

DIRECTIVE NO. GPG 2810.1
EFFECTIVE DATE: April 16, 2003
EXPIRATION DATE: April 16, 2008

INSTRUCTIONS FOR COMPLETION OF ACCOUNT REQUEST DOCUMENT

1. An Account Request Document required for each user who requests access to a multi-user IT system.
2. Affiliation - organization code, company name, university name, or other affiliation identification.
3. If not a US citizen, indicate citizenship status, such as Permanent Resident Alien or Foreign National. If not accessing the system from within the United States, indicate from what country normal access will occur.
4. For non-Government employees, identification of the official relationship of the requester to NASA (e.g., grant, Memorandum of Understanding, contract, or other work agreement).
5. Access Levels of user - Privileged, Limited privileged, Non-privileged. Foreign nationals who are not international partners cannot be granted privileged or limited privileged access.
6. A Government management official's signature, such as a Branch Chief, Resource Monitor, Grant Monitor, data owner, or Contracting Officer's Technical Representative (COTR), who approves the legitimate need to access the systems to perform, authorized Government activities. A Government designee may be appointed to sign in place of the Government management official.