



# CAATS CONTRACTOR ACCESS REQUEST FORM

**PRIVACY ACT STATEMENT:** The information is solicited under authority of Title 38, United States Code and Executive Order 9397 and is necessary to accomplish the action requested by the requester, including establishing, modifying or deleting a Network Resources Customer Account. Furnishing the information on this form is voluntary; however, if the information is not furnished, we will be unable to take further action on your request.

1. ACTION REQUESTED *(Check only one)*

CREATE NEW CUSTOMER       MODIFY EXISTING CUSTOMER       DELETE EXISTING CUSTOMER

2. CUSTOMER INFORMATION

|                                                |                         |                                                   |
|------------------------------------------------|-------------------------|---------------------------------------------------|
| A. FULL NAME <i>(First Name, Last Name)</i>    |                         | B. CAATS USER ID <i>(Email Address)</i>           |
| C. COMPANY                                     | D. ADDRESS              | E. CITY/STATE/ZIP                                 |
| F. TELEPHONE NUMBER <i>(Include Area Code)</i> | G. JOB TITLE/DEPARTMENT | H. VENDOR CODE <i>(Tax Identification Number)</i> |

SECTION A

| STATION ACCESS NEEDED<br><i>(List all stations you need access to in CAATS)</i> | OBLIGATION NUMBER/<br>CONTRACT NUMBER | ROLE                                                                  |
|---------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------------------|
|                                                                                 |                                       | <input type="checkbox"/> INITIATOR <input type="checkbox"/> READ ONLY |
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All access requested above will require approval before action can be completed. Send this form electronically to your VR&E representative.

**NOTE: Do not combine multiple staff in one email request.**

3. SIGNATURES

|                                    |      |
|------------------------------------|------|
| REQUESTING OFFICIAL AND TITLE      | DATE |
| VR&E OFFICIAL AND TITLE            | DATE |
| CAATS APPROVING OFFICIAL AND TITLE | DATE |