

**National Oceanic and Atmospheric Administration
Workforce Management Office
National Finance Center Reporting Center Access Agreement**

Please complete the following fields:

Name : _____
Organization Line /Staff office: _____
Org code: _____
Title: _____
E. Mail: _____
Work Phone: _____

Workforce reports

Personnel detail

Sensitive

I am requesting access to the Department of Commerce, National Finance Center (NFC) Reporting Center.

I agree to protect all Personally Identifiable Information (PII) based upon the Office of Management and Budget memorandum OMB M-06-16, June 23, 2006.

I agree to restrict my NFC Reporting Center access to Government computers or via a Virtual Private Network (VPN) tunnel. I also agree to notify the appropriate officials when I separate from my position and am no longer entitled to NFC Reporting Center access.

As directed by the Director for Workforce Management Office, all PII must be protected from being left on a computer screen and/ or on paper copies left on a desk, on a printout, on a printer or on a fax machine. PII must be protected and concealed from view.

Once you have read and understand the terms of this Agreement, you must sign/complete the information requested below and send it in PDF format to: wfmo.reports@noaa.gov mailbox. Upon receipt, WFMO will forward this information to the NFC Reporting Center to request your access code. You will be notified as soon as your access code is received.

Please note: it could take 6-8 weeks before access is granted. If you need data prior to obtaining access, please e-mail wfmo.reports@noaa.gov

I have read the above requirements. My signature acknowledges agreement and compliance.

Print Name (as it appears on your Leave and Earnings Statement)

Signature

Date

Note: Please complete one statement per individual requesting access.

Thank you, WFMO