Instructions for "Request for iQMIS User Access" Form

Applicants should complete the Form electronically; hand-written forms may not be legible, especially after faxing or scanning. Save and print for signatures. Digital Signatures are also acceptable (see "About Digital Signatures.")

Please read these instructions thoroughly. See the specific approval process for your Agency below.

USER INFORMATION

New User: Indicate if the user is new to iQMIS and has never applied for access before

Change User Info: Indicate if a user's personal information has changed, for example, phone or email address.

Change User Access: Indicate where a user has a change to the user role or housing installation(s) he or she manages. For example, an existing user is taking over management of a second installation while a replacement housing officer is being hired.

Users that are no longer using iQMIS should complete a "Request for Removal of iQMIS User" Form before they leave employment. Otherwise, any user may complete this Form for a former user and provide it along with the new user's Request Form.

User First and Last Name: Enter the First Name you prefer to be called (for example, Becky instead of Rebecca, or Joe instead of Joseph.) It does not need to match your "official" employment name; your official email address will be used as your unique identifier. This name will appear in the header of the iQMIS screen while logged in, it will print on Rent Payment forms, and is used by iQMIS Help Desk.

Bureau/Agency Name: Select your bureau or agency from the list provided.

Official Position/Job Title: For example, Administrative Officer II, Program Specialist, or Realty Specialist.

Division/ Branch/ Office/Section: Enter the Branch or Section you are employed by, without using acronyms. For example, Administrative Office, Real Property Office, Navajo Area Office, Pacific West Region, Parks Ranger District, or Washington Office.

Work Location: Enter the city and state you are located at, or use the postal city for delivery of your U.S. mail.

Work E-Mail Address: Enter your work e-mail address.

Work Phone: Phone number; include your extension, if applicable.

DOI USERS ONLY: Daily PC Login User Name: This is known as your DOI "Active Directory" login – the user name you use to login to your bureau or agency PC. For example, "rdaltry" or "jane_doe@fws.gov."

USER ROLE

Edit Housing Data (HOUSING MANAGER ROLE): "Housing Managers" are responsible for updating all housing inventory data, and may be responsible for updating all tenant data and submitting payroll deduction forms. If not located directly at the housing site, we recommend that Housing Managers work with a local "Tenant Manager" who can assign housing, check tenants in and out, provide keys, and get leases signed. Housing Managers can change all housing and tenant data, even if a Tenant Manager exists. Housing Managers should receive extensive training in rent-setting regulations,

housing inventory management and rent computations, and are responsible for compliance with OMB Circular A-45. Housing Managers ensure that federal rent-setting and record-keeping regulations are being followed.

Edit Tenant Data (TENANT MANAGER ROLE): "Tenant Managers" are responsible for updating all tenant data. They assign housing, check tenants in and out, provide keys, get leases signed, and submit payroll deduction forms and other rent payment forms. They are located at the housing site. They cannot change housing data; they can only change tenant data. Therefore, Tenant Managers must coordinate with the designated Housing Manager for this location to update housing inventory data as needed to comply with A-45. Tenant Managers should receive training in iQMIS tenant management processes. Tenant Managers ensure that all tenants are accurately entered into the system, required documents are provided to and signed by each tenant, and all payroll deductions and rent payments are correctly processed.

View Data (READ ONLY ROLE): "Read Only Managers" may be responsible for oversight of other Housing Managers and Tenant Managers. These users are not responsible for housing inventory data or tenant management. These are typically local facility managers, property managers, regional housing managers, and national housing managers. They cannot change any housing or tenant data. They can view all data within their authorized "Scope" and print reports.

USER SCOPE

One or more Housing Installations (LOCAL USER): The user is responsible for managing or overseeing one or more specific housing sites, called "installations." For example, the user manages "Yosemite National Park" or "Crazy Horse School" or "Nome AK & King Salmon AK & Sitka AK." Specify the installation/s by name that you are authorized to access in the designated line below.

One or more Region/s in my Agency (REGIONAL USER): The user is responsible for managing or overseeing all housing in one or more specific agency region(s). Each Region contains numerous Housing Installations. For example, the user manages the "Northeast Region" or "Region 2 & Region 8" or the "Navajo Area Office." Specify the region/s by name that you are authorized to access in the designated line below.

All Installations in my Agency (NATIONAL USER): The user is responsible for managing or overseeing all housing in your agency.

REQUIRED: Enter the specific site name (Installation/s, Region), such as a Park, Forest, Ranger District, Refuge, School, or Region (do not use acronyms and do not list individual housing units)**.**

USER SECURITY AGREEMENT AND APPROVAL

USER APPROVAL:

Applicants must read and acknowledge the security and accountability statement. Applicants must read and agree to the terms of the "iQMIS Rules of Behavior" (ROB) before signing the Form. Applicants must also indicate if they are assigned to government housing (if they reside in government housing.)

