

TDRS-K,L PROCUREMENT LIBRARY ACCESS

Access to some documentation in the TDRS-K,L Procurement Library is restricted to U.S. Citizens and/or U.S. Permanent Residents with a Green Card.

Some of the documents contained in the TDRS-K,L Procurement Library website fall under two security requirements: International Traffic in Arms Regulations (ITAR) as defined in NPR 2190.1, "NASA Export Control Program", and Sensitive But Unclassified (SBU) regulations as defined in NPR 1600.1, "NASA Security Program Procedural Requirements" (see the Procurement Library's website directory entitled "OTHER" for these requirements). As an account-holder on this website you are required to comply with these requirements.

Users that have acquired access to the TDRS-K,L Procurement Library website need to be aware of their responsibility to the sensitivity and protection requirements of ITAR and SBU documentation. Users handling this documentation shall limit its access to authorized users only (U.S. Citizens and/or a U.S. Permanent Resident with a Green Card). When unattended, this documentation must be stored in a locked file cabinet, locked desk drawer, a locked credenza, or similar locked compartment. It can also be stored in a room or area that has sufficient physical access control measures to afford adequate protection and prevent unauthorized access by unauthorized users. Do not email your comments if they contain ITAR or SBU information. Those comments can only be transmitted first class mail, courier, encrypted FTP, encrypted HTTP, or secure fax. ITAR and/or SBU documentation that is no longer needed shall be removed from IT systems (or if hard copy), shredded, burned, or destroyed in other similar methods that preclude unauthorized disclosure.

Contact Michele Rook, Goddard Space Flight Center (GSFC) Contracting Officer at 301-286-1236 if you have any questions concerning this form or anything else pertaining to the TDRS-K,L Procurement.

To gain access to the TDRS-K,L Procurement Library website, this form must be filled out and emailed to Michele Rook at michele.c.rook@nasa.gov. You will then be contacted with the password and userids to the Procurement Library. By requesting access to the Procurement Library, you are acknowledging that you are accepting responsibility that any further distribution of this information, whether within your company or to potential suppliers or subcontractors, is performed within the restrictions of ITAR.

ACKNOWLEDGEMENT STATEMENT

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 by 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.

TDRS-K, L PROCUREMENT LIBRARY ACCESS REQUEST FORM

(All prospective users must complete this form to gain access to the TDRS-K,L Procurement Library)

LAST NAME FIRST NAME MIDDLE INITIAL

TELEPHONE NUMBER FAX NUMBER

E-MAIL ADDRESS FUNCTIONAL TITLE

ORGANIZATION/COMPANY NAME

BUSINESS MAILING ADDRESS (INCLUDING BLDG AND ROOM NUMBER)

YES NO

NASA CIVIL SERVANT?

IF YES, WHICH CODE DO YOU SUPPORT?

YES NO

U.S. CITIZEN?

YES, EXPIRATION DATE: _____

IF NOT A U.S. CITIZEN -- ARE YOU A U.S. PERMANENT RESIDENT (GREEN CARD HOLDER)? NO

USER SIGNATURE

DATE

CONTRACTING OFFICER SIGNATURE

DATE