

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/receives							
7a. Media _____		7e. Badge/Pass _____		(equipment)			
7b. Equipment _____				(media)			
7c. Wireless* _____		(if wireless and NGA owned equipment, then equipment must be identified in SPID documentation)					
7d. Other _____							
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. Asset Custodian - For Accountable Property Only: (print and sign) _____				Office Code		Ext.	Approve
							Disapprove
17b. Government Supervisor/COR/NGA Sponsor: (if Demo/Vendor/Conf) (print and sign) _____				Office Code		Ext.	Approve
							Disapprove
17c. TAM Property Team Representative: (if equipment is checked) (print and sign) _____				Office Code		Ext.	Approve
							Disapprove
17d. ISSO: Equipment _____ OR Media _____ (print and sign)				Office Code		Ext.	Approve
							Disapprove
17e. ISSM: Equipment AND Media _____ Wireless _____ (GOV only) (print and sign)				Office Code		Ext.	Approve
							Disapprove
17f. 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: _____			

