Indian Affairs (IA) Concur Government Edition (CGE)
System Access Request Form
This form is for BIA and BIE Federal Employees, Contractors and Tribal Employees Only
Go to Part VII on page 3 for instructions to prepare this form.

Part I(a): Select (X) all reasons for completing this form. (See Purpose of Completing CGE form Definitions in Part VII(a) on page 4.)

☐ New User	☐ Name Change	☐ User name Change	☐ Email Address Change
☐ Routing List Change	☐ Role Change	☐ Transferring from one region to another within BIA/BIE	
☐ DOI Bureau Transfer (*Please provide bureau name you are transferring from):*			

Part I(b): New User Information/Current Profile. Traveler should use name as it appears on their valid government ID. New change information must be provided in Part I(c). (See Part VII (c), page 5, for list of TSA acceptable forms of identification.)

Official Traveler Name:	*First Name*	*Middle Name*	*Last Name*
Other Required Data:	*Last Name Suffix*	*Male (M) or Female (F)*	*Last 4 digits of SSN*
	Government Email address ending @bia.gov or @bie.edu		*Birth Date (mm/dd/yy)*
	Active Directory Name (BIA/BIE network login: firstname.lastname)		
CGE Organization Code:	DOIAIA	**Office Telephone Number:**	
Default Line of Accounting (LOA):			
New Duty Station Street Address:			
New Duty Station City/State/Zip:			
New Routing List Name:		**New Duty Station Time Zone:**	
Employee Type:	○ IA Emp. ○ IA Contr.	○ Tribal Emp.	○ Other:

Part I(c): Profile Information to Be Updated. Provide new profile information for the information that you would like to be updated only. (See Part VII (c), page 5, for list of TSA acceptable forms of identification.)

New Official Traveler Name:	*New First Name*	*New Middle Name*	*New Last Name*
Other Required Data:	*Last Name Suffix*	*Male (M) or Female (F)*	*Last 4 digits of SSN*
	New Government Email address ending @bia.gov or @bie.edu		*Birth Date (mm/dd/yy)*
	New Active Directory Name (BIA/BIE network login name: firstname.lastname)		
CGE Organization Code:	DOIAIA	**New Office Telephone Number:**	
Default Line of Accounting (LOA):			
New Duty Station Street Address:			
New Duty Station City/State/Zip:			
New Routing List Name:		**New Duty Station Time Zone:**	
New Employee Type:	○ IA Emp. ○ IA Contr.	○ Tribal Emp.	○ Other:

Part II: Type of Access. Check (X) all travel roles you will be performing. (See Roles and Definitions in Part VII(b).)

☐ Federal Traveler (FT) *(Go to Part III)*	☐ Federal Travel Voucher Auditor (FA) *IA Fiscal Services Staff Only*
☐ Federal Travel Arranger (FTA) *(Go to Part IV)*	
☐ Federal Travel Reviewer (FSTA) *(Go to Part V)*	☐ Federal System Administrator (FATA) *IA System Admin Staff Only*
☐ Federal Travel Approving Official (FSTA) *(Go to Part V)*	

Part III: Travelers.

Will someone else book your travel arrangements?	○ No	○ Yes:	
			Name of Travel Arranger

Who approves your travel documents?		
If you are a new DOI employee, do you anticipate travel in your first 3 weeks of employment?	○ No	○ Yes

IMPORTANT NOTE TO TRAVELERS: If you prefer to have your travel reimbursement payment deposited at a bank other than your payroll deposit bank, you must also complete the "IA FBMS Vendor Request Form" - and - annotate on the form 'Alternate Employee Bank.' To find the form on the web, go to Part VII(d), paragraph 5(d), page 7, or email the IA Vendor Desk at vendor_mailbox@bia.gov.

Part IV: Travel Arrangers Only.

Will you arrange travel for anyone other than or besides yourself?	○ No	○ Yes

Part V: Travel Reviewers or Approvers Only.

Traveler Name *(for whom you will be reviewing or approving)* *Note you cannot do both roles.*	**Role** *(Reviewer or Approver)* *Note you cannot do both roles.*

Part VI: Signatures. These signatures acknowledge that your request for CGE access is for official government travel purposes only; and, your supervisor's signature acknowledges that you are authorized to perform functions for the roles requested.

Traveler's Printed Name	*Travelers's Signature*	*Date*
Supervisor's Printed Name	*Supervisor's Signature*	*Date*

CGE System Administrator Use Only:		
Organization/Group: DOIAIA		
Employee ID Number:	***Role(s)***	
CGE Login Name:		
Date Added:	***Entered by:***	
Notes:		

For questions about completing this form, please send an email to the IA Concur Team at ia_concur_team@bia.gov.

Completed forms (pages 1, 2 and 3 only) should be faxed to (703) 390-6570 or mailed to:
BIA
Attn: Jessica Massung
12220 Sunrise Valley Drive
Reston, VA 20191

DO NOT SEND THIS FORM VIA EMAIL

Information Identity System (IIS) approval is no longer required.
Completion of this form satisfies the necessary requirement for access to Concur.

Part VII: Purpose of Completing CGE form Definitions/Organizations/IA Travel Roles & Definitions/TSA Acceptable IDs/ Instructions. See IA travel roles (and their definitions) that you may be requesting in CGE; TSA Acceptable IDs, and instructions for completing the form. Pages 4-5 should not be submitted for processing.

Part VII (a): Purpose of Completing CGE form Definitions
1. New User - a new federal employee, contractor or tribal employee who does not have an existing Concur profile with Indian Affairs (IA).
2. Name Change - a federal employee, contractor or tribal employee who has an existing Concur profile with IA but has changed his/her name on his/her valid government ID.
3. User name Change - a federal employee, contractor or tribal employee who has an existing Concur profile with IA but has changed his/her Active Directory (AD) login account with IT.
4. Email Address Change - a federal employee, contractor or tribal employee who has an existing Concur profile with IA but has changed his/her email address with IT.
5. Routing List Change - a federal employee, contractor or tribal employee who has an existing Concur profile with IA but whose Routing List must be changed.
6. Role Change - a federal employee, contractor or tribal employee who has an existing Concur profile with IA but whose Role(s) must be updated.
7. Transferring from one region to another within BIA/BIE - a federal employee, contractor or tribal employee who has an existing Concur profile with BIA or BIE and one of the following scenarios:
      a. Transfer from one BIA region to another BIA region
      b. Transfer from one BIE school or Education Line Office (ELO) to another BIE school or ELO
      c. Transfer from BIE to BIA
      d. Transfer from BIA to BIE
8. DOI Bureau Transfer - a federal employee who has transferred from a DOI Bureau to IA. *These employees must have a new user profile established with IA and should also select the New User option in Part I(a).*

Part VII(b): IA Concur Government Edition (CGE) Roles and Definitions
1. Traveler - federal employee who travels for the government, usually for their own organization.
2. Travel Arranger - person who begins an authorization and makes travel arrangements for a traveler. Travel arrangers can prepare and sign authorizations for the traveler. They can also prepare vouchers for the traveler, **but they cannot sign the voucher**. Not all agencies have travel arrangers. They are usually administrative personnel, and the role can be assigned for multiple IA regions/schools/offices. (Note: travelers do not need the travel arranger role to arrange their own travel; this is only used to arrange trips for travelers other than themselves.)
3. Travel Reviewer -person who reviews travel documents to ensure the travel document is prepared correctly and in accordance with FTR, DOI, and charge card policy. The reviewer must stamp the travel document as "reviewed" before it will route to the approver. *Note: A travel reviewer can also be a travel arranger. However, if the individual holds both roles, there must be Separation of Duties (SOD). If the reviewer is acting in the capacity of the travel arranger role and prepares and/or signs the TA on behalf of a traveler, the reviewer cannot also stamp the travel document reviewed; you should not review your own work.* The reviewer must defer to backup reviewers in the routing list.
4. Travel Approver - person who has the authority to approve travel documents to authorizing the obligated funds for travel - usually a supervisor. The approver must stamp the travel document for it to be official.
5. Travel Voucher Auditors - work in IA Fiscal Services Travel Section. They audit all charges on a travel voucher to determine whether the charges are valid for payment.
6. System Administrator (FATA) - IA Bureau Lead and Sub-Administrator personnel.

