IPPS
Integrated Personnel and Payroll System

IPPS APPLICATION ACCESS REQUEST FORM INSTRUCTIONS

OVERVIEW

IPPS System Access - Initial request to acquire mainframe access into IPPS, i.e., NATURAL, COMPLETE, Control D, MIR. This access requires ICEMAN platform access be acquired if not already available.

IPPS Application Access - Internal security controlling data access through the use of roles for various application functions, i.e., T & A, Personnel Requests, Training. This information may be obtained by using the IPPS Application Access Request form. ICEMAN user ID/logon ID must be obtained if not previously available.

USER PROCEDURES

The following briefly identifies the steps required for obtaining IPPS Application Access.

Step 1: Acquire ICEMAN System Access (if you already have a ICEMAN ID go to step 2).
- Complete the ICEMAN Computer Data Access Request form or have supervisor or coworker submit an on- line CARS request.
- If hardcopy form is completed send to the IPPS ACO (AMH-100 / Robin Garrison-Chaffee for the Aeronautical Center).
- User ID and password will be received separately within approximately 1 week.

Step 2: Employee's supervisor completes the IPPS Application Access Request form (see instructions below).
- Form is obtained from the System Security Administrator/Security Role Administrator or the IPPS ACO. This form can be submitted in conjunction with the ICEMAN access request above without the ICEMAN ID annotated.

NOTE: All contractors must have at least a National Agency Check with Inquiry (NACI) for access to IPPS. All contractor reequests must be forwarded to AMC-710 for clearance verification. Once the clearance verification has been annotated on the reverse side, forward completed form to the appropriate IPPS System Security Administrator (listed on request form).

Instructions for completion of the IPPS Application Access Request Form:

The **USER IDENTIFICATION** area is self explanatory and should not require additional instructions.

The **NEEDS IDENTIFICATION** area will identify the specific access you have and must be completed as follows:

Role ID: Identifies the specific role(s) you will have access to within IPPS. The three digit codes are printed on the reverse side of the application. Generally, the highlighted roles are the only ones currently available outside of the personnel and payroll functions.

Access: Always **V** for view only or **U** for update capability.

Dept: **TD** or **TB** (Generally always TD for AC employees).

Adm: The two digit administration code (i.e. FA, IG, RS, etc…).
Reg: The two digit region code (i.e. AC, AL, SW, WP, etc….).

Organization: The organization code of the org for which the employee requires access. This may or may not be the same as the user's organization code.
Reports To: Always **Y, N** or **left blank**. A '**Y**' in this area indicates the user will need access to all subordinate organizations reporting to the org code previously identified. **N** or **blank** are

treated the same. The user will have access only to the employees assigned to the specific org code provided.

Pers Office: Not required for AC employees.

Pay Office: Not required for AC employees.

Stat Org: Not required for AC employees.

The **REQUESTING SUPERVISOR** must complete and sign the remaining portion of the form to certify that the employee is being given access on a need-to-know basis and understands the requirement to protect the confidentiality of the data.

IMPORTANT POINTS FOR SUPERVISORS:

- Employees transferring into your organization with previous IPPS access will not automatically retain access. Current system routines generate a notice to the IPPS ACO for all transfers and IPPS access is routinely suspended. Continued access will require completion of the IPPS Access Request Form by the gaining supervisor to identify the needs of the current assignment.

- It is critical that supervisors provide notification to the IPPS ACO when any contract employee that has previously been provided IPPS access no longer requires that access. Since contract employees are not maintained in any automated systems available for agency use there is no method currently available to provide automatic deletion of access. An IPPS Application Access Form (or some other written notification) should be completed identifying deletion of previous access and forwarded to the IPPS ACO.

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APPLICATION ACCESS REQUEST

REQUEST FOR IPPS SYSTEM ACCESS
TO BE COMPLETED BY THE SUPERVISOR

WARNING: This form contains privacy data, and should be protected by Public Law 93-579, Privacy Act.

INSTRUCTIONS: Except for "signature", all items below must be typed or printed clearly. Forward this form to your IPPS System Security Administrator:

AMA Users: AMA-100/Connie Pranter
AML Users: AML-20/Leslie Jones
AVN Users: AVN-21/Lisa Goforth
All Others: AMH-100/Robin Garrison-Chaffee

USER IDENTIFICATION

An ICEMAN USER ID/LOGON ID is required for access to IPPS. If an ICEMAN USER ID does not exist, one can be obtained via CARS along with the IPPS access request. Enter ICEMAN USER ID, if one exists:_____

NOTICE: IPPS is the DOT Privacy Act of 1974 System of Records for employee personnel and payroll information (DOT/ALL 11). The information on this form is required to provide access to employee data you have a legitimate need to know and to deny access to data that is not required. Failure to furnish any required information may prevent you from fulfilling the duties of your position.

