HOW TO FILL OUT AN ORBITAL DATA REQUEST (ODR)

NOTE: When submitting a request for specialized website access, all individuals must have a valid user account on www.space-track.org. If access for multiple users is required, please submit one ODR with all of their Space-Track.org usernames in Box 5 or an attached appendix.

BLOCK	ENTRY
1	Show date of preparation in the "DDMMMYY" 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 U.S. government contract title or common name and branch of service this request is supporting.
7	All requests associated with, or in direct support of, a joint NASA mission are coordinated through NASA Goddard Space Flight Center's USSTRATCOM Liaison (email: **form1-liaison@ncc-comm.gsfc.nasa.gov**; phone: (301) 286-5414).
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.

For redistribution requests, please include distribution list, purpose of redistribution, and examples of redistributed products (provide website if applicable). Attach as an appendix (or appendices), as necessary.

9	Identify the exact data needed and the time span required. Requests 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, email 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 ODR. Leave this section blank if this is a one-time request.
14	Redistribution policy. Requestors need to check the box acknowledging the redistribution policy for the data requested.
15	For requesting agencies that DO NOT have a standing agreement with USSTRATCOM, a pen signature is required (a scanned copy needs to be submitted for processing). For requesting agencies that have a standing agreement with USSTRATCOM, are U.S. government entities, or are contracted by a U.S. government entity, 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 contracting officer. Enter ///SIGNED/// for electronic submissions.
22-26	For JFCC SPACE internal use only.

NOTE: **All users are required to revalidate their need for orbital data on a yearly basis**.

U.S. government and/or U.S. government contractors: To submit a new ODR, or to revalidate your need for orbital data, send a completed ODR to **jspoc.orbitaldatarequest@us.af.mil** or fax (as a contingency) to JFCC SPACE/J95 at DSN 276-4057 or commercial (805) 606-4057. Questions concerning ODR approval should be directed to **jspoc.orbitaldatarequest@us.af.mil**. Classified requests may be sent to odr@afspc.af.smil.mil.

All other requests not associated with or approved by a U.S. government contract monitor are coordinated through JFCC SPACE/J3 (Operations Directorate). Requests should be submitted to **odr@space-track.org.** Questions concerning ODR approval should be directed to **odr@space-track.org.**

ORBITAL DATA REQUEST	1. DATE OF PREPARATION:
2. To: JFCC SPACE Vandenberg AFB, California	**3. FROM:** *(Requesting agency – Name, address, and ZIP)*

Submission of this request constitutes an agreement not to hold the United States, any agencies and instrumentalities thereof, and any individuals, firms, corporations, and other persons acting for the United States, liable for any cause of action arising from the provision or receipt of space situational awareness services or information. 10 USC 2274(g).

REQUESTOR DATA

NAMES OF CONTACTS	ADDRESS	TELEPHONE/FAX	E-MAIL (Preferred)
4. **MANAGEMENT LEVEL**		Voice: Fax:	
5. **TECH/OP LEVEL**		Voice: Fax:	
6. **PROJECT TO BE SUPPORTED**		7. **DATE COORDINATED BY NASA** *(if applicable)*	

8. NARRATIVE REQUEST AND/OR PROJECT DESCRIPTION
(if not sensitive, describe use and justification data. For redistribution requests, please include distribution list, purpose of redistribution, and examples of redistributed products [provide website if applicable]. Attach as an appendix, as necessary.)

9. SPECIFIC DATA REQUIRED
(Standard outputs should be specified whenever possible)

10. SPECIAL REQUIREMENTS
(Specify accuracy of data and frequency of data required)

11. MODE OF DELIVERY
(Indicate whether mail or teletype, provide addresses, routing indicators, attention lines, etc. Also specify classification requirements)

12. **DATE DATA REQUIRED** *(Allow 30 days for routine requests)*	13. **DATE FOR TERMINATION OF DATA** *(Maximum 1 year)*
14. REDISTRIBUTION CERTIFICATION: I certify that the data, analysis of data, or technical information received through this request will not be transferred to any individual or agency not listed on this form, unless authorized otherwise by USSTRATCOM. ☐	**15. REQUESTOR SIGNATURE**

MILITARY PROGRAM OR PROJECT MONITOR CERTIFICATION
(Blocks 16-21 Required only for requests directly supporting US Government programs or projects)

16. CONTRACT #	17. CONTRACT MONITOR	18. ADDRESS Address City, State, Zip	19. PHONE
20. TYPED NAME AND GRADE OF APPROVING CONTRACT OFFICER		21. CONTRACT OFFICER SIGNATURE	

ODR APPROVAL
(FOR JFCC SPACE INTERNAL USE ONLY)

22. ☐ APPROVED ☐ APPROVED W/CAVEAT (see block 24) ☐ DISAPPROVED	23. DATE:
24. APPROVAL CAVEAT(s) (if any)	
25. TYPED NAME AND GRADE OF ODR APPROVING OFFICIAL	26. APPROVING OFFICIAL SIGNATURE

ODR, JUN 2014