Save, print, sign and date the form. If your Agency uses Adobe Digital Signatures, and your Supervisor is also capable of use a Digital Signature, these are acceptable. See "About Digital Signatures" for more information.

AGENCY APPROVAL PROCESS

There are 19 federal agencies that use iQMIS. The person authorized to approve your iQMIS User Access Form is determined by your Agency's national housing officer. **Use the approval and transmittal process for your User Role and Agency below.**

HOUSING MANAGERS, TENANT MANAGERS AND READ-ONLY MANAGERS:

Agency	1st Approver	2nd Approver	3rd Approver
AFETA	Employee's Supervisor	N/A	N/A
ARS	Employee's Supervisor	N/A	N/A
BIA	Agency Superintendent	Regional Quarters Manager	BIA, Debbie Campbell, OFMC Employee Housing, Albuquerque, SCAN to debbie.campbell@bia.gov or FAX to 505-563-5173
BIE	Education Line Officer	Regional Quarters Manager	BIA, Debbie Campbell, OFMC Employee Housing, Albuquerque, SCAN to debbie.campbell@bia.gov or FAX to 505-563-5173
BLM	Employee's Supervisor	Benjamin Dallet, National & Denver Centers Support Programs Branch, Denver CO, by Special Attention Blue Envelope, Attn: Mail Stop OC-652	N/A
BOP	Employee's Supervisor	Priscilla Cromer, Property Management Section, Washington DC, SCAN to p3cromer@bop.gov, or FAX to 202-616-6055 (Len Foust is also an approver)	Melissa Dobroski, Chief, Property Management Section
BOR	Employee's Supervisor	COPY ONLY to Christine Reyes, Property Management Program, Denver Federal Center, SCAN to creyes@usbr.gov or FAX to 303-445-6300	N/A
CBP	Employee's Supervisor	Eric Davis, CBP, Housing Branch, Mission Support, Washington DC, SCAN to eric.davis@dhs.gov or FAX to 202-344-2670	N/A
FAA	Employee's Supervisor	Service Area Manager	Susan Freericks, Realty Specialist, SCAN to susan.freericks@faa.gov
FWS	Employee's Supervisor	IF TENANT MANAGER: Regional Housing Manager (appropriate Region 1 - 8)	IF REGIONAL HOUSING MANAGER: Veronica Ahmad, Housing Management Specialist, Region 9, SCAN to veronica_ahmad@fws.gov or FAX to 703-358-2264
IBWC	Supervisor (Principal Engineer)	Employee's Second Line Supervisor (Principal Engineer)	Boundary & Realty Officer, El Paso TX, SCAN TO jackie.corpus@ibwc.gov

Agency	1st Approver	2nd Approver	3rd Approver
IHS	SIGNED RULES OF BEHAVIOR TO Felicia Snowden, Realty Officer, Facilities Operations/OEHE, Rockville MD, SCAN to felicia.snowden@ihs.gov or FAX to 301-443-8405	N/A	N/A
MARAD	Employee's Supervisor	Management, Office of Management & Administrative Services, Washington DC, SCAN to dale.vandagriff@dot.gov or FAX to 202-366-3237	N/A
NOAA	Employee's Supervisor	Dana Whiteley, Budget Analyst, Alaska Region, dana.whiteley@noaa.gov	N/A
NPS	Employee's Supervisor	Alicia Overby, NPS, Housing Management Specialist, WASO, Washington DC, SCAN to alicia_overby@nps.gov or FAX 202-371-6675 (Rick Maestas & Pat Bantner are also approvers)	N/A
NWS	Employee's Supervisor	N/A	N/A
USACE	Employee's Supervisor	Gerald Regalia, Division Review Appraiser, Dallas TX, SCAN to gerald.l.regalia@usace.army.mil	N/A
USFS	Employee's Supervisor	Regional Housing Officer (Property Management)	IF USER IS A REGIONAL HOUSING MANAGER: Rita Staton, Property Management Specialist, WO AQM, Arlington VA, SCAN to ritastaton@fs.fed.us
USGS	Employee's Supervisor	Jessica Hansen, Denver CO, SCAN to jehansen@usgs.gov	N/A
VA	Employee's Supervisor	Brenda Goodworth, Housing Officer, Real Property Service, Washington DC, SCAN to brenda.goodworth@va.gov or FAX to 202-632-5831	N/A

SYSTEM MANAGERS, SECURITY MANAGERS AND POLICY MANAGERS: Employee's Supervisor and Quarters Program Manager.

COMPARABLE MANAGERS: Employee's Supervisor and Quarters Program Manager.

SUBMITTAL OF APPROVED FORM

The completed Form should be submitted by the authorized Approver designated above to the IBC iQMIS Help Desk (scan and email to iQMIS_helpdesk@ibc.doi.gov.) The iQMIS Help Desk will only accept Forms signed by or submitted by the authorized Approver.

FOR MORE INFORMATION

Call the iQMIS Help Desk in Denver at 303-969-7164. **REVISED 4/1/2016**