NOTE: All contractors must have at least a National Agency Check with Inquiry (NACI) for access to IPPS. All contractor reequests must be forwarded to AMC-710 for clearance verification. Once the clearance verification has been annotated on the reverse side, forward this form to the appropriate IPPS System Security Administrator.

CHECK REASON FOR REQUEST: NEW ____ CHANGE ____ DELETE ____

LAST NAME: _____ FIRST NAME: _____
MIDDLE NAME: _____ SUFFIX: _____ SSN: _____
PHONE: _____

FEDERAL EMPLOYEE: ____ CONTRACT EMPLOYEE: ____
ADMINISTRATION: _____ ORGANIZATION CODE: _____

NEEDS IDENTIFICATION (Identify access needed for specific roles. Samples provided in instructions.)

Role ID	Access	Dept	Adm	Reg	Organization	Reports To	Pers Office	Pay Office	Stat Org

If additional roles and access needs are required, it can be identified on a separate piece of paper and attached to this document.
REMARKS: _____

REQUESTING SUPERVISOR

Certification: The above named user has the need-to-know requirements, has been briefed as to the using terminals for the processing of Federal government data files and the requirement to protect the confidentiality of user-id/password and to report any compromise or suspected comprises of said user-id/password. I agree to promptly notify the IPPS Security Administrator of any changes in the status of the user's employment or in the event that user no longer has the need-to-know requirements concerning the above computer system/subsystem.

NAME: _____

SIGNATURE: _____

ORGANIZATION/ROUTING SYMBOL: _____

TELEPHONE NUMBER: _____ DATE: _____

Section F. SECURITY VERIFICATION/ACCEPTANCE. **MUST BE COMPLETED BY THE OPERATING ADMINISTRATION SECURITY OFFICE**

Name Title Telephone No.

SIGNATURE OF SECURITY OFFICER:_____ Date_____

PRIVACY ACT STATEMENT

Collection of this information is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in disapproval of this request.

PHASE II SECURITY ROLES

ROLE ID	ROLE NAME	DEFINITION
EMP	Employment (HRM Office)	User with need to view and/or update employee personal and corporate data in the processing of personnel actions.
EMN	Employment Notification Recipient	User authorized to serve as focal point to receive system-generated notifications sent to personnel offices relating to employment and training issues.
GMO	Group Message Originator	User with the authority to create and send messages to user groups.
LVV	**Leave Balances View**	**Allows view-only access to Leave Balances data.**
MRS	MIR System Manager	System manager with broad access to MIR data and features.
MRG	**MIR Browser User**	**User with access to the IPPS/MIR Browser.**
PSA	Position Authorizer	User with budget responsibility who has the need to view and/or update Authorized Position and Position Slot information.
PSC	Position Classifier	User with the need to view and/or update position information including title, series, grade and entitlements.
PYT	Payroll Office User	User with the need to view and/or update personal and payroll information to process pay.
PYV	Payroll View	Allows view-only access to payroll data.
ROA	Routing Administrator	User with the need to perform all Routing functions, including moving documents from one in-basket to another.
ROM	Routing Maintainer	User with the need to view/update organization in-baskets, assign users to in-baskets, and establish document routing paths.
SFA	**SF52 Approver**	**User with the authority to approve SF-52's within an organization.**
SFI	**SF52 Initiator**	**User with the need to create a SF-52.**
TAC	**Time Collection**	**User with the need to perform Timekeeper and/or Approving Official function(s) for T&A reporting.**
TRA	**Training Approver**	**User with the authority to approve training requests.**
TRC	**Training Coordinator**	**User who coordinates training requests, requirements, etc., with Supervisors of local organizations.**
TRF	Training Interfacer	User with the authority to update CPMIS.
TRI	**Training Initiator (End-User)**	**User who creates training requirements, enrollment requests, completion records for non-scheduled class training occurrences and requests for additional quota.**
TRV	**Training View**	**Allows view-only access to Training data.**
XSA	System Security Administrator	User with authority to add users and assign or change security roles with data access for users; includes the authority to assign the XSR role.
XSR	Security Role Administrator	User with authority to add users and assign or change security roles with data access for users; does not have authority to assign the XSR role to others.