U.S. Department of Labor

Reentry Employment Opportunities (REO)

Database Administrator Contact Form

Please designate a Primary Database Administrator (Admin) for the REO Grantee Performance Management System (REO-GPMS) and a secondary Admin or database contact. All new grantees must complete this form, as well as grantees modifying their current database Admin(s). Please email the completed form to the REO National Office REO.ETA@DOL.gov and cc: the REO-GPMS Help Desk REO-GPMS@DOL.gov.

- Grantee Admins have the greatest level of access and authority of all grantee database users. Only Admins have GPMS privileges to transfer quarterly performance report (QPR) data to WIPS.
- Admins must approve new GPMS accounts and user roles for grant staff (including partners and subgrantee Admins, if necessary).
- Admins must maintain the integrity and security of the database by ensuring that grant data is accurate and only available to authorized individuals.
- REO grantees and subgrantees may have up to three (3) database Admins each.

Primary Database Administrator – Contact Information		
First and Last Name*		
Email*		
Grantee/Organization Name*		
REO Grant Initiative(s)*		
DOL Grant Number(s)		
Active WIPS account ?	☐ **Yes**, my WIPS account is active.	☐ **No**, I don't have an account.

Secondary Admin/ Database Contact 2		
First and Last Name*		
Email*		
Grantee/Organization Name*		
REO Grant Initiative(s)		
DOL Grant Number(s)		
Active WIPS account ?	☐ **Yes**, my WIPS account is active.	☐ **No**, I don't have an account.

Secondary Admin/ Database Contact 3		
First and Last Name		
Email		
Grantee/Organization Name		
REO Grant Initiative(s)		
DOL Grant Number(s)		
Active WIPS account ?	☐ **Yes**, my WIPS account is active.	☐ **No**, I don't have an account.

Required fields are marked with an asterisk (*).