

NOAA ACQUISITION SYSTEM – C.REQUEST ACCESS REQUEST FORM

This is an application to request limited access to C.Request for contractors. C.Request access to contractors will be granted based on office needs and only for the creation of requisition documents that must be shared with federal Bona Fide Need Certifiers (BFNCs) for line office specific approval processes, in accordance with NOAA AGO Acquisition Alert 14-02.

Contact Client Services, the CBS Helpdesk, at clientservices@noaa.gov or 301-444-3400 Option 3, with any questions.

All applicants must be entered in the NOAA Staff Directory (NSD) prior to obtaining access to NOAA's C.Request. Contractor information can be directly entered into NSD or new submissions or updates can be sent to noaa.staff.directory@noaa.gov.

Applicant Information

Full Legal Name: _____ Title: _____

Email Address: _____ Office Fax: _____

Office Phone: _____ Contract End Date: _____

Line Office: (Please select your office)

AGO	CIO	NMFS	OAR	PPI	USAO
CAO	GC	NOS	OHCS	USAO/FCM	USAO/OED
CFO	NESDIS	NWS	OMAO	Other	_____

C.Request Roles Acknowledgement

Please initial each statement below as acknowledgement related to the role(s) required within the requisition system.

_____ I acknowledge that as a **Requisitioner** when I create a requisition I am required to share that requisition with a Bona Fide Need Certifier for a particular purchase.

_____ I acknowledge that I understand that entering requisitions may present me with procurement sensitive information, and that this information is inherently governmental and not to be shared outside of those with a designated need to know (such as Bona Fide Needs Certifiers and Funds Certifying Officials).

Applicant Signature

Please initial to acknowledge each statement and sign below prior to submission.

_____ The information provided on this form is accurate and it can be validated in the NOAA Staff Directory.

_____ I have completed the mandatory **IT Security Awareness Course**.

Applicant's Signature: _____ Date: _____

Approval for Access to NOAA Acquisition Systems

This section is to be completed by supervisor as listed in the NSD.

I acknowledge the signature below certifies the applicant is authorized to access NOAA Acquisition Systems.

Supervisor's Signature: _____ Date: _____

Send completed form, via email, to clientservices@noaa.gov