

## NASA IV&V Facility In/Change-Processing Form

*This information is required for all new employees/change requests/ or offsite external NASA employees who only need IT access. All fields must be typed!*

*Our office will not process this form if it is not filled out correctly.*

**ATTENTION:** *If you are requesting to be fingerprinted/badged at another NASA site or Center please ensure you request that in advance in section 3.*

*If changing contracts, use Form 1803 to out-process and Form 1801 to in-process with the proper contract information.*

*+Note<sup>1</sup>: Please fill out In-processing specific information on page 2 to ensure proper tools and access needs are met in the most efficient manner. For non-IV&V NASA employees who only need remote IT access to IV&V tools (VPN only), the NASA COR/PM will be responsible for submitting an 1803 out-processing form when access is no longer required.*

1. Names:	
First Name <sup>2</sup>	+*
Middle Name (if none, indicate "N/A")	+*
Last Name	+*
UUPIC <sup>3</sup>	+*

2. Contract & Contractor Information:	
Contractor Name	*
If a Sub, Prime Contractor Name	*
Job Title	
Prime Contract Acronym and Number	
Expiration Date of Contract	
Name of NASA COR/ PM	+*
Employee Start Date	
Full or Part Time	*
Permanent or Temporary Employment	*
Company/Corporate E-mail Address	+
Tool(s) needed for Remote IT access	+

*Note: Office assignment must be coordinated between employer and NASA IV&V Program Support Office.*

3. Office Location Information: (complete "Outside" or "Within" as needed)	
<u>Outside NASA IV&amp;V Facility</u>	<input type="checkbox"/>
I would like to in-process/fingerprint/badge at another NASA Site or Center- Please list	
Office Name	*
Office Address	*
Office Phone Number	*
<hr/>	
<u>Within NASA IV&amp;V Facility</u>	<input type="checkbox"/>
Cubicle/Office Assignment (negotiated with PSO)	*
Associated Phone Number	

*The employer shall submit an electronic copy of this completed form to the NASA IV&V PSO Lead and O&M Lead.*

<sup>1</sup> A plus (+) denotes a required field for Remote IT access (VPN only).

<sup>2</sup> An asterisk (\*) denotes a required field for new employees.

<sup>3</sup> UUPIC is required if the Applicant resides at another center.

**In-Processing Specific Requirements - Choose only one of the below Options**

<b>In-Processing Specific Requirements - Choose only one of the below Options</b>				
	<b>Onsite</b>	<b>Licenses (ECM, Email, etc.)</b>	<b>VPN Access</b>	<b>Physical Access</b>
<input type="checkbox"/>	Full In-process	Yes	Yes	Yes
<input type="checkbox"/>	Physical Access Only	No	No	Yes
	<b>Offsite</b>			
<input type="checkbox"/>	Full In-Process	Yes	Yes	Yes
<input type="checkbox"/>	VPN Only	No	Yes	No
<input type="checkbox"/>	VPN with Physical Access	No	Yes	Yes