Manual 3140 (Management of ADP Security) are the applicable authorities to collect this information. To gain access to NFC, the Forest Service employees and contractors use the internal electronic form FS-6500-214 Financial Information Security Request. Prior to filling out the form, Forest Service employees and contractors must first successfully complete specific training before a user may request access to certain financial systems.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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