

# SAMPLE FORM - INSTRUCTION SHEET

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

USER IDENTIFICATION		
PRINT USER'S NAME <i>(Last, First, M.I.)</i>	POSITION <b style="color: red; font-size: 1.2em;">Your Job Title</b>	
DIRECTORATE N/A <b style="color: red; font-size: 1.2em;">Leave Blank</b>	DIVISION NIBIN <b style="color: red; font-size: 1.2em;">NIBIN</b>	FIELD OFFICE OR BRANCH <b style="color: red; font-size: 1.2em;">Your Agency</b>
EXISTING NETWORK USER ID <b style="color: red; font-size: 1.2em;">NIBIN User ID</b>	EXISTING MAINFRAME USER ID N/A <b style="color: red; font-size: 1.2em;">Leave Blank</b>	SOCIAL SECURITY NUMBER <i>(Last 4 digits)</i> <b style="color: red; font-size: 1.2em;">Last 4 digits only</b>

APPROVAL SIGNATURES			
CHECK HERE IF NON-ATF EMPLOYEE <input type="checkbox"/>	USER'S TELEPHONE NUMBER	USER'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME	SUPERVISOR'S TELEPHONE NUMBER	SUPERVISOR'S SIGNATURE	DATE

TECS		CHECK HERE TO DELETE ALL USER ACCESS	NETWORK SERVER
CHECK THIS BLOCK TO REQUEST TECS ACCESS <input type="checkbox"/>	FULL SOCIAL SECURITY NUMBER <i>(Required)</i> N/A <b style="color: red; font-size: 1.2em;">Leave Blank</b>	<input type="checkbox"/>	

ACCESS REQUESTS				SYSTEM OWNER USE ONLY	
SYSTEM OR APPLICATION <i>(Client Server or Mainframe)</i>	*ACCESS ROLE <i>(Oracle or Mainframe)</i>	ADD ACCESS	DELETE ACCESS	NEW USER ID	SIGNATURE
IBIS Location: (All, List Sites or Equipment)	Select role from those listed in COMMENTS section below.  <b>Select role from the list in the "Comments" Section Below</b>  Add role to each System where you need an account	<input type="checkbox"/>	<input type="checkbox"/>	Internal Use Only	<u>Do Not Sign Here</u>
IBIS Location: (All, List Sites or Equipment)		<input type="checkbox"/>	<input type="checkbox"/>		
IBIS Location: (All, List Sites or Equipment)		<input type="checkbox"/>	<input type="checkbox"/>		
IBIS Location: (All, List Sites or Equipment)		<input type="checkbox"/>	<input type="checkbox"/>		
<b style="color: red; font-size: 1.2em;">NIBIN Systems where you can have an account</b>		<input type="checkbox"/>	<input type="checkbox"/>		Leave Blank

\* Mainframe Roles – Read only, edit records, delete records

INFORMATION SYSTEMS DIVISION USE ONLY
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**

USER IDENTIFICATION			FAX NUMBER (202) 927-8611
PRINT USER'S NAME (Last, First, M.I.)	POSITION		
DIRECTORATE N/A	DIVISION	FIELD OFFICE OR BRANCH	
EXISTING NETWORK USER ID	EXISTING MAINFRAME USER ID N/A	SOCIAL SECURITY NUMBER (Last 4 digits)	

**APPROVAL SIGNATURES**

CHECK HERE IF NON-ATF EMPLOYEE <input type="checkbox"/>	USER'S TELEPHONE NUMBER	USER'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME	SUPERVISOR'S TELEPHONE NUMBER	SUPERVISOR'S SIGNATURE	DATE

**TECS**

CHECK THIS BLOCK TO REQUEST TECS ACCESS <input type="checkbox"/>	FULL SOCIAL SECURITY NUMBER (Required) N/A	CHECK HERE TO DELETE ALL USER ACCESS <input type="checkbox"/>	NETWORK SERVER
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**ACCESS REQUESTS**

**SYSTEM OWNER USE ONLY**

SYSTEM OR APPLICATION (Client Server or Mainframe)	*ACCESS ROLE (Oracle or Mainframe)	ADD ACCESS	DELETE ACCESS	NEW USER ID	SIGNATURE
IBIS		<input type="checkbox"/>	<input type="checkbox"/>		
IBIS		<input type="checkbox"/>	<input type="checkbox"/>		
IBIS		<input type="checkbox"/>	<input type="checkbox"/>		
IBIS		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

\* Mainframe Roles – Read only, edit records, delete records

**INFORMATION SYSTEMS DIVISION USE ONLY**

COMMENTS:

**PRIVACY ACT STATEMENT**

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

1. From the ATF Intranet 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 clicking 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 Intranet 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.