

	EPA/OCFO/OTS 1300 Pennsylvania Avenue, Northwest Washington D.C., DC 20004	IT ACCESS REQUEST FORM ☐ Employee ☐ Contractor ☐ SEE		
Section 1 - User Information				
Date of Request 2/10/2025	User ID	Last Name Killian	First Name Cole	Middle Initial
User Location EPA HQ		Telephone Number	Email Address killian.cole@epa.gov	
Supervisor or COR (for contractor) Andrew Battin (Compass system owner)		Telephone Number	Email Address battin.andrew@epa.gov	
Section 2 - Revised				
Type of Access:		Environment:		
☒ New ☐ Remove / Delete ☐ Update		☒ Prod ☐ Test ☐ Training ☐ Development		
User Role(s): ☐ Admin ☒ User ☐ Other _____				
Change:				
☐ Server Change ☐ Access Request ☐ Other				
Server Name: _____				
Explain: <u>Access to Grants data in Compass.</u>				

Justification (If needed)				
(contractors only): Background Clearance Status _____ Date Cleared _____				
Section 3 - Approval				
Requestor's Signature _____		Date _____		
Supervisor or COR Signature _____		Name _____	Date _____	
Security Officer Signature _____		Name _____	Date _____	
Environment Manager Signature _____		Name _____	Date _____	
Access Completed by _____		Name _____	Date _____	
Section 4 - Disclosure				
I understand that I will have access to data that may be classified as sensitive in nature, and/or Privacy Act information which must be protected from unauthorized disclosure. I am granted access to this information in connection with my official duties on behalf of the U.S. Government. I understand that remotely accessible administrative protocols must be accessed only after connecting to a secure Jump Box. Use of the VPN to access remote administrative protocols is expressly prohibited. I agree to protect this information from loss or compromise while it is in my custody and I will not permit it to come into the possession of unauthorized person(s). I understand that I am subject to the legal restrictions and penalties with respect to the disclosure of Privacy Act data pursuant to the Privacy Act of 1974 (5 U.S.C Section 552), Public Law 93-579, and the EPA OIRM Directive 2195, Information Security Manual. I further understand that if I use the information to my own advantage, or reveal information to unauthorized individuals, I may be considered to have committed a prohibited act and may be subject to criminal prosecution with possible fine and/or imprisonment. Additionally, such action may result in one or more of the following actions: (1) Suspension of access privileges, (2) Reprimand, (3) Demotion, or (4) Suspension or Removal from duty. I understand that any unauthorized access and/or use of Federal databases or the willful damage or destruction of the files will be prosecuted under applicable Federal laws. Consequences of noncompliance are (1) based on the severity of the violation, (2) at the discretion of management, and (3) through due process of the law. I understand and agree to adhere to the responsibilities contained in this document.				

v1.7 Updated 7/20/2021