

MARCORSYSCOM - CONTRACTOR ACCESS REQUEST (CAR) FORM

PART I (To be completed by Contractor)

1. Type of Request: <input type="checkbox"/> INITIAL <input type="checkbox"/> CHANGE		2. Date: <div style="text-align: right;">17-Aug-2004</div>	
3. Name: (Last, First, MI [NMI = No Middle Initial]) <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.			
4. Organization: MARCORSYSCOM	5. PGD/PM Supported:	6. Country of Citizenship:	7. Phone: <input type="checkbox"/> DSN <input type="checkbox"/> COM
8. Job Title:		9. Contract Number:	10. Contract Expiration Date: <i>(DO NOT include Option or Follow-on years)</i>
11. Contractor Status A. <input type="checkbox"/> On Site Contractor B. <input type="checkbox"/> Frequent Visitor (Network Account Required) C. <input type="checkbox"/> Frequent Visitor (Badge Only)		12. Contractor Company Name/Address:	
13. Government Point of Contact (i.e., COR / COTR):			

STATEMENT OF ACCOUNTABILITY

I certify under the penalties of U.S. Title 18 that the above information is true and correct to the best of my knowledge. By submitting this request I acknowledge that the government has the right to monitor my account activity at any time without notice. I also understand that I must complete a web enabled Information Assurance brief located in the Command's Intranet (**TIGER**) within 10 days of my account being enabled. Please see your ISSO for more information. I understand my obligation to protect my password and not share access to my account with others. I assume responsibility for the data and system which I am granted access to.

14. Contractor Signature:	15. Date:
---------------------------	-----------

PART II (To be completed by ISSO)

TIGER ACCESS (If a TIGER account is required)

The Total Information Gateway for Enterprise Resources (TIGER) is the Command's Intranet, designed to provide a wide range of information and services necessary to support MARCORSYSCOM mission performance. **TO REQUEST ACCESS TO TIGER**, the ISSO must go to TIGER and select Services/IT Support/Contractor Access Request. Fill out all necessary fields for the contractor requiring access and the contractor account will be created within 24 hours. If you have any questions contact the helpdesk at 703-432-4381.

RECOMMENDATION: I recommend that this contractor be granted access as requested in the performance of his/her job function:

16. ISSO Name:	17. Phone:
18. ISSO Signature:	19. Date:

PART III (To be completed by PGD/PM)

20. PGD/PM Validation/Sponsorship: As the Product Group Director/Program Manager, I assume responsibility for this contractor's activity while aboard MARCORSYSCOM. I confirm Network and/or TIGER access is required for the contractor to perform and complete government taskings within the terms of the above stated contract number.

- On-site contractor - Green ID Badge
- Frequent visitor - (Network Account Provided - Green ID Badge)
- Frequent visitor - (No Network Account Provided - Orange (picture) ID Badge)

The contract cited in Block 9 requires this access. I sponsor the individual named herein.

21. Name:	22. Phone:
23. Signature:	24. Date:

Part IV (To be completed by MCSC Commanding General)

The PM has sufficiently justified program requirements that qualify On-Site Contractor Support. This authorization applies to the term of the contract documented in Part I, Item 9 and 10.

25. MCSC Commanding General's Signature:

26. Date:

Aug/17/2004

Part V (To be completed by Contractor)

Conditions of Decal Privileges

Contractors are required to physically return decals to the MARCORSSYSCOM Security Station, or PMO, when the terms of the contract are completed, expired or terminated. The Command Security Station will record the decal number, scrape the decal and return to PMO on behalf of the contractor. Failure to comply will result in denial of future privileges.

27. Name: (Last, First, MI)

28. State of Driver's License and Number:

29. State of License Plate and Number:

30. Make:

31. Vehicle Year:

32. Model:

33. Color:

34. Vehicle Identification Number (VIN):

35. PMO Signature and Date of Decal pickup from PMO:

_____ DATE: _____

36. Name of Car Insurance Company:

37. Insurance Policy Number:

38. Expiration Date of Vehicle Insurance:

Report to Building 2043 for PMO Registration with the following documentation:

- a. CAC
- b. Proof of Insurance
- c. Vehicle Registration
- d. Motor Cycle Safety Program Certification (if applicable)
- e. **Bring In Your Driver License**

INSTRUCTIONS

This form must accompany the Contractor when he/she visits the Security Office to be issued a badge. Once the badge is issued, the Security Office will retain the signed form.

