

Request for Access to Government-furnished Computer Equipment or Resources

Please type or print information clearly

Employee Information

1. First Name	2. Last Name	3. Telephone Number
4. Title		5. E-mail Address
6. Affiliation <input type="checkbox"/> Leidos Biomed <input type="checkbox"/> DMS <input type="checkbox"/> NCI <input type="checkbox"/> WISCO <input type="checkbox"/> Other (Specify):		7. Employee Work Site Location: Building/Room:
8. NCI Division/Laboratory, Contractor Directorate/Section		9. Purpose of Access: <input type="checkbox"/> Business Continuity <input type="checkbox"/> Other (Specify)
10. Period of Performance for Business Continuity:		11. Property Number of Computer Equipment:
12. Is an Out of Office message needed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the message verbiage:		
13. What type of access is requested/required? Check all that apply. <input type="checkbox"/> E-mail Account (ongoing) <input type="checkbox"/> E-mail Files (current) <input type="checkbox"/> E-mail Files (past) <input type="checkbox"/> Electronic Files/Documents <input type="checkbox"/> Other (Specify):		

Access to Government-furnished Equipment or Resources Assigned To

14. First Name	15. Last Name
----------------	---------------

To be completed by Human Resources if the purpose of access is "Other"

Human Resource Approval (for Leidos Biomed affiliations only)

16. First Name	17. Last Name
18. Signature	19. Date

Executive Officer Approval/Disapproval Received

20. <input type="checkbox"/> Request Approved <input type="checkbox"/> Request Disapproved	
21. First Name	22. Last Name
23. Signature	24. Date

Request for Access to Government-furnished Computer Equipment or Resources – Instructions

1. Enter employee first name.
2. Enter employee last name.
3. Enter employee telephone number.
4. Enter employee title.
5. Enter employee e-mail address.
6. Select employee affiliation.
7. Enter employee work site location (i.e. NCI Campus at Frederick, ATRF, Bethesda, Rockville, Shady Grove, Pilot Plant) and building/room number.
8. Enter employee NCI division/laboratory or contractor directorate/section.
9. Enter the purpose for access, business continuity or other. If other is selected Human Resource approval is required.
10. Enter the period of performance for business continuity access.
11. Enter the property number assigned to the computer equipment.
12. Select if an Out of Office message needs to be generated. And if so, provide the verbiage.
13. Select what needs to be accessed (e-mail account, e-mail files, electronic files/documents, or other). Select all that apply.
14. Enter first name of person assigned access to employee's resources.
15. Enter last name of person assigned access to employee's resources.
Human Resources to complete sections 13 through 16 if the purpose for access is "other".
16. Enter first name of the human resources approver.
17. Enter last name of the human resources approver.
18. Enter the human resources signature.
19. Enter date human resources signed form.
20. Enter executive officer approval or disapproval of request.
21. Enter first name of individual attesting to executive officer disposition of request.
22. Enter last name of individual attesting to executive officer disposition of request.
23. Enter signature of individual attesting to executive officer disposition of request.
24. Enter date form signed.