

Request For ICAPP Account

PART I - Requester Information

Submittal Date: _____

Type of Request:	<input type="checkbox"/> New	<input type="checkbox"/> Change to Existing Login / Permissions		
Type of Access:	<input type="checkbox"/> CM	<input type="checkbox"/> Spares	<input type="checkbox"/> M&O	
Requester:	<input type="checkbox"/> Civilian	<input type="checkbox"/> Contractor	<input type="checkbox"/> Military	
Requester Name:	_____			
Complete Mailing Address (include building number, office symbol and office title)	_____			
Phone Number:	_____	<input type="checkbox"/> Local	<input type="checkbox"/> DSN	<input type="checkbox"/> Commercial
Email Address:	_____			

PART II - Contractor Personnel - *All Attachments and Information Must Be Provided*

Company Name:	_____	Phone Number:	_____
Complete Mailing Address:	_____		
Contract Number:	_____	End Date:	_____
Contracting Officer Representative (COR):	_____		
COR Phone Number/Office Symbol:	_____		
COR Signature:	_____	Date:	_____
<i>* The COR certifies requester's "need-to know" IAW contract requirements.</i>			
<i>**Attachments: Excerpt from Statement of Work (directly from contract). Letter on Company Letterhead signed by the Facility Security Manager stating: the requester's name, clearance level, clearing agency and date granted.</i>			

PART III - Signatures - Government and Contractor Personnel - *All Fields Must Be Completed*

Requester's Supervisor (printed) Name/Title/Office Symbol/Phone Number	_____		
Supervisor Signature:	_____	Date:	_____

PART IV - Justification - *Field Must Be Completed*

Enter Justification for ICAPP Access:

PART V - CONFIGURATION MANAGEMENT (CM) Access - Signatures required where indicated

1. CONFIGURATION MANAGEMENT (CM) MODULE:

CM Access:

- Query
 - Update ALL CM
 - Update ONLY CHG/REL
- Update & CHG/REL: Kimberly A. Hendriks / (Alt) Craig Neitzke (RDMR-SET)

CM Activity Rpt:

- Run (**Restricted**)
- Run: Kimberly A. Hendriks / (Alt) Craig Neitzke (RDMR-SET)

CM Document Number Assignment (DNA) Data:

- Query
 - Update
- Update: Kimberly A. Hendriks / (Alt) Craig Neitzke (RDMR-SET)

CM Common Item Data (CID):

- Query
 - Update
- Update: Kimberly A. Hendriks / (Alt) Craig Neitzke (RDMR-SET)

PART VI - *SPARES Access* - Signatures required where indicated

2. SUPPLEMENTAL DATA MODULE (SPARES):

Spares RSL Worksheet:

- Query
- Prepare/Update
- Approve

Approve: John Farris / (Alt) Dan Frey (RDMR-SEI)

Spares CDRLs-1423s:

- Query
- Prepare/Update
- Approve
- Concur

SNRR/TAMMS-A: Renate Richters / (Alt) Alex Brock (AMSAM-OPM)
Blank CDRL/SOW/DSL: Kimberly A. Hendriks / (Alt) John Farris (RDMR-SET, RDMR-SEI)
Concur (Blank CDRL): Kimberly A. Hendriks / (Alt) Craig Neitzke (RDMR-SET)

Spares Packaging Requirements:

- Query
- Prepare/Update

Prepare/Update: Marguerite Saffold / (Alt) Steven Geaschel / (Alt) Edward Hunter (AMSAM-MS-CDS)

Spares Technical Certification:

- Query
- Prepare/Update
- Approve
- Concur

Approve/Concur: John Farris / (Alt) Dan Frey (RDMR-SEI)

PART VI - *SPARES Access* - Signatures required where indicated

3. PROCUREMENT MANAGEMENT (PM) MODULE (SPARES):

PM Usage:

- Query
- TD Update
- CIO/G6 Update
- ENGR Update
- QUAL Update
- TRANS Update
- PKG Update
- ACC Update

