

Internal Control Audit Tracking System (ICATS) Access Request

INSTRUCTIONS: Complete this form to gain access to ICATS, have an ICATS profile developed, and be assigned a user role in the system. Note: *Due to the nature of the proprietary information contained within the system, no access may be given to contractors.*

<u>Employee's First Name</u>	Middle Initial	Last Name
Office	Division	Correspondence Symbol
Office Phone Number	Office Email Address	
<u>Supervisor's First Name</u>	Middle Initial	Last Name
Office	Division	Correspondence Symbol

Is access requested for work on behalf of employee's assigned office or another office? Work for assigned office
 Work for another office

Does the employee's work require access to other offices? YES NO

If YES is checked, enter the name(s) of the additional offices

If granted access, what will the employee do with the information available in the system?

Please be advised per the Federal Information Security Management Act (FISMA), if you don't log into ICATS at least once every 90 days, your account will be inactivated.

A finding from the last FISMA review showed the need to formally document requests for access to the information contained in the agency's ICATS system and maintain these requests on record. This form documents an employee's request, supervisory concurrence, and the business case for obtaining and utilizing the information in the system.

The requesting office is responsible for informing the Office of Audit Management and Accountability via Email at GAO-IGAuditMgmtDiv@GSA.gov when an employee with access transfers within GSA or leaves the agency.

By signing this form, I certify I am an employee of the U.S. General Services Administration and not a contractor. I also certify I have a business need for access to the information contained in the ICATS system and the information will be used for official purposes only.

Employee's Signature:	Date:
Supervisor's Signature:	Date: