

Automated Information Systems (AIS) Entry/Exit Request

1. Requester's Name: (type or print)			Civilian	Contractor	Foreign Nat.	Military	2. NGA Badge No:	
3. Phone #:			4. Office Symbol:		5. Date of Request:		6. Expiration Date:	
* - Wireless is any devices that transmits/sends/and-or receives)								
7a. Media	<input type="checkbox"/>	7e. Badge/Pass		<input type="checkbox"/>	(equipment)			
7b. Equipment	<input type="checkbox"/>			<input type="checkbox"/>	(media)			
7c. Wireless*	<input type="checkbox"/>	(if wireless and NGA owned equipment, then equipment must be identified in SPID documentation)						
7d. Other	<input type="checkbox"/>							
8. Item/Model	Quantity	Classification	Serial No	NGA Bar Code				
If additional items, please use additional pages								
If classified:		9. Provide Current Courier Pass Serial No.				10. Expiration Date:		
Purpose for bringing into NGA facility: Items 11-15								
11. NGA equipment:		15. Current Accreditation		15a. SP_ID:		15b. Expiration Date:		
		15c. MOA/MOU/ISA:		ATP:		ATC:		ATO: Other:
12. Demo/Vendor/Testing:		(must provide location/time/and NGA sponsor name and contact information below, location)						
13. Personal:		(must complete and sign the AIS user agreement)						
14. Other:		(explain below with NGA Sponsor information)						
16. Justification Statement (Provide detailed explanation for request):								
17. Signature of Requester: (print and sign)			Office Code		Ext.			
17a. Government Supervisor /COR/NGA Sponsor: (if Demo/Vendor/Conf: (print and sign)			Office Code		Ext.		Approve	
							Disapprove	
17b. Directorate Hand Receipt Holder - for all equipment: (print and sign)			Office Code		Ext.		Approve	
							Disapprove	
17c. ISSO: Equipment <input type="checkbox"/> OR Media <input type="checkbox"/>			Office Code		Ext.		Approve	
							Disapprove	
17d. ISSM: Equipment AND Media <input type="checkbox"/> Wireless <input type="checkbox"/> (GOV only)			Office Code		Ext.		Approve	
							Disapprove	
17e. SISO/SISI/SIST (if wireless): (print and sign)			Office Code		Ext.		Approve	
							Disapprove	
Take completed form to Work Force Support Center (NCE) or Site Security (STL) to be processed.								
18. AIS Serial #:			Expiration Date:					

