

INSTRUCTIONS FOR COMPLETING THE ACRS FUNCTIONAL TASK STATEMENT

- BLOCK 1 Check ADD if this is a new Functional Task to be added to the ACRS system.
Check MODIFY if this is a modification to an existing Functional Task.
Check DELETE if this Functional Task is to be deleted from the ACRS system.
- BLOCK 2 Enter the Organizational Abbreviation (e.g., O/FIRM, VBA, VHA, etc.).
- BLOCK 3 Enter standard abbreviation for this specific application (e.g., AMIS, FMS, ISMS, PTF, etc.).
- BLOCK 4 Enter Facility Scope code and definition for this FT to allow only authorized access.
(e.g., 1-All Facilities, 2 - VACO Only, 4 - LGY Facilities, 15 - All)
- BLOCK 5 If Block No. 1 has MODIFY checked, enter the last two digits of the Functional Task Code.
- BLOCK 6 Enter manual name(s) or number(s) to be provided with this Function Task, or "NONE."
- BLOCK 7 If this Functional Task is temporary, enter the delete date in MM/DD/YY format.
- BLOCK 8 Enter the name of this Functional Task. Names should be recognizable as a specific and unique work function for all applicable facility organizations (e.g., LOGWERD, PAID Data Entry, HDF Analysis, etc.), maximum of 30 positions.
- BLOCK 9 Optional. Enter additional data, up to 20 characters, which will help describe the Functional Task more uniquely, such as listing a typical job position or title which commonly needs to utilize the resources of this Functional Task.
- BLOCK 10 Instructions as specified under Block No. 10 of the form.
- BLOCK 11 Assign Task Code and Schema/Subschema resources to the specified Database. Database must be specified as left most data item of this block.
- BLOCK 12 Each Functional Task Code which utilizes FALCON must have only one library and only one Function level specified. If CONTROL access is necessary for supervisors, and READ access is necessary for data entry personnel to the same FALCON library, that would require two separate Functional Tasks.
- BLOCK 13 Enter the Dataset Name at the lowest level (i.e., longest and most specific name) which is acceptable to perform the function required for this Functional Task. High level dataset names allow greater access, but also provide reduced security and greater risk.
- BLOCK 14 Enter the name(s) of other specific resources to be included in the Functional Task.
- BLOCK 15 Signature of the System Manager of Record (SMR) who authorizes this Functional Task.
- BLOCK 16 ACRS Customer ID of the System Manager of Record, whose signature appears in Block No. 15.
- BLOCK 17 The date the authorizing SMR signed Block No. 15 of this form.