

IMPS/MIS ACCOUNT REQUEST (DIVISION)

Management Information Systems, Code 3030
 Building 222, Room 288, Phone: (202) 767-2802, Fax: (202) 767-0395

USER INFORMATION (Please Print or Type)

NAME (FIRST, MI, LAST)	CODE	TELEPHONE
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The following options are accessible by the entire NRL community on the IMPSWeb home page:

Locator Report	Asset Management Report	Financial Reporting Periods
Supply Store Inventory Report	Disposal Reutilization Report	On-Line Users Manuals

IMPSWeb AUTHORIZED OPTIONS

IMPSWeb Access Levels are allowed to the unit level (6 positions). Please indicate Directorate, Division, Branch, Section, Unit.

New account	Modification to existing account: _____
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***Access Examples:
 Directorate Level (3000) - 3% Division Level (3300) - 33% Branch Level (3310) - 331% Section Level (3352) - 3352
 Unit Level(s) (3352.2) - 33522% or (3352.22) - 335222 Put an **X** in Access Block to request removal

Financial Reports	Access***
Distributed Bi-Weekly Financial Reports *	
Ad-Hoc Financial Reports **	

* Directorate or Division Level only
 ** Directorate, Division, or Branch Level only

Personnel Options	Access***
NRL Checkout Query +	
Financial Disclosure Tracking (FDTS)	
Personnel Action Request (PAR) Report	
Retirement Eligibility Roster +	

Personnel Options	Access***
Locator/Emergency Notification Master Report +	
Locator/Emergency Notification Update +	
Employee Information Report +	

+ Note: These options contain Privacy Sensitive data/Personally Identifiable Information (PII) and are for official use only. Any misuse or unauthorized disclosure may result in both civil and criminal penalties. Please give serious consideration to this fact when authorizing access and ensure the user is trained in the proper handling of the information.

PROCUREMENT OPTIONS

To date, the Division Purchase Card and POGA (Procurements with Other Government Activities) processes have been migrated into IMPSWeb. Until all of the LABMIS procurement options are migrated, users involved in processing procurement actions will potentially need both IMPSWeb and LABMIS/MIS accounts. Please indicate access for needed procurement roles below:

IMPSWeb Procurement Roles	Access***
PIPS_DIV_ADMIN - May create and release division purchase card and POGA procurement requests within their access level, record receipt and process Job Order changes on Purchase Card and POGA PIINs. Automatically includes the PIPS_QUERIES role at this access level.	
PIPS_BRANCH_USER - May create division purchase card and POGA procurement requests within their access level, but may NOT release them. May record receipt, and process Job Order changes on Purchase Card and POGA PIINs. Automatically includes the PIPS_QUERIES role at this access level.	
PIPS_DIV_CARDHOLDER (<i>Purchase Card Holder</i>) - May create and release their own Purchase Card procurements, record receipt and reconcile their own bank statement. May NOT process Job Order changes. This role requires training, issuance of a purchase card and Code 3411 approval. Automatically includes the PIPS_QUERIES role at this access level.	
PIPS_APPROVING_OFFICIAL (<i>Purchase Card Approving Official</i>) - May approve the bank statement reconciliations for all purchase cardholders assigned to them. May NOT process Job Order changes. This role requires training and Code 3411 approval. Automatically includes the PIPS_QUERIES role at this access level.	
PIPS_QUERIES - May access (<i>in "Read Only" mode</i>) procurement and vendor information that has been migrated to IMPSWeb. Queries role only required if person does not have an IMPSWeb procurement update role or if queries access level should be different then update access level specified above.	

ASSET MANAGEMENT SYSTEM (AMS) OPTIONS

AMS ROLE	ECC GROUP(S)
AMS Division ECC	
AMS Division Reports	

Note - These are not hierarchical Access Levels as are used for other IMPSWeb applications, but rather ECC Groups, such as 1220, 3302, 3455, 8002, which must be listed individually. Reports role only required if user is not an ECC or is an ECC and needs reporting capabilities for additional ECC Groups.

LABMIS/MIS ACCOUNT AUTHORIZED OPTIONS

New account

Modification to existing account: _____

The following options are accessible to anyone with a Labmis/MIS account. If this account will only have access to these applications, then check the "Unrestricted Applications Only" box below.

AICS (Store Inventory and Orders)
NRL Locator Query
Job Order Validation

Unrestricted Applications Only

For PIPS Access (which is a restricted application), check the box below and indicate authorization level. Unlike IMPSWeb applications, Labmis access levels go only to the section level.

Application	Access Level (<i>Check only one</i>)	
PIPS & PIPS PR Query	Directorate	Division
	Branch	Section

IMPS/MIS SIGNATURE APPROVAL

AUTHORIZING SIGNATURE	DATE	CODE	TELEPHONE NUMBER
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