The following individuals are hereby appointed to serve as TRACS User Administrators for my organization. TRACS User Administrators accept responsibility for reviewing system access requests, verifying the identity and roles of individuals within the organization, and assigning permissions consistent with system roles. In addition, TRACS User Administrators agree to perform semi-annual review of organizational user accounts and permissions, and to document results with an email to the TRACS Help Desk consistent with federal system security requirements.

# User Administrator (Primary):

First Name: Last Name:

Organization:

Job Title:

Business Phone Number:

Business Email Address:

# User Administrator (Alternate):

First Name: Last Name:

Organization:

Job Title:

Business Phone Number:

Business Email Address:

# Signature: Date: Name:

\*Please email this Appointment Form under the subject header "TRACS User Administrator Appointment" to the TRACS Help Desk at [tracs-helpdesk@fws.gov](mailto:tracs-helpdesk@fws.gov) . If necessary, use multiple forms to designate additional user administrators for your organization.