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Partner Vetting System Account Access and Deactivation Request

A Mandatory Reference for ADS Chapter 319

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**1. INTRODUCTION/Purpose**

This Partner Vetting System (PVS) Account Access & Deactivation Procedure establishes procedures for assigning accounts to new and existing USAID employees and deactivating accounts. This procedural guide assigns responsibilities for Employees whose duties require access to PVS.

**2. New Accounts & Deactivation Request for PVS**

The new employee will complete Section 1 and provide signature at Section 3. (***see Figure 1 listed below***). The Request Form requires the employee’s name, job title, OPM employment vehicle, contact information and action (activate/deactivate account). Supervisors and Administrators will determine Roles to be assigned by completing Section 2 and providing signatures at Section 3. Bureau/Mission along with System Administrator and ISSO will review the form and proceed to approve or disapprove the request based on duty assignment and need-to-know. When approved, the SA will sign the form, process the request for activation, modification or termination, and assuming all other requisites are met, add/amend the user account as prescribed. If deactivation requests are time sensitive, employees or direct supervisors can request deactivation by verbal request to be followed as soon as possible by written confirmation.

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| **SECTION 1:** |  **Name:**  |
| **Office Phone &** **e-mail address** |  |
| [ ] **Direct Hire**[ ] **Contractor**[ ] **FSN**[ ] **TDYuntil \_\_\_\_\_­** | **Mission/Bureau: (Select below)** | Job TiTle: |  |
| [ ] **Afghanistan** | [ ] **Lebanon** | [ ] **Syria (Includes Syria and DCHA and OFDA)** | [ ]  **IRAQ**  |  |
| [ ] **Pakistan** | [ ] **West Bank & Gaza** | [ ] **Yemen** |  |  |
|  |  |  |  |  |
| section 2 | Assign user roles:  |
| **ACTION REQUESTED:** | [ ] **ANALYST**  | [ ]  **VETTING OFFICIAL VO)** | [ ]  **VETTING Assistant (VA)** |  |
| [ ] **Activate (new user)** | [ ]  **SYSTEM ADMINISTRATOR** | [ ]  **VEIWER** |  |  |
| [ ] **Deactivate** |  |  |
| [ ] **Modify** |  |  |
| SECTION 3 | SIGNATURES (your signature authorizes users access or deactivation and privileges) |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Employee’s Signature** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Employee’s Name** | **\_\_\_\_\_\_\_\_\_\_\_****Date** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Direct Supervisor’s Signature**  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Direct Supervisor’s Name** | **\_\_\_\_\_\_\_\_\_\_****Date**  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****SEC ISSO or System Administrator Signature** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****USAID/SEC System Administrator’s Name** | **\_\_\_\_\_\_\_\_\_\_\_****Date** |

Figure . PVS System Request Form