

## HOW TO FILL OUT AN ORBITAL DATA REQUEST (USSTRATCOM FORM 1)

**NOTE:** Information entered into the form should be within the grayed-in sections, DO NOT make modifications to the form. When using quotations, use single quotes as opposed to double quotes.

**NOTE:** When submitting a request for website access, ONLY the individuals listed in the TECH/OP LEVEL section will be given a user name and password. If multiple accounts are required please submit only one Form1 with the required users listed in Block 5.

### **BLOCK**      **ENTRY**

- 1            Show date of preparation in the "DDMMYY" format.
- 3            Name and full address of the requesting agency
- 4-5        Management / Technician Level POC's. Please provide full contact information.
- 6            Cite the military contract title or common name and branch of service this request is supporting.
- 7            All requests not associated with or approved by a DoD Military contract monitor are coordinated through NASA Goddard Space Flight Center's USSTRATCOM Liaison.
- 8            Give a brief description of the project, what data is requested, how the data is used, and an end result of the use of the data.
- 9            Identify the exact data needed and the time span required. Results that are general in nature cannot be filled until the exact needs are known.
- 10         Define any special requirements peculiar to the request or the use of the data, its accuracy, and so forth.
- 11         Specify mailing address, nearest military installation, teletype address or other information that indicates the best method of delivery for the data requested.
- 12         Enter the date you would like to start receiving the data you are requesting.
- 13         For recurring data request, enter a stop date. Maximum length of request cannot exceed one year without resubmitting a new Form 1. Leave this section blank if this is a one-time request.
- 14         Redistribution policy filled in.
- 15         For electronic submissions enter ///SIGNED/// followed by the full name of the requestor.
- 16-19      The DoD or Federal government-contracting officer verifies the civilian contractor's need for the data. If the data is classified, the company's need-to-know is stated in writing. The contracting officer is the point of contact for questions on the data request.
- 20-21     Type the name and grade of the approving official in your organization. Enter ///SIGNED/// for electronic submissions.

**NOTE:** **All users are required to revalidate their need for orbital data on a yearly basis.** To submit a new form one or to revalidate your need for orbital data, military and or military contractors must send a completed USSTRATCOM Form 1 to [form1@vandenberg.af.mil](mailto:form1@vandenberg.af.mil) or fax (as a contingency) to JFCC SPACE/J95 at DSN 275-1610 or commercial (805) 606-1610. Questions concerning Form 1 approval should be directed to the JFCC SPACE/J95 office at DSN 275-6578 or commercial (805) 605-6578.

All requests not associated with or approved by a DoD Military contract monitor are coordinated through NASA Goddard Space Flight Center's USSTRATCOM Liaison. Requests should be submitted to [form1-liaison@ncc-comm.gsfc.nasa.gov](mailto:form1-liaison@ncc-comm.gsfc.nasa.gov) or fax (as a contingency) to (301) 286-0365. Questions concerning Form 1 coordination should be directed to the USSTRATCOM Liaison at (301) 286-5414.

<b>ORBITAL DATA REQUEST</b>		<b>1. DATE OF PREPARATION:</b>	
<b>2. To:</b> JFCC SPACE/J95 Vandenberg AFB, California		<b>3. FROM:</b> <i>(Requesting agency – Name, address, and ZIP)</i>	
<i>Acceptance of data provided pursuant to this request constitutes agreement not to hold USSTRATCOM or its components liable for any claims that might result from use of data, including, but not limited to claims for liability arising out of the use or accuracy of the data.</i>			
<b>REQUESTOR DATA</b>			
<b>NAMES OF CONTACTS</b>	<b>ADDRESS</b>	<b>TELEPHONE/FAX</b>	<b>E-MAIL (Preferred)</b>
<b>4. MANAGEMENT LEVEL</b>		<b>Voice:</b> <b>Fax:</b>	<b>E-mail:</b>
<b>5. TECH/OP LEVEL</b>		<b>Voice:</b> <b>Fax:</b>	<b>E-mail:</b>
<b>6. PROJECT TO BE SUPPORTED</b>		<b>7. DATE COORDINATED BY NASA</b> <i>(if applicable)</i>	
<b>8. NARRATIVE REQUEST AND/OR PROJECT DESCRIPTION</b> <i>(if not sensitive, describe use and justification data)</i>			
<b>9. SPECIFIC DATA REQUIRED</b> <i>(Standard outputs should be specified whenever possible)</i>			
<b>10. SPECIAL REQUIREMENTS</b> <i>(Specify accuracy of data and frequency of data required)</i>			
<b>11. MODE OF DELIVERY</b> <i>(Indicate whether mail or teletype, provide addresses, routing indicators, attention lines, etc. Also specify classification requirements)</i>			
<b>12. DATE DATA REQUIRED</b> <i>(Allow 30 days For routine requests)</i>		<b>13. DATE FOR TERMINATION OF DATA</b> <i>(Maximum 1 year)</i>	
<b>14. Redistribution Certification:</b> I certify that the data obtained through this request will not be redistributed to any individual or agency not listed on this form. <input checked="" type="checkbox"/>		<b>15. Requestor's Signature</b>	
<b>MILITARY PROGRAM OR PROJECT MONITOR CERTIFICATION</b>			
<b>16. CONTRACT #</b>	<b>17. CONTRACT MONITOR</b>	<b>18. ADDRESS</b> Address City, State, Zip	<b>19. PHONE</b>
<b>20. TYPED NAME AND GRADE OF APPROVING OFFICIAL</b>			<b>21. SIGNATURE</b>