

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

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

I agree to protect all Personally Identifiable Information (PII) as described by the NOAA Chief Information Officer and Director for Workforce Management [email](#) dated August 17, 2007, 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.

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 the WFMO.HRDS@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.

Thank you, WFMO

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

NOAA email address

Signature

Date

Access needed: Please list the **name** of your office and the hierarchy for which you will need access, e.g., LO/ CO, Division, Branch, Office.

Note: Please complete one statement per individual requesting access.