Equipment) Select role from IBIS Location: (All, List Sites or Equipment) the list in the IBIS to	SAMPLE FORM - INSTRUCTION SHEET									
POSITION Your Job Title DIRECTORATE IELD OFFICE OR BRANCH NA Leave Blank IELD OFFICE OR BRANCH VOUR Agency EXISTING MAINFRAME USER ID NIBIN User ID SOCIAL SECURITY NUMBER (Last 4 digits) NIBIN User ID NA Leave Blank SOCIAL SECURITY NUMBER (Last 4 digits) Last 4 digits on ly NIBIN User ID NIBIN User ID SUPERVISOR'S SIGNATURE DATE CHECK HERE IF NON-ATF USER'S TELEPHONE NUMBER SUPERVISOR'S SIGNATURE DATE CHECK HERE IF NON-ATF USER'S SIGNATURE DATE CHECK HERE IF NON-ATF SUPERVISOR'S TELEPHONE NUMBER SUPERVISOR'S SIGNATURE DATE CHECK THIS BLOCK TO REQUEST FULL SOCIAL SECURITY NUMBER (Required) NECK HERE TO VELTET AL USER SYSTEM OR APPLICATION 'ACCESS ROLE ADD SUPERVISOR'S ACCESS SUBIC (Citent Seriver or Mai	DEPARTMENT OF THE TREASURY BUREAU OF ALCOHOL, TOBACCO AND FIREARMS INFORMATION SYSTEMS ACCESS									
Your Job Title DIRECTORATE DIVISION NIBIN IELD OFFICE OR BRANCH N/A Leave Blank NIBIN SOCIAL SECURITY NUMBER (Last 4 digits) EXISTING NETWORK USER ID EXISTING MAINFRAME USER ID SOCIAL SECURITY NUMBER (Last 4 digits) NIBIN User ID N/A Leave Blank SOCIAL SECURITY NUMBER (Last 4 digits) NIBIN User ID N/A Leave Blank USER'S SIGNATURE CHECK HERE IF NON-ATF USER'S TELEPHONE NUMBER USER'S SIGNATURE DATE PRINT SUPERVISOR'S NAME SUPERVISOR'S SIGNATURE DATE DATE CHECK THIS BLOCK TO REQUEST FULL SOCIAL SECURITY NUMBER (Required) YETWORK SERVER YETWORK SERVER YSTEM OR APPLICATION YACCESS ROLE ADD DELETE ALL USER ID SIGNATURE Select role from those listed in COMMENTS section below. COMMENTS section below. DO NOT Signature IBIS Select role from those listed in COMMENTS section below. Check Internal USER ID Location: (All, List Sites or Equipment) Select role from those listed in COMMENTS section below. Check Internal USER ID Location: (All, List Sites or Equipment) Select rol	USER IDENTIFICATION									
N/A Leave Blank NIBIN Your Agency EXISTING NETWORK USER ID NIBIN User ID EXISTING MAINFRAME USER ID NA SOCIAL SECURITY NUMBER (Last 4 digits) Leave Blank Leave Blank Last 4 digits only CHECK HERE IF NON-ATF PRINT SUPERVISOR'S NAME SUFERVISOR'S TELEPHONE NUMBER USER'S SIGNATURE DATE PRINT SUPERVISOR'S NAME SUFERVISOR'S TELEPHONE NUMBER SUFERVISOR'S SIGNATURE DATE CHECK THIS BLOCK TO REQUEST FULL SOCIAL SECURITY NUMBER (Required) N/A HECK HERE TO Leave Blank YETWORK SERVER DATE SYSTEM OR APPLICATION (Client Server of Mainframe) "ACCESS ROLE of and inframe) ADD ACCESS ROLE COMMENT'S section below. ADD ACCESS DELE TOLE from the list in the to DO NOT Sign Her DO NOT Sign Her IBIS Location: (All, List Sites or Equipment) Select role from the list in the to Check Internal										
Leave blank NIBIN Four Agency EXISTING NETWORK USER ID N/A Leave Blank SOCIAL SECURITY NUMBER (Last 4 digits) NIBIN User ID N/A Leave Blank Last 4 digits only NPROVAL SIGNATURES CHECK HERE IF NON-ATF USER'S TELEPHONE NUMBER USER'S SIGNATURE DATE PRINT SUPERVISOR'S NAME SUPERVISOR'S TELEPHONE NUMBER USER'S SIGNATURE DATE CHECK THIS BLOCK TO REQUEST TECS ACCESS Leave Blank FULL SOCIAL SECURITY NUMBER (Required) N/A YETWORK SERVER VETWORK SERVER SYSTEM OR APPLICATION (Client Server or Mainframe) *ACCESS ROLE COMENT'S section below. ADD ACCESS ACCESS SUSER'S DO NOT Sign Her IBIS Location: (All, List Sites or Equipment) Select role from the list in the ADD Check Internal Check Do Not Sign Her										
