REQUEST FOR ACCESS TO ELECTRONIC FORM AND PRODUCTION

Refer to Special Instructions on page 2 of this form.

1. NAME OF APPLICANT	2. ORGANIZATION	3. TELEPHONE	4. BLDG./RM.

5. FORM FOR AUTOMATION
(Form #) *(Edition)* *(Title)*

6. AUTOMATE FORM FOR USE ON	7. DURATION OF USE	8. NAME OF RESPONSIBLE OFFICIAL	9. TELEPHONE
☐ LAN ☐ Standalone PC	☐ Indefinite ☐ One-time		

10. FOR STANDALONE WORKSTATION REQUEST

A. Hardware:
Hard Disk capacity: _____
Memory: _____
Windows 3.0 or higher: ☐ Yes ☐ No
Printer: (Type) _____
Postscript: ☐ Yes ☐ No

B. Number of Workstations in User Group: _____

11. FOR LAN REQUEST

A. Type of LAN
☐ Microsoft LAN Manager
☐ Novell
☐ SUN
☐ UNIX / SCO XENIX
☐ Banyan
☐ Other: _____

B. Do you have access to a Postscript Printer? ☐ Yes ☐ No

C. LAN Administrator *(Name and Telephone):*

_____

_____

12. AUTOMATION REQUIREMENT

☐ POD system use — Number Persons: _____
☐ Fill-in use *(No printout)* — Number Persons: _____
☐ Fill-in & printout use — Number Persons: _____
☐ Database link

13. SIGNATURE AUTHENTICATION REQUIRED? *(For IEF's only)*
☐ Yes ☐ No

14. RESIDENT FONT FAMILY *(Check ONLY if 'Yes')*
☐ Helvetica
☐ Univers
☐ Bodoni
☐ American Typewriter
☐ Courier
☐ Times Roman

15. POD REPROGRAPHICS END PRODUCT REQUIREMENT
☐ Inter-Office Delivery
☐ Mailing via USPS
☐ Utilize Mailing Keys/Lists
☐ BULK shipment FedExpress, UPS, etc.

16. REQUIRE AUTOMATION OF MAILING KEYS
☐ Yes ☐ No

17. LIST OF INTENDED AUTOMATED FORM USERS
(Name) *(Bldg./Room)*

(Continue LIST on reverse side, if necessary.)

18. REMARKS
(Name) *(Bldg./Room)*

(Continue on reverse, if necessary)

19. AGENCY APPROVING OFFICIAL
(Signature): _____
(Title): _____
(Bldg./Room): _____ *(Phone):* _____

20. AGENCY FORMS MANAGEMENT OFFICER
(Signature): _____
(Title): _____
(Bldg./Room): _____ *(Phone):* _____

THIS SECTION RESERVED

REQUEST STATUS:
☐ REQUEST APPROVED ☐ NOT APPLICABLE AS AN EF or IEF ☐ REQUEST DEFERRED

TO:	FROM: *(Date)*

INSTRUCTIONS FOR REQUEST FOR ACCESS TO ELECTRONIC FORM AND PRODUCTION

This request may be submitted by PHS managers located in the Parklawn complex, seeking access of the PHS automated forms system. Selected PHS forms, OPM forms, GSA forms are being converted and may be used either on a standalone (PC) workstation or on a LAN.

For PHS clarification, an automated form falls into two distinct categories:

a) An Electronic Form (EF) is a template in an electronic format with no intelligence but may be electronically reproduced via the Production-On-Demand (POD) systems when multiple copies (blank forms) are needed.

b) An Intelligent Electronic Form (IEF) is a template in an electronic format which assigns space in data fields for input of variable information and also assigns definitions, formulas, and restrictions to data fields, as well as execute data exchange, signature authentication, and routing in the preparation of and during electronic processing and/or production via POD system.

In order to place and access a form in an electronic format, the following steps should be taken:

1. Submit a copy of the existing approved form or a draft of a proposed form.
2. If this is a proposed 'new' form include a copy of a completed PHS-2626 "Request for Form Action" and PHS-6383-3 "Forms Specifications Notice".
3. Complete items below and forward to:
   Chief, Printing & Reproduction Management Branch
   Parklawn Bldg., Room 3B-26

All requests will be reviewed for applicability of process suitability. Appropriate installation, user orientation, and attaining operational status are dependent on the suitability, design, refinement, and approval process.

REMARKS / INTENDED USERS *(Continued)*