



## Partner Vetting System (PVS) Account Activation and Deactivation Request Form

### PRIVACY NOTICE

- **Authority:** 18 U.S. Code 2339A, 2339B, 2339C; 22 U.S.C. 2151 et seq.; Foreign Operations Appropriations Act § 559 (2006); Executive Orders 13224, 13099 and 12947; and Homeland Security Presidential Directive 6 (HSPD-6) of 2003.
- **Purpose:** To activate, modify, and deactivate Partner Vetting System (PVS) accounts for USAID employees.
- **Routine Uses:** Personal information will only be used to grant access to PVS.
- **Disclosure:** Disclosure is voluntary, but failure to provide information may result in delays.

### INSTRUCTIONS

Employees will complete **Section 1** and provide a signature at **Section 3**. Supervisors and the Office of Security (SEC)'s system administrators (SA) and Information System Security Officer (ISSO) will complete **Section 2** and provide signatures at **Section 3**.

**Please see the full instructions on Page 3.**

### SECTION 1 (Completed by employee)

<b>Employee Name:</b> <i>(First, Middle, Last)</i>	<b>USAID Email Address:</b>
<b>Office Phone:</b>	<b>Job Title:</b>
<b>Staffing Mechanism:</b> <input type="checkbox"/> Direct Hire <input type="checkbox"/> Contractor <input type="checkbox"/> Foreign Service National (FSN) <input type="checkbox"/> Temporary Duty (TDY) Until: <input type="checkbox"/> Other:	<b>Vetting Program(s):</b> <input type="checkbox"/> Afghanistan <input type="checkbox"/> Syria <input type="checkbox"/> Iraq <input type="checkbox"/> West Bank/Gaza <input type="checkbox"/> Lebanon <input type="checkbox"/> Yemen <input type="checkbox"/> Pakistan <input type="checkbox"/> Heightened Risk Vetting (HRV)

### SECTION 2 (Completed by supervisor and SEC)

<b>Action Requested:</b> <input type="checkbox"/> Activate (New User) <input type="checkbox"/> Deactivate <input type="checkbox"/> Modify	<b>Assign User Role:</b> <input type="checkbox"/> Analyst <input type="checkbox"/> Vetting Official (VO) <input type="checkbox"/> Vetting Assistant (VA) <input type="checkbox"/> System Administrator (SA) <input type="checkbox"/> Viewer
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**SECTION 3** (Completed by employee, supervisor, and SEC)

*By signing this form, you authorize the above request for system access privileges, deactivation, or modification.*

<b>Employee Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Supervisor Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>SEC ISSO or System Administrator Name:</b>	<b>Signature:</b>	<b>Date:</b>

## INSTRUCTIONS FOR COMPLETING FORM AID 319-1

This form is used for activating, modifying, and deactivating accounts for new and existing USAID employees in the Partner Vetting System (PVS). This procedural guide assigns responsibilities for employees whose duties require regular access to PVS.

Employees will complete **Section 1** and provide a signature at **Section 3**. This form requires the employee's name, job title, staffing mechanism, and contact information.

Supervisors and the Office of Security's (SEC) system administrators (SA) will determine the action requested (activate/deactivate account) and the appropriate PVS roles to be assigned by completing **Section 2** and providing signatures at **Section 3**. After submission, Bureau/Missions, along with the system administrator and the Information System Security Officer (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 verbally to be followed as soon as possible by written confirmation.