



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION X  
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Washington

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## **REGION 10 BULLETIN NO: 2012-37**

SUBJECT: TEAM System User Recertification

PROGRAM AREA: Grants, Legal, Financial

DATE: June 12, 2012

The U.S. Department of Transportation Office of Inspector General has instructed the Federal Transit Administration (FTA) to complete a recertification of all users of the Transportation Electronic Awards and Management (TEAM) grants system. The TEAM User Access Request form can be found on the TEAM web site (<https://ftateamweb.fta.dot.gov/teamweb/links.htm>). For convenience, the forms are also included in this bulletin along with a PowerPoint guidance showing how to fill out the forms.

Determine which TEAM users within your agency require recertification and which former TEAM users need to be deactivated. Please provide this information (a document with a list of current active users) along with the completed TEAM User Access forms of deleted or new users to the FTA Region 10 mailbox, [fta.tro10mail@dot.gov](mailto:fta.tro10mail@dot.gov) no later than **July 15, 2012**. The TEAMWeb System will reauthorize/deactivate all user accounts in our region solely on the basis of the last log in date occurring after or prior to November 1, 2010.

### **PINning Authority**

If a TEAM user is authorized to submit and execute grants, along with the TEAM User Access Request, a Designation of Signature Authority letter on the agency's letterhead (sample below) must accompany all requests for users to have a PIN. As part of this process, FTA is also requesting that each recipient organization include a statement verifying that each PIN user is authorized under the agency's applicable documentation to PIN at the specific level or levels they are being assigned. Due to the security protocols, we must leave PIN numbers on answers machines on users that need them. If you do not have an answering machine, we will send your PIN via snail mail.

### **User's Authorizing Signature Section**

The User's Authorizing Signature in the *User Information* section is for the supervisor's signature only and not for the TEAM user's signature. The TEAM user must sign and date under the *Acknowledgement of Rules of Conduct for System Use*, except for deleted users.

**Deactivating/Deleting User**

If a TEAM user is being deleted, please fill out a TEAM User Access Request form and check the Delete User in the *Check Applicable Box* at the top. A deleted user does not require a signature under the *Acknowledgement of Rules of Conduct for System Use* but does require a signature from the supervisor in the User's Authorizing Signature.

If you have questions, please feel free to contact the TEAM Helpdesk at [TEAM.Helpdesk@dot.gov](mailto:TEAM.Helpdesk@dot.gov) or 1-888-443-5305.

For additional question, please contact Region 10's David Powell at 206-220-7956 or by email at [david.powell@dot.gov](mailto:david.powell@dot.gov).

Sincerely,



*for*  
R.F. Krochalis  
Regional Administrator

Encl: TEAM User Access Request Form  
Designation of Signature Authority  
Region 10 TEAM User Guidance PowerPoint