

Appendix D. WIMS/ NIFMID forms and instructions

Anyone wishing to access WIMS and/ or NIFMID must complete the WIMS/ NIFMID Access Request Form. Use the form to:

- request new National Information Technology Center (NITC) accounting codes
- request WIMS/ NIFMID logon IDs
- obtain access to WIMS/ NIFMID, using existing NITC logon IDs and/ or accounting codes.

Additionally, attach any new/ modified Reimbursement Agreement Forms (AD-672) or Purchase Orders (including a signed NITC-Terms and Conditions form) and any requests.

Send the completed package to:

National Interagency Fire Center

USDA -Forest Service

3833 S. Development Avenue

Boise, ID 83705

Attn: National Information Systems Team

Alternately, you can send these requests electronically:

e-mail: fire_help@dms.nwcg.gov

Fax: (208) 387-5292

Please allow two to three weeks to process each request. For Forest Service users, send the requests to your designated Regional/ Station NITC-Access Administrators. They will establish the requested logon IDs and Accounting Codes and, once complete, will forward the information to the National Information Systems Staff.

WIMS/ NIFMID National Information Technology Center (NITC)

Requestor background information:

Contact Name:

Agency:

Unit:

Phone: ()

E-Mail Address:

Mail Address:

City:

State:

Zip Code:

Accounting code requests:

Please establish new NITC accounting codes for the following:

Contact Person	Agency	Unit	Phone Number	Account Description

Attach a signed NITC-Terms and Conditions document, and any new/ modified Reimbursement Agreement(s) (FormAD-672) and/ or Purchase Orders for the current fiscal year.

Logon ID (LID) requests:

Please establish new WIMS/ NIFMID LIDs for the following:

User Name	Account Type	Agency	Unit	Phone Number	Accounting Code

For Account Type use: DM= Data Manager, DE= Data Entry, S= Seasonal. Also specify start/ stop time periods for Seasonal LIDs.

Application Access Requests: Please establish access for the following existing NITC Logon IDs

User Name	Account Type	Agency	Unit	Phone Number	NITC	LID	Accounting Code

Send to:

National Interagency Fire Center USDA -Forest Service

3833 S. Development Avenue Boise, ID 83705-5354

Attn: National Information Systems Team 319

Completing the WIMS/ NIFMID National Information Technology Center Access Request Form

For each user, attach the following to the " WIMS/ NIFMID National Information Technology Center Access Request Form": an " NITC-Terms and Conditions" form, signed by the authorized User-Representative and the authorized ITC-Representative.

Please note any existing " NITC-Terms and Conditions" forms next to the name of the contact person. any new or modified Reimbursement Agreement form(s) any Purchase Orders for the current fiscal year.

Reimbursement agreements and Purchase Orders between the requesting agency and NITC must be renewed every iscal year.

Field Description and action to be taken

Requestor background information: Complete the following fields:

Contact Name: Enter the name of the contact person coordinating the request.

Agency: Enter the agency of the contact person coordinating the request.

Unit: Enter the unit of the contact person coordinating the request.

Phone: Enter the telephone number of the contact person coordinating the request.

E-Mail Address: Enter e-mail address of the contact person coordinating the request.

Mail Address: Enter the street address of the contact person coordinating the request. City:, State: and Zip Code: Enter the city, state, and zip code of the contact person coordinating the request.

Accounting code requests: Every user must have access to an Accounting Code to access WIMS and/ or NIFMID. For each user, complete the following fields:

User Name:Enter the name of the user requesting the new Accounting Code.

Agency:Enter the agency of the user requesting the new Accounting Code.

Unit: Enter the home unit of the user requesting the new Accounting Code.

Phone Number Enter the telephone number of the user requesting the new Accounting Code.

Account Description Enter a brief description of the primary use of the account. For example, enter "WIMS," "NIFMID", "WIMS/ NIFMID," or "FIRE."

Logon ID (LID) requests: Every user must have access to a NITC Logon ID to access WIMS and/ or NIFMID.

If you already have an NITC-Logon ID, do not request a new one. Skip sections #2 and #3, and complete section #4.

For each user, complete the following fields:

User Name: Enter the name of the user requesting the new Logon ID.

Account Type: Enter the type of WIMS/ NIFMID access: Data Manager, for full access Data Entry, for limited access Seasonal, for limited access with a limited duration. Seasonal IDs are assigned to the full-time employee responsible for the seasonal employee, and are activated for the time period specified.

Unit: Enter the home unit of the user requesting the new Logon ID.