NIBIN User ID N/A Leave Blank Last 4 digits only APPROVAL SIGNATURES CHECK HERE IF NON-ATF EMPLOYEE USER'S TELEPHONE NUMBER USER'S SIGNATURE DATE PRINT SUPERVISOR'S NAME SUPERVISOR'S TELEPHONE NUMBER SUPERVIS SIGNATURE DATE PRINT SUPERVISOR'S NAME SUPERVISOR'S TELEPHONE NUMBER SUPERVIS SIGNATURE DATE CHECK THIS BLOCK TO REQUEST TECS ACCESS Leave Blank FULL SOCIAL SECURITY NUMBER (Required) N/A HECK HERE TO PLETE ALL USER CCESS VETWORK SERVER VETWORK GENER FULL SOCIAL SECURITY NUMBER (Required) N/A HECK HERE TO PLETE ALL USER CCESS VETWORK SERVER SYSTEM OR APPLICATION (Client Server or Mainframe) *ACCESS ROLE (Oracle or Mainframe) ADD ACCESS DELETE NEW USER ID SIGNATURE IBIS Location: (All, List Sites or Equipment). Select role from those listed in COMMENTS section below. D DO NOt Sign Here List in the DO Not Sign Here IBIS Location: (All, List Sites or Equipment). Select role from the list in the Internal Lise Lise	Leave Blank		IN		· · · · ·					
APPROVAL SIGNATURES CHECK HERE IF NON-ATF EMPLOYEE USER'S TELEPHONE NUMBER USER'S SIGNATURE DATE PRINT SUPERVISOR'S NAME SUPERVISOR'S TELEPHONE NUMBER SUPERVISOR'S SIGNATURE DATE PRINT SUPERVISOR'S NAME SUPERVISOR'S TELEPHONE NUMBER SUPERVISOR'S SIGNATURE DATE TECS HECK HERE TO VA VELETE ALL USER CCESS VETWORK SERVER CHECK THIS BLOCK TO REQUEST TECS ACCESS FULL SOCIAL SECURITY NUMBER (<i>Required</i>) N/A VETWORK SERVER VETWORK SERVER SYSTEM OWNER USE ONLY VECESS REQUESTS SYSTEM OWNER USE ONLY SYSTEM OR APPLICATION (Client Server or Mainframe) *ACCESS ROLE (Oracle or Mainframe) ADD ACCESS DELETE NEW USER ID SIGNATURE IBIS Location: (All, List Sites or Equipment) Select role from the list in the Check Internal IBIS Location: (All, List Sites or Equipment) Select role from the list in the Check Internal										
Image: Supervisor's name SUPERVISOR'S TELEPHONE NUMBER SUPERVISOR'S SIGNATURE DATE PRINT SUPERVISOR'S NAME SUPERVISOR'S TELEPHONE NUMBER SUPERVISOR'S SIGNATURE DATE CHECK THIS BLOCK TO REQUEST TECS ACCESS Leave Blank FULL SOCIAL SECURITY NUMBER (<i>Required</i>) N/A NETWORK SERVER VETWORK SERVER SYSTEM OR APPLICATION (Client Server or Mainframe) *ACCESS ROLE (Oracle or Mainframe) ADD ACCESS ACCESS DELETE ACCESS NEW USER ID SIGNATURE IBIS Location: (All, List Sites or Equipment) Select role from those listed in COMMENTS section below. I I Do Not Sign Her Check IBIS Location: (All, List Sites or Equipment) Select role from the list in the Internal Check Internal USE Internal Check										
