National Aeronautics and Space Administration

NASA Headquarters Automated Systems Standard Access Request

PLEASE CHECK ONE:
- [ ] CIVIL SERVANT
- [x] CONTRACTOR *(Complete SECTION III)*
- [ ] OTHER *(Complete SECTION III)*

TRACKING NUMBER:

SECTION I - TYPE OF REQUEST

1. PLEASE CHECK ONE:
- [x] NEW USER *(Permanent)* — Start date: _____
- [ ] NEW USER *(Temporary)* — Specify duration - FROM: _____ TO: _____
- [ ] REVISION *(to current HQ access)*

SECTION II - USER INFORMATION

2. NAME *(Last, First, Middle Initial)*	3. USER ID *(If known) (i.e., jsmith)*	4. PHONE	5. FAX

6. NASA CENTER	7. BUILDING	8. MAIL CODE	9. ROOM	10. JOB TITLE	11. CITIZENSHIP
					[ ] US CITIZEN [ ] FOREIGN NATIONAL

SECTION III - CONTRACT OR AGREEMENT INFORMATION

12. CONTRACT NUMBER AND EXP. DATE	13. COMPANY AND ADDRESS

14. COTR/ SPONSOR	NAME	SIGNATURE	DATE	PHONE

SECTION IV - ACCESS REQUESTED *(Access to more than one item may be requested on a single form)*

15a. STANDARD ACCOUNTS	15b.	15c.	15d.	15e.
[ ] CREATE NEW *(New Employee Only)* [ ] TRANSFER ACCOUNTS *From Code* _____ *To Code* _____ *(X.500 entry/user name, Eudora, Meeting Maker, Code Shared Folders, Home Folder, Shop4NASA, CCIP, TLC)*	[ ] DIAL IN ACCOUNT WITH TOKEN [ ] TOKEN ONLY	[ ] FAX SR. ACCOUNT *(Outbound Only)*	[ ] SAMBA ACCOUNT [ ] PC [ ] MAC *(Complete block 18)*	[ ] OTHER *(Provide details in block 20)*

	OWNER'S NAME	OWNER'S SIGNATURE	DATE	PHONE
16. *(Provide details in block 20)* [ ] FUNCTIONAL ACCOUNTS *Eudora:* _____ *Meeting Maker:* _____				
17. *(Provide details in block 20)* [ ] CODE/GROUP FOLDERS *Name:* _____ *(Show path in block 20)*				
18. *(Provide details in block 20)* [ ] WEB SITE ADMINISTRATION *Name:* _____ *(Show path in block 20)*				
19. *(Provide details in block 20)* [x] APPLICATION *Name:* Knowledge Information *Name:* Center - Code J	Robert Thomas			(202) 358-2456

SECTION V - JUSTIFICATION AND ADDITIONAL INFORMATION

20. JUSTIFICATION/COMMENTS *(Explain why access or revision is requested, and use to provide additional information.)*

OTHER APPLICATION AND PERMISSIONS REQUIRED

Employee requires Work Group Member access to KIC-J.

JUSTIFICATION

Employee requires Work Group Member access to KIC-J to facilitate Logistics Management Program initiatives.

I understand that user IDs and passwords issued to me as a result of this request and all files residing on NASA-owned computers are the property of NASA. I will safeguard passwords for which I have access and will not allow them to be accessible by other personnel. I understand that unauthorized access to or use of the requested computer services is a violation of the law and punishable under the provisions of 18 USC 1029, 18 USC 1030, and other statutes. I also understand that my failure to adhere to NASA Headquarters system access and password policies can cause the revocation of my access to NASA Headquarters computer systems. Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Section 799, Title 18, U.S. Code; constitutes theft; and is punishable by law. I understand that I am the only individual to access these accounts and will not knowingly permit access to others without written approval. I understand that my misuse of assigned accounts, and my accessing others' accounts without authorization is not allowed. I understand that this/these system(s) and resources are subject to monitoring and recording. I further understand that failure to abide by these provisions may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution.

21. USER'S SIGNATURE ***(Must have user's signature on file. Do not sign "for" user.)*** DATE

X

22. CODE IT POINT OF CONTACT	NAME	SIGNATURE	DATE	PHONE
	Cheryl DiLustro			(202) 358-1124

23. HQ INFORMATION TECHNOLOGY SECURITY REVIEW