TD Update: Kimberly A. Hendriks / (Alt) Craig Neitzke (RDMR-SET)
CIO/G6 Update: Gaynell Adams / (Alt) Margaret (Peggy) Rising (AMSAM-CIE-E)
ENGR Update: John Farris / (Alt) Dan Frey (RDMR-SEI)
QUAL Update: John Farris / (Alt) Dan Frey (RDMR-SEI)
TRANS Update: Mabel McGhee / (Alt) Tiffany Scharf / (Alt) Janice Hopkins (AMSAM-MS-CDT)
PKG Update: Marguerite Saffold / (Alt) Steven Geaschel / (Alt) Edward Hunter (AMSAM-MS-CDS)
ACC Update: John Farris (RDMR-SEI) / (Alt) Kimberly A. Hendriks (RDMR-SET)

PM Usage QA Maintenance:

- Update

Update: John Farris / (Alt) Dan Frey (RDMR-SEI)

PM Condition:

- Query
- Update
- Update & Custodian

Update: John Farris / (Alt) Dan Frey (RDMR-SEI)
Update & Custodian: Gaynell Adams / (Alt) Margaret (Peggy) Rising (AMSAM-CIE-E)

PM Restricted Source List (RSL): Request Access on Page 3, Supplemental Data Module, Spares Technical Certification

PM Vendor Address:

- Query
- Update

Update: John Farris / (Alt) Dan Frey (RDMR-SEI)

PM LMP AMC 1095s (PR, PWD):

- Query (*Signature Required*)

Query: John Farris (RDMR-SEI) / (Alt) Kimberly A. Hendriks (RDMR-SET)

NOTE: 1095/PR/PWD Query access will NOT be granted without required signature.

PM Override ECPs:

- Query
- Update

Update: Kimberly A. Hendriks / (Alt) Craig Neitzke (RDMR-SET)

PM Transportation:

- Query
- Update
- Update FAR Clauses

Update & FAR: Mabel McGhee / (Alt) Tiffany Scharf / (Alt) Janice Hopkins (AMSAM-MS-CDT)

PM Multiyear Buy:

- Run

PART VI - **SPARES Access** - Signatures required where indicated

4. ENVIRONMENTAL MANAGEMENT MODULE (SPARES):

Environmental Management:

- Query
- Update
- ATR Coordinator
- Cancel Specification
- ATR

Update All Levels: Kimberly Smith / (Alt) Daphne Petre (AMSAM-ENV)

5. PROCUREMENT BASELINE FREEZE (BLF) MODULE (SPARES):

Spares Baseline Freeze:

- Query
- Create Events 1 - 4
- Create Event 5
- Change PRON

Event 2: Kimberly A. Hendriks / (Alt) Craig Neitzke (RDMR-SET)
Events 2 & 5: Gaynell Adams / (Alt) Margaret (Peggy) Rising (AMSAM-CIE-E)
Events 3 & 4 : John Farris / (Alt) Jason Witt (RDMR-SEI)
Change PRON: Gaynell Adams / (Alt) Margaret (Peggy) Rising (AMSAM-CIE-E)

6. PACKAGING OPTIONS MODULE (SPARES):

Spares Packaging Options:

- Query
- Update

Update: Marguerite Saffold / (Alt) Steven Geaschel / (Alt) Edward Hunter (AMSAM-MS-CDS)

7. AVIATION BREAKOUT DATA (SPARES):

Spares Aviation Breakout Data:

- Query

8. CRITICAL SAFETY ITEMS (CSI) (SPARES):

Spares CSI Access (granted with CM Query):

- Query

9. BREAKDOWN REPORTS (SPARES):

- CM Technical Data Package List (TDPL): Request CM Query Access on page 2
- PM Technical Data Package List (TDPL): Request PM Usage Query Access on page 4
- BLF Technical Data Package List (TDPL): Request Procurement Baseline Freeze (BLF) Access on page 5
- Generation Breakdown List (GBL): Request CM Query Access on page 2

PART VII - MAINTENANCE & OVERHAUL (M&O) Access - Signatures required where indicated

10. MAINTENANCE AND OVERHAUL (M&O) MODULE:

M&O Pre Award:

M&O Detail Information:

- Query
- Update

Update: Kimberly A. Hendriks / (Alt) Craig Neitzke (RDMR-SET)

M&O Configuration Info:

- Query
- Update

Update: Kimberly A. Hendriks / (Alt) Craig Neitzke (RDMR-SET)

M&O Pre Award Usage Information:

- Query
- AED 1 Update
- AED 2 / 3 Update
- ACC Update
- BUDGET Update
- CMO Update
- DATA MGT Update
- ENGRG Update
- ENVIR Update
- PKG Update
- QUAL Update
- ALC 1 / 2 / 3 / 4 Update
- SNRR/TAMMS-A Update
- STAT ACCT Update
- TRANSP Update

AED 1 Update: Teresa Elaine Lambert / (Alt) Carlos Rivera (RDMR-AEM)
AED 2-3 Update: Humberto Hernandez / (Alt) Kevin Rees (RDMR-AEM)
ACC Update: Regina Hawkins / (Alt) Isaac McKenzie (CCAM-AL-M)
BUDGET Update: Willie Sandifer (AMSAM-MSO-OBR)
CMO Update: Deborah Edwards / (Alt) Shelly Muhammad / (Alt) Chrishana Hunt-Granger (AMSAM-CM)
DATA MGT Update: Kimberly A. Hendriks / (Alt) Craig Neitzke (RDMR-SET)
ENGR Update: John Farris / (Alt) Dan Frey (RDMR-SEI)
ENV Update: Kimberly Smith / (Alt) Daphne Petre (AMSAM-EN)
PKG Update: Marguerite Saffold / (Alt) Steven Geaschel / (Alt) Edward Hunter (AMSAM-MSO-CDS)
QUAL Update: J. Welschoff / (Alt) J. Stewart / (Alt) P. Williams / (Alt) D. Walton / (Alt) G. Clark (RDMR-SEQ)
ALC 1-4 Update: S. Taylor Vinson / (Alt) Lisa Enright (AMSAM-MAV-CA)
ALC 1-4 Update: Erika D. Southward / (Alt) Tihera L. Duckett (AMSAM-MAV-AA & AD)
ALC 1-4 Update: Claude McClendon / (Alt) Darnesheia Alexander (AMSAM-MAV-CP)
ALC 1-4 Update: Lisa Terrell / (Alt) Edmund Cholewa (AMSAM-MAV-SA)
ALC 1-4 Update: James Lee III / (Alt) Keithly Ible (AMSAM-MAV-SO)
ALC 1-4 Update: Bernida Childs / (Alt) David McRee (AMSAM-MAV-UB)
ALC 1-4 Update: Ed Newell / (Alt) Jeremiah Wesson (AMSAM-MAV-UE)
SNRR/TAMMS-A: Renate Richters / (Alt) Alex Brock (AMSAM-OPM)
STAT ACCT Update: Kimberly A. Hendriks / (Alt) Craig Neitzke (RDMR-SET)
TRANSP Update: Mabel McGhee / (Alt) Tiffany Scharf / (Alt) Janice Hopkins (AMSAM-MSO-CDT)

M&O Source Information:

- Query
- Update

Update: John Farris / (Alt) Dan Frey (RDMR-SEI)

M&O Vendor Address Info:

- Query
- Update

Update: Teresa Elaine Lambert / (Alt) Carlos Rivera (RDMR-AEM)

M&O Baseline Freeze:

- Query
- Create Event P
- Create Event 5

Create Events P & 5: S. Taylor Vinson / (Alt) Lisa Enright (AMSAM-MAV-CA)
Create Events P & 5: Erika D. Southward / (Alt) Tihera L. Duckett (AMSAM-MAV-AA & AD)
Create Events P & 5: Claude McClendon / (Alt) Darnesheia Alexander (AMSAM-MAV-CP)
Create Events P & 5: Lisa Terrell / (Alt) Edmund Cholewa (AMSAM-MAV-SA)
Create Events P & 5: James Lee III / (Alt) Keithly Ible (AMSAM-MAV-SO)
Create Events P & 5: Bernida Childs / (Alt) David McRee (AMSAM-MAV-UB)
Create Events P & 5: Ed Newell / (Alt) Jeremiah Wesson (AMSAM-MAV-UE)

PART VII - MAINTENANCE & OVERHAUL (M&O) Access - Signatures required where indicated

