

**From:** Gordon,Patricia (HHSC)  
**To:** [Security Officers Mailbox - FNS](#)  
**Cc:** [Boozer Valerie G \(HHSC\)](#)  
**Subject:** RE: COMMENTS REQUEST FOR THE DRAFT FORM FNS-674  
**Date:** Wednesday, March 14, 2018 3:29:59 PM

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My suggestions for the form are based on Texas eDRS users. They may or may not be applicable if the form is used for other purposes.

- 1) Adding the word "User" might clarify the field. New users often don't complete this field because they don't know what it is

**5. USDA E-AUTH ID**

USDA E-Auth **User ID** or **USDA User ID**

- 2) Form Instructions #4. Texas users will enter their personal email which is not an FNCS email address.

4. **EMAIL** - Enter the FNCS email address, if known.

- 3) Can the roles be provided in a dropdown

**15. TYPE OF ACCESS / ROLE -**

- 4) Can the Action Requested be provided in a dropdown

**17. ACTION REQUESTED**

*Thanks*

*Patricia M. Gordon*

HHSC -IT  
(512)491-4012

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**From:** Security Officers Mailbox - FNS [mailto:[SecurityOfficers.Mailbox@fns.usda.gov](mailto:SecurityOfficers.Mailbox@fns.usda.gov)]  
**Sent:** Friday, March 09, 2018 10:04 AM  
**Cc:** Security Officers Mailbox - FNS <[SecurityOfficers.Mailbox@fns.usda.gov](mailto:SecurityOfficers.Mailbox@fns.usda.gov)>  
**Subject:** COMMENTS REQUEST FOR THE DRAFT FORM FNS-674

Dear eDRS Users

The Food and Nutrition Service (FNS) is obtaining comments on the attached DRAFT FNS-674 System Access Request Form, not yet in use. Your input will be used to improve the form as part of the OMB renewal process.

Please email comments to the Security Officers' Mailbox at [SecurityOfficers.Mailbox@fns.usda.gov](mailto:SecurityOfficers.Mailbox@fns.usda.gov) by next Friday, March 16, 2018. Thank you for your feedback and helping FNS provide the best customer service possible.

Please consider the following aspects of the form:

1. Availability of data
2. Frequency of collection
3. Clarity of instructions and record keeping responsibilities
4. Disclosure or reporting form
5. Data elements to be recorded, disclosed, or reported

Thanks  
Rosa Bartholomew

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