

## 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](http://www.space-track.org). If access for multiple users is required, please submit one ODR with all of their Space-Track.org usernames.

### **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 State the name of the project or program the data will support.
- 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: [odr-liaison@lists.nasa.gov](mailto:odr-liaison@lists.nasa.gov); phone: (301) 286-9545). If direct support is needed from Goddard OSAs, check the box.**
- 8 Give a brief description of the project, to include why the data is needed and the intended end result of the use of the data. For redistribution requests, please include who the data will be redistributed to, the purpose of redistribution, and examples of redistributed products (provide website, if applicable). Attach an appendix, if 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, such as time period and frequency of delivery.
- 11 Specify Space-Track.org account, email address, mailing address, or other information that indicates the best method of delivery for the data requested at the appropriate security level.
- 12 Enter the date you would like to start receiving the data you are requesting. Please allow 30 days from the date of request.
- 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.
- 16-17 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.
- 18-19 Type the name and grade of the approving contracting officer. Enter ///SIGNED/// for electronic submissions.
- 20-24 For JFSCC internal use only.

### **NOTE:**

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

### **SUBMISSION**

All requests should be submitted to [jspoc.ssasharing@us.af.mil](mailto:jspoc.ssasharing@us.af.mil).  
Questions concerning ODR approval should be directed to [jspoc.ssasharing@us.af.mil](mailto:jspoc.ssasharing@us.af.mil) or +1-805-606-2675.

Classified requests may be sent to [odr@afspc.af.smil.mil](mailto:odr@afspc.af.smil.mil).

<b>ORBITAL DATA REQUEST</b>		<b>1. DATE OF PREPARATION:</b>	
<b>2. To:</b> JFSCC, Vandenberg AFB, California		<b>3. FROM:</b> (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).			
<b>REQUESTOR DATA</b>			
<b>NAMES OF CONTACTS</b>	<b>ADDRESS</b>	<b>TELEPHONE/FAX</b>	<b>E-MAIL</b>
<b>4. MANAGEMENT LEVEL</b>		Office: Mobile:	
<b>5. TECH/OP LEVEL</b>		Office: Mobile:	
<b>6. PROJECT TO BE SUPPORTED</b>		<b>7. NASA Coordination (NASA missions only)</b> Date: _____ Goddard OSA support required? <input type="checkbox"/>	
<b>8. NARRATIVE REQUEST AND/OR PROJECT DESCRIPTION</b> (Describe the project/program the data will support, why the data is needed, and the intended end-result.)			
<b>9. SPECIFIC DATA REQUIRED</b> (Standard formats should be specified whenever possible.)			
<b>10. SPECIAL REQUIREMENTS</b> (Specify time period, frequency, etc., of requested data)			
<b>11. MODE OF DELIVERY</b> (e.g. email addresses, Space-Track.org accounts, routing indicators, mailing address, etc. Also specify classification requirement)			
<b>12. DATE DATA REQUIRED</b> (Allow 30 days for routine requests)		<b>13. DATE FOR TERMINATION OF DATA</b> (Maximum 1 year)	
<b>14. REDISTRIBUTION CERTIFICATION:</b> 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. <input type="checkbox"/>		<b>15. REQUESTOR SIGNATURE</b>	
<b>MILITARY PROGRAM OR PROJECT MONITOR CERTIFICATION</b> (Blocks 16-19 Required only for requests directly supporting US Government programs or projects)			
<b>16. CONTRACT #</b>		<b>17. PHONE</b>	
<b>18. TYPED NAME AND GRADE OF APPROVING CONTRACT OFFICER</b>		<b>19. CONTRACT OFFICER SIGNATURE</b>	
<b>ODR APPROVAL</b> (FOR JFSCC/INTERNAL USE ONLY)			
<b>20.</b> <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED W/CAVEAT (see block 22) <input type="checkbox"/> DISAPPROVED		<b>21. DATE:</b>	
<b>22. APPROVAL CAVEAT(s) (if any)</b>			
<b>23. TYPED NAME AND GRADE OF ODR APPROVING OFFICIAL</b>		<b>24. APPROVING OFFICIAL SIGNATURE</b>	