NEW EMPLOYEE (or TRANSFER) TECHNOLOGY FORM

*The purpose of this form is to detail the technology needs of all new employees. This should be filled out by the supervisor of a new employee at least ten (10) business days prior to the new employee's arrival. All new employees are required to complete the online NOAA IT Security Awareness Course **within three (3) business days** of the start of their employment with NOAA. Failure to complete the IT Security course can result in the loss of access to NOAA and CorpSrv IT systems.*
NOAA IT Security Course: https://securitytraining.noaa.gov The completed form should be attached to the NSDesk Ticket or emailed to NSDesk@noaa.gov   Additional information can be found at the CorpSrv IT Support Site

Username   First name: _____   Last name: _____
(The email address on the CAC must match the Firstname.Lastname@noaa.gov email address. This is required for access to NOAA resources.)

Date of Arrival: _____ _ ____   Line/Staff Office: __ _____ ____

Job Title: _____   Supervisor/COR: _____ ___ _____

User's Phone: _____   User's Fax: _____

Work Address (Duty station): _____

               Building: _____   Room/Cube: _____

               City: __ _ _____   State:_____   Zip: _ _____

Employment Type – Federal: Contractor: Commission: Associate: Function:

Is the New Employee a Supervisor?   Yes: No:

Backfilling Position   No: Yes: Former Employee (if yes): __ _____

Contractor   No: Yes: Contract end date (if yes) _____

Detailed Employee   No: Yes: Departure Date (if yes):   ___ _____ _____

NOAA Transfer   No: Yes: Former Office (if transfer or detail): __ _____

Computer type: Laptop: Desktop: Make sure hardware is available for new user!

New PC?   Yes: No: If no, existing CD number: __ ____ _____

Special Software (Visio, Project, TN3270)   _____
  (Some software may require licensing and funding source.)
Specific Network Folder Access: _____

Hardware Requirements: (Scanner, etc)   _____

Supervisor/COR Signature:

Additional Notes: