Interior Business Center
Human Resource Management Suite (HRMS)

AWTS Account Request
Version Date 11/17/2016 (Previous Versions Obsolete)
Scan and email completed form to your AWTS Security Point of Contact

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Scope of Authorization

The user has authorized access for administration of identified applications in the AWTS as described below. This authorization will be revoked on separation, retirement, reassignment of duties, change of organization, or when determined to be in the best interest of the Government.

USER: First Name _____ Middle Initial _____ Last Name _____

Employment: ☐ Federal Employee ☐ Contractor/Affiliate Organization Code _____

E-mail Address _____ Telephone (_____) _____ - _____ Ext. _____

Access Request: ☐ Add ☐ Delete ☐ Change *current* AD UPN: _____

Other (describe) _____

System Request: ☐ AWTS

Reason for Request _____

Admin Role Requested _____

Role Request Checklist is provided on the following page; unique role requests are permitted but must be clearly described above. Multiple roles can be assigned. In all cases provide an existing AD UPN if applicable.

Acknowledgment

I understand that I am authorized to access AWTS as identified above and that access for any purpose beyond the Scope of Authorization is a violation of Federal law (18 U.S.C §1030, et. al.). My PIN is known only to me, compliant with DOI and IBC policy; and I may be held responsible for any and all actions affecting the systems resulting from the use of my two/multi factor authentication.

User Signature _____ Date _____

Supervisor's or Other Responsible Official's Statement:

I acknowledge that the above individual is to have the Access Request following the receipt of this AWTS Account Request Form.

_____ _____
Authorized Signature   Date

_____ _____
SPOC Signature   Date

AWTS Administrator Use Only

Date Received: _____ AWTS entry Date: _____

New User Notification Date: _____

Rev. 4/30/2020

Interior Business Center
Affiliate Workforce Tracking System (AWTS) Role Request Checklist
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Access level Check all that Apply	AWTS Role ID	Agency, Bureau, Sub-Bureau Authorization	Definition
	HSPD-12		For use in confirming Background investigation for HSPD-12 or Contractor information
	COR		Contractor access related to the role of COR for projects with Contractor staff input
	CO		Contracting Officer access related to contracts and staff associated
	PGM_MANAGER		Program Manager for projects with Contractor staff input