TECS HECK HERE TO CHECK THIS BLOCK TO REQUEST FULL SOCIAL SECURITY NUMBER (<i>Required</i>) NA Leave Blank Image: Cess Select role from those listed in COMMENTS section below. System owner use only Signature SYSTEM OR APPLICATION (Client Server or Mainframe) *ACCESS ROLE (Oracle or Mainframe) ADD ACCESS ACCESS Deleter Access NEW USER ID Signature IBIS Select role from those listed in COMMENTS section below. Image: Cess Image: Cess Do Not Sign Her IBIS Select role from those listed in COMMENTS section below. Image: Cess Image: Cess Image: Cess Image: Cess IBIS Select role from those listed in COMMENTS section below. Image: Cess Image: Cess Image: Cess Image: Cess IBIS Select role from those listed in COMMENTS section below. Image: Cess Image: Cess Image: Cess Image: Cess IBIS Select role from the list in the Image: Cess Image: Cess Image: Cess Image: Cess IBIS Image: Cess Image: Cess Image: Cess Image: Cess Image: Cess Image: Cess IBIS Image:		USE	SER'S TELEPHONE NUMBER USER				GNATURE	DATE		
CHECK THIS BLOCK TO REQUEST FULL SOCIAL SECURITY NUMBER (Required) NA Leave Blank Elette All USER NA Leave Blank System owner use only SYSTEM OR APPLICATION (Client Server or Mainframe) *ACCESS ROLE (Oracle or Mainframe) ADD (Creace or Mainframe) Deleter ACCESS NEW USER ID Signature IBIS Location: (All, List Sites or Equipment) Select role from those listed in COMMENTS section below. Image: Colspan="2">Image: Colspan="2">Internal IBIS Location: (All, List Sites or Equipment) Select role from the list in the Image: Colspan="2">Image: Colspan="2">Colspan="2">Image: Colspan="2">Colspan="2">Image: Colspan="2">Image: Colspan="2" Colspa="2" Colspan="2" Colspan="2" Colspan="2" Cols	PRINT SUPERVISOR'S NAME	SUP	PERVISOR'S TELEPHO	NE NUMB	NE NUMBER SUPERVI			ATURI	Ξ	DATE
Inclusion of the factors in the factor					ETWORK SERVER					
SYSTEM OR APPLICATION (Client Server or Mainframe) *ACCESS ROLE (Oracle or Mainframe) ADD ACCESS DELETE ACCESS NEW USER ID SIGNATURE IBIS Location: (All, List Sites or Equipment) Select role from those listed in COMMENTS section below. Image: Comment of the list in the the list in the Image: Comment of the list	TECS ACCESS			CCESS			¢			
(Client Server or Mainframe) (Oracle or Mainframe) ACCESS NEW USER ID Stignature IBIS Select role from those listed in COMMENTS section below. COMMENTS section below. Image: Comment of the list in		ı	ı —		SYSTEM OWNER USE ONLY			Y		
Location: (All, List Sites or Equipment) COMMENTS section below. Do Not Sign Her IBIS Location: (All, List Sites or Equipment) Select role from the list in the Internal IBIS To Use	(Client Server or Mainframe)	(Orac				W USER ID SIG		SIGNATU	RE	
Location: (All, List Sites or Equipment) the list in the IBIS ID USE	Location: (All, List Sites or Equipment)	COMMENTS					Do Not Sign Here			
IBIS ID USE	Location: (All, List Sites or			<u>6</u> h	eck					
Equipment)	Location: (All, List Sites or			0		Use Only		Internal Use Only		
IBIS Section Below Add Only Location: (All, List Sites or Equipment) Section Below Add Only	IBIS Location: (All, List Sites or	Sect		dd)r	C			Leave Blank		
Add role to each Delete		Add r	ole to each	Đe	lete					
NIBIN Systems System where ATF signs here	-	Syst	ystem where				Leave		ATF signs here	
where you can you need an Access Blank when access is	where you can	yοι	ı need an	AC	1623	<mark>Р В</mark>	lank			
have an account account 🛛 🖓 🖓	have an account	a						granted		
* Mainframe Roles – Read only, edit records, delete records										