Phone: Number Enter the telephone number of the user requesting the new Accounting Code.

Accounting Code Enter the existing NITC-Accounting Code, if available, of the person requesting the new Logon ID.

Logon IDs can share accounting codes, but permission must be granted by the owner of the Accounting Code. NITC

Accounting Codes for WIMS/ NIFMID charges may also be shared between agencies. For example, between the National Weather Service and Forest Service.

Application Access Requests: Use this section to obtain access to WIMS/ NIFMID when the user wishes to use an existing NITC Accounting Code and Logon ID.

For each user, complete the following fields:

User Name: Enter the name of the user requesting access.

Account Type: Enter the type of WIMS/ NIFMID access: Data Manager, for full access Data Entry, for limited access Seasonal, for limited access with a limited duration.

Unit: Enter the home unit of the user requesting access.

Phone Number: Enter the telephone number of the user requesting access.

NITC LID: Enter the existing NITC Logon ID of the user requesting access.

If the user already has a National Finance Center (NFC) user ID, enter the ID in this field, indicating it is an NFC user ID. NITC will attempt to assign this ID as the NITC Logon ID.

Accounting Code: Enter the existing NITC-Accounting Code, if available, of the person requesting the new logon ID.

Logon IDs can share accounting codes, but permission must be granted by the owner of the Accounting Code.

WIMS/ NIFMID NITC-Terms and Conditions

April, 1996

Purpose

This is an agreement between the United States Department of Agriculture National

Information Technology Center and _____ to detail responsibilities between the above, and the USDA, Office of Information Resource Management (OIRM), and the National Finance Center (NFC) in regard to the financial accountability for services rendered by the National Information Technology Center. The term "User" is defined as any organization or individual indicated above requesting electronic access to the NITC. The term "Sponsoring Agency" shall refer to the USDA, Forest Service.

Requirements

User

- 1 Complete and return the NITC-Terms and Conditions Form (with authorized signature) for signature by NITC-official.
- 2 Invoices will be generated at the National Finance Center (NFC), New Orleans, LA based upon data submitted by the NITC. For inquiries about invoice amount or other problems with your account, contact Kathryn West of the NITC, Resource Management Staff at (816) 926-2719.
- 3 Invoices are due net 30-days from the invoice data. Interest charges of 15% will be assessed on the balance open beyond 30-days.
- 4 Accounts past-due more than 60-days will have their access authorization revoked. Reinstatement can be made through the sponsoring agency only after invoices have been paid in full. Users may be subject to a reinstatement fee.
- 5 Users will be able to access WIMS/ NIFMID 24-hours a day, 7-days a week with the exception of scheduled down-time and/ or system failure. The user will be responsible for any telephone charges incurred in accessing the NITC. The sponsoring agency may provide toll-free access at its discretion.

- 6** Users will furnish annually a Reimbursement Agreement Form (AD-672) or a valid Purchase Order stating the maximum amount of charges not to be exceeded. The user will also provide the necessary accounting information to be referenced on the monthly bill. Purchase Orders and/ or Reimbursement Agreements should specify a fiscal year or not to exceed 1-year, whichever comes first. Purchase Orders should show consignee as:

USDA, National Information Technology Center

8930 Ward Parkway

Kansas City, MO 64141 323

- 1** Users will review and/ or modify the amount of their Purchase Orders or Reimbursement Agreement Forms (AD-672) as appropriate to stay within the maximum limit specified until the designated time period has expired.

National Information Technology Center

- 1** Process WIMS/ NIFMID LID-requests from the Sponsoring Agency for the User.
- 2** Process financial documents and prepare necessary billing information on a monthly basis.
- 3** Provide the NFC monthly billing information provided by the user on the Reimbursement Agreement (AD-672) or Purchase Order.
- 4** Monitor the monthly billing status reports in relationship to the authorized amount on the Reimbursement Agreement (AD-672) or Purchase Order. When billing exceeds 85% of the authorized amount, NITC will notify in writing the account contact person and make adjustments as necessary. Accounts that have exceeded their funding authorization will have their access authorization revoked if not modified by a subsequent Reimbursement Agreement (AD-672) or Purchase Order within 30-days.
- 5** Accounts deemed uncollectible will be turned over to the U. S. Department of the Treasury for collection.

The following authorized agency representative(s) do hereby agree to honor all the terms and conditions identified in this document.

x _____

Authorized User-Representative

x _____

Authorized NITC-Representative

Name: _____

Title: _____

Date: _____

Name: _____

Title: _____

Date: _____