PROCEDURES

Step 1:   All employees: Fill out blocks 1-8 on the APHIS 513 (April 2015 version)

- ♦ State employees: in addition, fill out blocks 11 and 12
- ♦ Block 1 – Name – first, last and middle initial
- ♦ Block 2 – Date of Request
- ♦ Block 3 – User phone number
- ♦ Block 4 – User email address
- ♦ Block 5 - User employer (APHIS, State, Contractor)
- ♦ Block 6 – Type of requested Access (Permanent or Temporary)
- ♦ Block 7 – System to which Access is Requested (EMRS2)
- ♦ Block 8 – Action Requested (New account or Modify account)
- ♦ Block 9 – Instructions if account is modified. Please note home state / ODS state
- ♦ Block 10 – Duration / Hours of requested access – if temporary / emergency, indicate end date and periods of access requested. If on an incident, the end date is the demobilization date.
- ♦ Block 11 – Name and address of user employer (state employees or contractors)
- ♦ Block 12 – User's supervisor (state employees or contractors)
- ♦ Blocks 13 and 14 – for contractors only
- ♦ Block 15 – Reason for Access. Request routine data access and specify state you are requesting access to. Can also request roles and state access to a specific incident upon deployment.

Step 2:   Get VS official (VS Supervisor, Assistant Director or Incident Commander) to digitally sign Block 16. Assistant Directors or Acting Assistant Directors must sign for state employees. For contractors, a federal supervisor should sign. The Supervisor block should be checked.

Step 3:   Email the request to your District EMRS Network Associate for processing. If your District Network Associate is not available, please email the request to the EMRS Network Associate mailbox emrs.training.network@aphis.usda.gov

If on an incident, the 513 should be given to the EMRS Specialist on the Incident Management Team.

DOCUMENTS RELATED TO THESE PROCEDURES

- ♦ EMRS Training Network for End Users (April 2015)
- ♦ APHIS 513 Federal Employee Template (separate document)
- ♦ APHIS 513 State Employee Template (separate document)
- ♦ APHIS 513 Blank Form (separate document)