10. MAINTENANCE AND OVERHAUL (M&O) MODULE Continued:

M&O Pre Award Continued:

M&O Supplemental Data Forms:

M&O Tech J&C:

- Query
- Prepare/Update
- Approve
- CMO Approve

Prepare & Approve: S. Taylor Vinson / (Alt) Lisa Enright (AMSAM-MAV-CA)
Prepare & Approve: Erika D. Southward / (Alt) Tihera L. Duckett (AMSAM-MAV-AA & AD)
Prepare & Approve: Claude McClendon / (Alt) Darnesheia Alexander (AMSAM-MAV-CP)
Prepare & Approve: Lisa Terrell / (Alt) Edmund Cholewa (AMSAM-MAV-SA)
Prepare & Approve: James Lee III / (Alt) Keithly Ible (AMSAM-MAV-SO)
Prepare & Approve: Bernida Childs / (Alt) David McRee (AMSAM-MAV-UB)
Prepare & Approve: Ed Newell / (Alt) Jeremiah Wesson (AMSAM-MAV-UE)
CMO Approve: Deborah Edwards / (Alt) Shelley Muhammad / (Alt) Chrishana Hunt-Granger (AMSAM-CM)

M&O Quality Assurance:

- Query
- Prepare/Update
- Approve

Prepare & Approve: J. Welschoff / (Alt) J. Stewart / (Alt) P. Williams / (Alt) D. Walton / (Alt) G. Clark (RDMR-SEQ)

M&O Requirement J&C:

- Query
- Prepare/Update
- Approve

Prepare & Approve: S. Taylor Vinson / (Alt) Lisa Enright (AMSAM-MAV-CA)
Prepare & Approve: Erika D. Southward / (Alt) Tihera L. Duckett (AMSAM-MAV-AA & AD)
Prepare & Approve: Claude McClendon / (Alt) Darnesheia Alexander (AMSAM-MAV-CP)
Prepare & Approve: Lisa Terrell / (Alt) Edmund Cholewa (AMSAM-MAV-SA)
Prepare & Approve: James Lee III / (Alt) Keithly Ible (AMSAM-MAV-SO)
Prepare & Approve: Bernida Childs / (Alt) David McRee (AMSAM-MAV-UB)
Prepare & Approve: Ed Newell / (Alt) Jeremiah Wesson (AMSAM-MAV-UE)

M&O FRAB:

- Query
- Prepare/Update
- Approve

Prepare & Approve: Kimberly A. Hendriks / (Alt) Craig Neitzke (RDMR-SET)

M&O Statement of Work:

- Query
- Prepare/Update

Prepare/Update: S. Taylor Vinson / (Alt) Lisa Enright (AMSAM-MAV-CA)
Prepare/Update: Erika D. Southward / (Alt) Tihera L. Duckett (AMSAM-MAV-AA & AD)
Prepare/Update: Claude McClendon / (Alt) Darnesheia Alexander (AMSAM-MAV-CP)
Prepare/Update: Lisa Terrell / (Alt) Edmund Cholewa (AMSAM-MAV-SA)
Prepare/Update: James Lee III / (Alt) Keithly Ible (AMSAM-MAV-SO)
Prepare/Update: Bernida Childs / (Alt) David McRee (AMSAM-MAV-UB)
Prepare/Update: Ed Newell / (Alt) Jeremiah Wesson (AMSAM-MAV-UE)

M&O CDRLs:

- Query
- Prepare/Update
- Approve
- Concur

SNRR/TAMMS-A: Renate Richters / (Alt) Alex Brock (AMSAM-OPM)
Non-SNRR/TAMMS-A: S. Taylor Vinson / (Alt) Lisa Enright (AMSAM-MAV-CA)
Non-SNRR/TAMMS-A: Erika D. Southward / (Alt) Tihera L. Duckett (AMSAM-MAV-AA & AD)
Non-SNRR/TAMMS-A: Claude McClendon / (Alt) Darnesheia Alexander (AMSAM-MAV-CP)
Non-SNRR/TAMMS-A: Lisa Terrell / (Alt) Edmund Cholewa (AMSAM-MAV-SA)
Non-SNRR/TAMMS-A: James Lee III / (Alt) Keithly Ible (AMSAM-MAV-SO)
Non-SNRR/TAMMS-A: Bernida Childs / (Alt) David McRee (AMSAM-MAV-UB)
Non-SNRR/TAMMS-A: Ed Newell / (Alt) Jeremiah Wesson (AMSAM-MAV-UE)
Concur: Kimberly A. Hendriks / (Alt) Craig Neitzke (RDMR-SET)