Part VII(c): Transportation Security Administration (TSA) Acceptable Government IDs
☐ U.S. passport
☐ U.S. passport card
☐ DHS "Trusted Traveler" cards (NEXUS, SENTRI, FAST)
☐ U.S. Military ID (active duty or retired military and their dependents)
☐ Permanent Resident Card
☐ Border Crossing Card
☐ DHS-designated enhanced driver's license
☐ Driver's Licenses or other state photo identity cards issued by Department of Motor Vehicles (or equivalent) that meets REAL ID benchmarks (All states are currently in compliance)
☐ A Native American Tribal Photo ID
☐ An airline or airport-issued ID (if issued under a TSA-approved security plan)
☐ A foreign government-issued passport
☐ Canadian provincial driver's license or Indian and Northern Affairs Canada (INAC) card
☐ Transportation Worker Identification Credential (TWIC)

Part VII(c): Instructions for Completing the Form
1. FORM NAVIGATION
 a. Use the "Tab" key or click on each field to go from one gray shaded area to another. Do not use the "Enter" key.
 b. The document can be saved using the "Save As" command.
 c. If a Security Warning bar appears just above the form with an "OPTIONS" button, click on the button and then on "Enable This Content" radio button. This will allow you to use the drop down menus.

2. GENERAL INSTRUCTIONS
 a. Use ALL CAPS when typing text into the document.
 b. Only pages 1, 2 and 3 should be submitted to IA for processing.

PART I
 a. All fields in Part I except "Name Suffix" - and - "Routing List Name" are mandatory. If any mandatory fields are left blank, the form will not be processed until the information is furnished to IA.
 b. Type name as it appears on your valid government ID used for identification at airports. A list of ID's considered valid by the Transportation Security Administration is located in Part VII(b) on page 3 of this form. Click on "Select One" in the Name Suffix box and a drop down menu will appear to select the proper suffix.
 c. If you have not been provided a "Routing List Name" by your office, you may leave this field blank.
 d. Click on "Select One" in the Time Zone box and a drop down menu will appear to select your time zone.
 e. Type active directory name.

PART II
 a. Check all boxes that apply. To determine what roles you will be performing in CGE, carefully read the Roles and Definitions" in Part VII(b) on pages 4 and 5 of this form. The roles of Travel Arrangers and Travel Document Reviewers can be assigned to the same person; but Travel Document Reviewers cannot be Travel Approvers, and vice versa.

PART III
 a. If you will be booking your own travel arrangements, check "No." If someone else will be booking your travel arrangements, check "Yes," then add the travel arranger's name in the provided field.
 b. You must provide the name of the person who will be approving your travel documents. This is usually your supervisor, but not always. Some regions/schools/offices have raised the level of this authority. Failure to provide this information, or providing invalid information, will delay processing your request. It is suggested that you contact your support personnel or supervisor to determine who performs this function in your office.
 c. If you are a new DOI employee and need to travel immediately, check this box. If you do not have a government issued charge card, you cannot make travel arrangements in CGE. You will have to create a manual travel authorization and voucher; and, your transportation will have to be paid using a corporate charge card. Contact your organization's administrative personnel to determine who controls your office's corporate charge card. DOI policy states that, if travel is to commence within 48 business hours, travelers must use the manual steps noted above.
 d. If you prefer to have your Travel Reimbursement Payment to be deposited at a bank other than your Payroll deposit bank, you must also complete the IA FBMS Vendor Request form and check the box on the form `Alternate Employee Bank yes/no' - - along with your CGE access request form. The FBMS Vendor Request form can be located at the following URL -BIA and BIE
 e. If you are unable to get to the form using the link, please contact IA Vendor Desk: vendor_mailbox@bia.gov.

PART IV
This section is to be completed by individuals who will be arranging travel for other employees only. Usually this function is handled by administrative support personnel. If you will be making travel arrangements only for yourself, do not complete this section.

PART V
 Part V is to be completed by IA routing officials only. Routing officials are either reviewers who are usually administrative support personnel, or, approvers who are typically but not always supervisors. Cirlce the appropriate role reviewer/approver. These individuals are the personnel who apply official stamps to a travel document to either review or approve the travel authorization (TA) or review or approve the travel voucher (TV). Definitions of reviewers or approvers/authorizers can be found in Part VII(a) on page 3.

 PART VI
 a. The signature blocks must be completed by both the traveler and the traveler's supervisor. Both blocks of this section must be completed before IA-System Administrator will process the request. Failure to do so will delay processing.

 PART VII
 a. There are three sections to Part VII. Section (a) is the list of the roles and the definitions of those roles. Section (b) is the Transportation Security Administration's list of valid government ID's. Section (c) contains the instructions for completing the document.