JULY 2007

INTEGRATED TRAVEL MANAGER ACCESS RECERTIFICATION FORM

NOTE: All users must be entered in the NOAA Locator prior to requesting access to the Commerce Business Systems applications. Submissions and updates to the NOAA Locator can be sent to noaa.locator@noaa.gov.

Date of Request:
Access:
Requested Action: Recertification
Entity Type: Specify:

NOTE: If you are not a NOAA or BIS employee, you will be contacted for your Social Security Number.

User's Name:
Office Phone: Office Fax:
Line Office: Routing Code:
E-mail Address:

Servicing Field Finance Branch:

THE SUPERVISOR'S SIGNATURE CERTIFIES THAT THE REQUESTER IS FAMILIAR WITH NOAA'S INFORMATION TECHNOLOGY SYSTEM RULES OF BEHAVIOR AND HAS COMPLETED THE IT SECURITY AWARENESS COURSE. FOR MORE INFORMATION, PLEASE VISIT NOAA'S IT SECURITY OFFICE HOME PAGE: https://www.csp.noaa.gov/index.html

ALL USERS MUST SUBMIT A SIGNED NOAA NON-DISCLOSURE AGREEMENT FOR SYSTEM ACCESS.

Supervisor's Name: Office Phone:
Supervisor's Signature Date:
IT Support's Name: Office Phone:

Please check the appropriate user role(s) for the access you require.

☐ **ITM USER** – creates, edits, views, and prints travel authorizations, vouchers, and local vouchers for themselves only.

☐ **ITM FMC GROUP ADMINISTRATOR** – (**REQUIRES FMC APPROVAL**) creates, edits, views, and prints travel authorizations, vouchers, and local vouchers for a specified group of travelers as well as themselves. Approving Officials should select this role.

FMC Approval Signature: _____

☐ **ITM FINANCE OFFICE GROUP ADMINISTRATOR** – **Finance Office staff only**, who are only responsible for document approvals (TDY and Local).

☐ **ITM FINANCE** – **Finance Office staff only**, who are responsible for document approvals (TDY and Local) and Group Administration.

☐ **ITMR FINANCE** – **Finance Office staff only**, who are responsible for re-keying and document approvals of relocation authorizations and vouchers.

Enter Your CBS Line Office and FMC Organization Code (This information is required to add users to the correct ITM Users Group)

Submit signed requests to the Client Services CBS Help Desk via FAX on 240-632-2339.
If you have any questions, email the Client Services CBS Help Desk at clientservices@noaa.gov or call **301-427-1023**.

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