PART VII - MAINTENANCE & OVERHAUL (M&O) Access - Signatures required where indicated

10. MAINTENANCE AND OVERHAUL (M&O) MODULE Continued:

M&O Pre Award Continued:

M&O Supplemental Data Forms Continued:

M&O Transportation Requirements:

- Query
- Prepare/Update

Prepare/Update: Mabel McGhee / (Alt) Tiffany Scharf / (Alt) Janice Hopkins (AMSAM-MS-CDT)

M&O Packaging Requirements:

- Query
- Prepare/Update

Prepare/Update: Marguerite Saffold / (Alt) Steven Geaschel / (Alt) Edward Hunter (AMSAM-MS-CDS)

M&O AED Requirements Data:

- Query
- Prepare/Update

Prepare/Update: Humberto Hernandez / (Alt) Kevin Rees (RDMR-AEM)

M&O Post Award:

M&O Post Award Usage Information:

- Query
- ACC Update
- DODAAC Update
- SMB Update
- ALC Update
- QUAL Update
- AED / QE Update **

ACC Update: Regina Hawkins / (Alt) Isaac McKenzie (CCAM-AL-M)
DODAAC Update: Randy McFerran / (Alt) Odri Hastings (AMSAM-MS-C)
SMB Update: Randy McFerran / (Alt) Justin Kelso (AMSAM-MS-C)
ALC Update: S. Taylor Vinson / (Alt) Lisa Enright (AMSAM-MAV-CA)
ALC Update: Erika D. Southward / (Alt) Tihera L. Duckett (AMSAM-MAV-AA & AD)
ALC Update: Claude McClendon / (Alt) Darnesheia Alexander (AMSAM-MAV-CP)
ALC Update: Lisa Terrell / (Alt) Edmund Cholewa (AMSAM-MAV-SA)
ALC Update: James Lee III / (Alt) Keithly Ible (AMSAM-MAV-SO)
ALC Update: Bernida Childs / (Alt) David McRee (AMSAM-MAV-UB)
ALC Update: Ed Newell / (Alt) Jeremiah Wesson (AMSAM-MAV-UE)
QUAL Update: J. Welschoff / (Alt) J. Stewart / (Alt) P. Williams / (Alt) D. Walton / (Alt) G. Clark (RDMR-SEQ)
AED Update: Humberto Hernandez / (Alt) Kevin Rees (RDMR-AEM)
QE Update: Lee Drake (RDMR-SEU)

**** Requires both AED and QE Signatures before access will be granted**

AED / QE Update: 2nd Signature - See above

M&O DODAAC Form:

- Query
- ACC Update
- DODAAC Update

ACC Update: Regina Hawkins / (Alt) Isaac McKenzie (CCAM-AL-M)
DODAAC Update: Randy McFerran / (Alt) Odri Hastings (AMSAM-MS-C)

M&O DA 720 Form:

- Query
- Update
- Approve

Update: S. Taylor Vinson / (Alt) Lisa Enright (AMSAM-MAV-CA)
Update: Erika D. Southward / (Alt) Tihera L. Duckett (AMSAM-MAV-AA & AD)
Update: Claude McClendon / (Alt) Darnesheia Alexander (AMSAM-MAV-CP)
Update: Lisa Terrell / (Alt) Edmund Cholewa (AMSAM-MAV-SA)
Update: James Lee III / (Alt) Keithly Ible (AMSAM-MAV-SO)
Update: Bernida Childs / (Alt) David McRee (AMSAM-MAV-UB)
Update: Ed Newell / (Alt) Jeremiah Wesson (AMSAM-MAV-UE)
Approve: Randy McFerran / (Alt) Justin Kelso (AMSAM-MS-C)