

**ONE NASA COST ENGINEERING (ONCE) WEBSITE  
USER ACCESS REQUEST FORM**

<b>1. TYPE OF SUBMISSION</b> ( <i>X One</i> )	Initial Submission ( )	Resubmission ( )	Revision ( )
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<b>2. REQUESTOR</b>	
a. Name	b. U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
c. Email Address	d. Phone ( )
e. Static IP Address	

<b>3. U.S. GOVERNMENT EMPLOYEE</b>		
a. U.S. Government Employee <input type="checkbox"/> No (skip to block 4.) <input type="checkbox"/> Yes (finish block 3. then skip to block 5.)		
b. U.S. Government Agency	c. U.S. Gov. Supervisor Name/Org.	d. U.S. Gov. Supervisor Sign/Date

<b>4. REQUESTOR AFFILIATION</b> ( <i>Skip this Section if you are a U.S. Government employee</i> )		
a. Affiliation Name ( <i>i.e., Company, University, etc.</i> )	b. Affiliation Mailing Address ( <i>Include ZIP Code</i> )	
c. Contract Number and Customer Supported		
d. Contract Period of Performance	e. <input type="checkbox"/> Indicate contract includes NFS 1852.237-72, Access to Sensitive Information and attach copy of contract verbiage (see detailed instructions)	
f. Description of Relevant Business Activity ( <i>Print or type</i> )		
g. Gov't Sponsor Name/Agency/Organization	h. Gov't Sponsor Phone ( )	i. Gov't Sponsor Signature/Date

<b>5. STATEMENT OF RESPONSIBILITY</b> ( <i>please initial signifying that you have read and agree to comply</i> )
<p>As a condition of receiving controlled technical data, the requestor certifies that:</p> <p>_____ They acknowledge all responsibilities under applicable U.S. Export Control laws and regulations (including the obligation, under certain circumstances, to obtain an export license from the U.S. Government prior to the release of controlled technical data within the United States).</p> <p>_____ They agree not to disseminate controlled technical data in a manner that would violate applicable U.S. Export Control laws and regulations.</p> <p>_____ They will not provide access to controlled technical data to other persons including sharing of password. The password will be changed every 90 days.</p> <p>_____ They are not disbarred, suspended, or otherwise ineligible to perform on U.S. Government contracts or has violated U.S. Export Control laws.</p> <p>_____ They understand that misuse of assigned accounts, and accessing others' accounts without authorization is not permitted.</p> <p>_____ They understand that this system and resources are subject to monitoring and recording.</p> <p>_____ They 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.</p> <p>_____ They agree to abide by proprietary software regulations and the Security of Information Technology Procedures and Guidelines (NPG 810.1).</p> <p>_____ They are a U.S. Government employee or an approved non-hardware prime aerospace support contractor employee.</p> <p>_____ They have, to the best of their knowledge, answered all questions on the ONCE User Access Request Form accurately and completely and that they will inform Mr. Eric Plumer HQ/PA&amp;E at (202)358-5178 of a change to any information entered on the ONCE User Access Request Form.</p>

<b>Requestor Signature/Date</b>
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<b>6. NASA/MSFC Authorization</b>	
a. Approver Name and Org. Code <b>Eric Plumer PA&amp;E -or- Charles Hunt PA&amp;E</b>	b. Approver Signature/Date

<b>7. Comments</b> ( <i>Official Use Only</i> )
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## ONCE WEBSITE USER ACCESS REQUEST FORM INSTRUCTIONS

The ONCE User Access Request Form is required for all U.S. Government (blocks 1, 2, 3, 5, and 6) and non-U.S. Government (blocks 1 – 6) employees requesting ONCE access. The form must be completed in its' entirety to preclude your request from being delayed. Fax the completed form with required signatures to:

**ONCE Server Administrator - SAIC  
(256) 705 - 8596**

Requestors will be contacted via email acknowledging receipt of their request form and information describing the process for obtaining a username and password.

### Block Instructions

- (1) Indicate type of submission by putting an X in the appropriate box.
- (2a) Requestor's first name, middle initial and last name.
- (2b) Specify Yes or No to whether requestor is a U.S. Citizen.
- (2c) Requestor's Email address.
- (2d) Requestor's phone number including area code.
- (2e) Requestor's computer Static IP address. ONCE access will be limited to that computer only. [For PCs, Push the "Start" button and select "Run". Type in "cmd" and hit OK. In the newly created window, enter the following command: ipconfig /all. The IP address will be displayed in the output.]
- (3a) Requestor indicates whether U.S. Government employee or not.
- (3b) The requestor's U.S. Government Agency employer
- (3c) The requestor's U.S. Government Supervisor's printed name and organization
- (3d) The requestor's U.S. Government Supervisor's signed name with date
- (4a) For non-U.S. Government employees only. The requestor indicates the company, university, or other organization they are employed with or represent.
- (4b) Mailing address of requestor's affiliation including 9-digit ZIP code.
- (4c) The requestor's Contract Number and Customer Supported.
- (4d) The requestor's Contract Period of Performance.
- (4e) Requestor's check mark indicates that contract noted includes appropriate FAR clause, i.e. Access to Sensitive Information NFS 1852.237-72 AND attach copy of the contract verbiage (including contract cover page).
- (4f) The requestor's description of relevant business activity justifying access to ONCE.
- (4g) The requestor's COTR or government sponsor's name, government agency and home organization.
- (4h) The requestor's COTR or government sponsor's business phone number including area code.
- (4i) The requestor's COTR or government sponsor's signature and date.
- (5) Requestor's signature and date signifying their understanding and acceptance of the complete conditional criteria listed in the Statement of Responsibility.
- (6a) The name and organization code of the ONCE NASA employee granting access to the requestor.
- (6b) The signature and date of the ONCE NASA employee granting access to the requestor.
- (7) Comments field for Official Use Only.