STATE OF MISSOURI
OFFICE OF ADMINISTRATION
AGENCY SECURITY REQUEST

NOTE: O/A, STO, SAO & DOR EMPLOYEE SEEKING CENTRAL PROCESSING ACCESS FOR SAM II SEE FORM NUMBER MO 300-1621.

INSTRUCTIONS:
1. IN ORDER TO ACCESS OA SYSTEMS, A MAINFRAME ID IS REQUIRED. CONTACT YOUR SYSTEM SECURITY ADMINISTRATOR TO GET A MAINFRAME ID.
2. FOLLOW THE CODING STRUCTURE IN THE LEGEND TO INDICATE DESIRED ACCESS.

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY

AGENCY	ORGANIZATION	MAINFRAME ID

E-MAIL ADDRESS	PHONE NUMBER	WORKFLOW WORK GROUP

SYSTEM (*ACTIVITY CODES A = ADD   C = CHANGE   D = DELETE)

* _____ ACE ☐ INQUIRY ONLY

OA/D&C USE ONLY
☐ PROJECT MANAGER ☐ CONTRACT SECTION ☐ REGIONAL COORDINATOR ☐ DIRECTOR, ASST. DIRECTOR
☐ CONSTRUCTION INSPECTOR ☐ CONSULTANT SECTION ☐ SECTION CHIEF

* _____ EMPLOYEE INFORMATION SYSTEM (COMPLETE AND ATTACH EIS ON-LINE SECURITY AUTHORIZATION).

* _____ LABS   ☐ INQUIRY ONLY   ☐ UPDATE

DEPARTMENT	DIVISION	AGENCY

* _____ LMS   ☐ INQUIRY

OA/FAC MGMT USE ONLY
☐ UPDATE   ☐ BUDGET

* _____ MAIRS   ☐ INQUIRY ONLY   ☐ PERSONNEL CLERK   ☐ PERSONNEL ANALYST   ☐ PERSONNEL OFFICER

* _____ MESH   ☐ INQUIRY ONLY

O/A PERSONNEL USE ONLY
☐ UPDATE

* _____ PAMS   ☐ INQUIRY ONLY

OA/D&C USE ONLY
☐ PROJECT MANAGER ☐ FISCAL ☐ ARCHIVE ☐ MINORITY
☐ CONSTRUCTION MANAGER ☐ MANAGEMENT ☐ D&C ATTORNEY ☐ BRANCH CHIEF

* _____ PARS   ☐ INQUIRY ONLY
**☐ ONLINE DOCUMENTARY/ APPROVAL
**☐ ONLINE REPORT ACCESS

**COMPLETE AND ATTACH PARS A - SECTION A & B

OA USE ONLY
**☐ DIVISION OF PERSONNEL – TRANSACTION AUDIT
**☐ ACCOUNTING ONLINE FILES UPDATES

* _____ PMS   ☐ POSITION INQUIRY ONLY   ☐ BUDGET INQUIRY ONLY

OA USE ONLY
☐ POSITION UPDATE   ☐ BUDGET UPDATE

* _____
RISK MANAGEMENT   ☐ UPDATE
    DEPT/DIV/SECT _____

OA/CARO USE ONLY
☐ CLAIM CLERK   ☐ PAYMENT CLERK   ☐ SAFETY PERSONNEL
☐ ADJUSTOR   ☐ ADJUSTOR SUPERVISOR   ☐ MANAGER

* _____ SDC BILLING (COMPLETE AND ATTACH SDC BILLING SYSTEM CUSTOMER INTERFACE FACILITY)

AUTHORIZED SIGNATURE	TELEPHONE

NOTES