



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

REGION X
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REGION 10 BULLETIN NO: 2013-46

Subject: Mandatory TEAM System User Reauthorization

Program Area: Grants, Legal, Financial

Date: December 30, 2013

The Federal Transit Administration (FTA) is requesting all grantees to complete a reauthorization of all users of the Transportation Electronic Awards and Management (TEAM) grants system.

Why?

- FTA requires all TEAM users to have their accounts reviewed and certified to be reauthorized at the beginning of each fiscal year.
- The TEAM System will reauthorize or deactivate all user accounts in our region based on system usage.

User Types and Required Actions

- Active Users: Do not send new TEAM Users Access Request forms, as they will be automatically reauthorized.
- New or Inactive Users: New TEAM Users Access Request forms are required.
- The TEAM User Access Request form may 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.
- One person in your organization must send an email to FTA listing staff names that have TEAM system access.
 - Send email to FTA Region 10 mailbox, fta.tro10mail@dot.gov.
 - If you are not sure who is an authorized TEAM user(s) in your agency, please send an email to our regional mailbox to request this information.
- Fill in the following table, as applicable to provide this information.

Bulletin – Mandatory TEAM System User Reauthorization

Agency Name:	
Grantee ID #:	
TEAM Users to be Reauthorized	
TEAM Users to be Deleted	

Deadline for Reauthorization

- Please respond to this bulletin **no later than January 10, 2014.**

For additional question, please contact Region 10's Debbie Ensor at 206-220-7950 or by email at deborah.ensor@dot.gov.

Sincerely,

R.F. Krochalis
Regional Administrator



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