Instructions: This form is to be used for all administrative account requests except for individual workstation accounts, including server and database administrators, desktop technicians, etc. Use the User Administrative Account request form for individual workstation accounts. Return the completed form to the Frederick Helpdesk.

Date:	Property ID or AD group (as applicable):
Requestor Name:	Requestor's Phone Number:
Requestor's Supervisor Name:	Supervisor's Phone Number:
Location:	Department Name:
System Name:	System Owner Name:

Justification for Administrative Access:

Explain why the requestor needs administrative access. Please identify role or specific job functions that require access (server admin, desktop technician, etc.).

Administrative Account Holder Agreement:

I have completed NIH FDCC System Administrator training. I have read the NIH Rules of Behavior for Priveleged User Accounts, and understand and agree to comply with its provisions.

I understand that violations of these Rules or information security policies and standards may lead to disciplinary action, up to and including termination of employment; removal or debarment from work on Federal contracts or projects; and/or revocation of access to Federal information, information systems, and/or facilities; and may also include criminal penalties and/or imprisonment.

_____   _____
Requestor Signature   Date

_____   _____
Requestor's Supervisor Signature   Date

Approval and Conditions:

I hereby acknowledge that I have reviewed the aforementioned request for a
policy/standard waiver and I certify that the compensating controls necessary to justify
the policy/standard waiver are adequate to support this approval.

_____   _____
ISSO Signature   Date

_____   _____
Authorizing Official or DR Signature   Date

_____   _____
Review Date   Expiration Date