

**For:** County Offices

**Non Federal On Line Travel – KCMO Security Information**

**Approved by:** State Executive Director



**1 Overview**

*A*

**Background**

Non Federal Travel (excluding LAC's) will be processed through NFC effective Fiscal Year 2003. To facilitate On Line Travel processing the State Office must submit a request for security to include all individuals who will be accessing the on line travel system.

Information regarding Admin PT On Line Travel training will be provided in future notices. We anticipate training to be held in August and September in Stillwater.

*B*

**Purpose**

This notice solicits information to complete our security request to KCMO for Administrative Program Technicians from Administrative Headquarter Counties.

Space is provided for an on-site back-up if necessary as designated at the option of the CED.

**2 Action**

*A*

**County Office**

Please complete Exhibit 1 of this notice and return by fax to the State Office (405)742-1177, attn: Nita Morris, no later than June 21, 2002.

Disposal Date	Distribution
October 1, 2002	County Offices

ATTN: Nita Morris

Non Federal On Line Travel Security Information

COUNTY NAME:	
County Code	
Admin Program Tech	
Name:	
*User ID#:	CA_____
SSN:	
Admin. Back-Up (Optional)	
Name:	
*User ID#:	CA_____
SSN:	

\*Any individual currently performing tasks that require access to NFC should have a current NFC User ID beginning with CA\_\_\_\_ followed by three or four digits and occasionally including another alpha character. Any individual requesting access for travel that does not currently have a CA ID number, must be notated for additional security.