COMMENTS:

*ACCESS ROLE - Select one and enter for each role you are adding or deleting access -- Firearms Examiner -- Senior IBIS Technician -- Junior IBIS Technician

PRIVACY ACT STATEMENT

The primary use of this information is by management and information systems administrators to approve, grant, and control access to sensitive information systems. Additional disclosures of the information may be: to a Federal, State, or local law enforcement agency when ATF becomes aware of a violation or possible violation of civil or criminal law; or to a Federal agency when conducting an investigation on you for security reasons. Where the employee identification number is your social security number, 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.

Complete the spaced highlighted in green on the next page. Make sure to sign and date the form and fax to ATF.

DEPARTMENT OF THE TREASURY BUREAU OF ALCOHOL, TOBACCO AND FIREARMS INFORMATION SYSTEMS ACCESS

	ι	JSER IDEN	NTIFICATION								
PRINT USER'S NAME (Last, First, M.I.) POSITION									FAX NUMBER (202) 927-8611		
DIRECTORATE N/A	DIVISION					FIELD OFFICE OR BRANCH					
EXISTING NETWORK USER ID	EXISTING MAINFRAME USER ID N/A					SOCIAL SECURITY NUMBER (Last 4 di					
			APPROV	AL SIGNA	TURES						
CHECK HERE IF NON-ATF	ER'S TELEPHONE NUMBER US				JSER'S S	IGNATURE			DATE		
PRINT SUPERVISOR'S NAME	JPERVISOR'S TELEPHONE NUMBER SU				SUPERVIS	SOR'S SIGNA ⁻	fure	1	DATE		
CHECK THIS BLOCK TO REQUEST TECS ACCESS	TEC: FUL N/A	FULL SOCIAL SECURITY NUMBER (Required)					K HERE TO TE ALL USER SS	N	NETWORK SERVER		
A		SYSTEM OWNER USE ONLY									
SYSTEM OR APPLICATION (Client Server or Mainframe)		CCESS R		ADD ACCESS	DELET		W USER ID		SIGNATU	RE	
IBIS											
IBIS											
IBIS											
IBIS											
* Mainframe Roles - Read only, edit	records, del										
		INFOR	MATION SYS	STEMS DIV	ISION	USE ONL	Y				

COMMENTS:

PRIVACY ACT STATEMENT

The primary use of this information is by management and information systems administrators to approve, grant, and control access to sensitive information systems. Additional disclosures of the information may be: to a Federal, State, or local law enforcement agency when ATF becomes aware of a violation or possible violation of civil or criminal law; or to a Federal agency when conducting an investigation on you for security reasons. Where the employee identification number is your social security number, 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.

Accessing the Intraweb for Instructions on How to Fill Out ATF F 7200.1

- 1. From the ATF Intraweb front page, click on the "Help Desk" button.
- 2. The Help Desk home page appears. Using the pull-down menu, click on "Choose a Category" and select the "Access to Information Systems" category by highlighting it and then by click-ing on it.
- 3. Then click on "Choose a Subject Area." The list of subject areas appears. The subject areas are as follows. Select the subject area by highlighting it and clicking on it. The document will appear.

Access to Information Systems Subject Areas

- How to Obtain a Mainframe User ID
- How to Obtain Access to ATF Networks (LANs and Windows NT Domain)
- How to Obtain Access to Oracle-Based Client Server Systems
- How to Obtain Access to Mainframe data bases
- How to Obtain Access to UNIX (Web Site) Servers
- How to Obtain Access to TECS
- Deletion of User Access
- ATF Network Dial-In Access

An "UP" button and a "FRONT PAGE" button reside at the bottom of each document. Clicking on the UP button will return you to the Help Desk home page without having to refresh the page. If you click on the Netscape "BACK" button, you will need to refresh the Help Desk home page pull-down menu by pressing the SHIFT key and clicking the Netscape "RELOAD" button at the same time. Clicking on the "FRONT PAGE" button will return you to the Intraweb front page.

Users can apply for Secure Dial-In access, ATF Networks access, TECS access, and for access to a client server database, all at the same time. For details, select the "How to Obtain Access to Oracle-Based Client Server Systems" subject area.

Users can apply for access to a mainframe database, a mainframe User ID, Secure Dial-In access, TECS access, and ATF Networks access, all at the same time. For details, select the "How to Obtain Access to Mainframe Data Bases" subject area.