PART I: The Contractor provides the information when requesting a badge and/or network access:

1. Indicate the TYPE OF REQUEST.
2. DATE: Date of request.
3. NAME: The last name, first name, and middle initial of the Contractor. If you do not have a middle name, please enter "NMI".
4. ORGANIZATION: MARCORSYSCOM {Marine Corps Systems Command} is the organization.
5. PGD/PM SUPPORTED: Within the Command, the primary organizational element supported.
6. COUNTRY OF CITIZENSHIP: The contractor's current citizenship status.
7. PHONE: The Defense Switching Network for on-site contractors or your office telephone number for off-site contractors.
8. JOB TITLE: The job function (System Analyst, Engineer, Software Developer, etc.)
9. CONTRACT NUMBER: The contractor's complete Contract Number.
10. CONTRACT EXPIRATION DATE: The current contract expiration date, do not include options or follow-on years.
11. CONTRACTOR STATUS: If box A or B, complete entire form. If box C, complete Parts I and III.
12. CONTRACTOR'S COMPANY NAME/ADDRESS: The contractor's normal place of employment when not aboard the MARCORSYSCOM.
13. GOVERNMENT POINT OF CONTACT: The contract's Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR).
14. CONTRACTOR'S SIGNATURE: Contractor must sign and date the request form with the understanding that you are responsible for your actions while aboard the MARCORSYSCOM. If a Network Account is granted, the contractor's signature also signifies your intent to comply with the Rules and Orders as established by the Command regarding network access and use.
15. DATE: Date contractor signs form.

PART II: The following information is provided by the PGD/PM assigned ISSO:

16. ISSO NAME: The name of the PGD/PM assigned Information Systems Security Officer responsible for this contractor and the individual completing PART II of this form.
17. PHONE: The ISSO phone number.
18. ISSO SIGNATURE: The ISSO completing this form and responsible for this contractor's network access.
19. DATE: Date Contractor Action Request Form was completed and forwarded to the PGD/PM for Sponsorship.

PART III: This section is to be completed by the PGD/PM requiring this Contractor's ID Badge and network access, as appropriate:

20. Confirm the Contractor's access requirements by placing a check in the appropriate box.
21. NAME: The printed name of the PGD/PM sponsoring the contractor's access to the MARCORSYSCOM network and confirming that this access is provided for in the Contract Number identified in Block 9.
22. PHONE: PGD/PM telephone number.
23. SIGNATURE: Authorization.
24. DATE: Date of Authorization.

PART IV: This section is to be completed by the Commanding General, MARCORSYSCOM:

25. COMMANDING GENERAL, MARCORSYSCOM SIGNATURE: Authorization.
26. DATE: Date of Authorization.

PART V: This section is to be completed by the Contractor: **A Form Must Be Submitted For Each Vehicle**

- | | |
|---|--|
| 27. NAME OF CONTRACTOR: | 33. COLOR OF VEHICLE: |
| 28. STATE OF DRIVER'S LICENSE AND NUMBER: | 34. VEHICLE IDENTIFICATION NUMBER (VIN): |
| 29. STATE OF LICENSE PLATE AND NUMBER: | 35. PMO SIGNATURE AND DATE TO PICKUP DECAL FROM PMO: |
| 30. MAKE: Manufacturer | 36. NAME OF CAR INSURANCE COMPANY: |
| 31. VEHICLE YEAR: | 37. INSURANCE POLICY NUMBER: |
| 32. MODEL: | 38. EXPIRATION DATE OF VEHICLE INSURANCE: |

Text Note: When completed, the Security Officer retains the original completed MARCORSYSCOM Contractor Request Form with a suspense date to disable the contractor's access as indicated in Block 10, Contract Expiration Date. For follow-on or option years, the contractor must resubmit this request for network access.

List of Acronyms

AIS	- Automated Information System	MARCORSYSCOM or
CAR	- Contractor Access Request Form	MCSC - Marine Corps Systems Command
ISSM	- Information Systems Security Manager	PGD/PM - Product Group Director/Program Manager
ISSO	- Information Systems Security Officer	RO - Responsible Officer
		TIGER - Total Information Gateway for Enterprise Resources