



GSA PBS Occupancy Agreement Space Inventory System (OASIS)

Customer Access Request Form

Please Note - before an individual can access OASIS, they must have a valid account in MAX.GOV.

- Complete sections 1, 2, & 3 and send to pbsOASISaccounts@gsa.gov.
- If you need to verify your CIAO for section 3, email pbsOASISaccounts@gsa.gov.

1) Requester -----

Email Address¹:

Name:

Agency:

Agency Bureau Code(s)²:

¹Email must end in .gov or .mil, and must match your max.gov email address.

²Agency Bureau code is a 4 digit numerical code associated with an agency bureau. An inclusive list of active codes can be found [here](#)

By signing below, I acknowledge that I have read, understood and agree to abide by all GSA security policies, standards and procedures specified [here](#). Should I leave my agency or transfer to another department, I agree to immediately notify pbsOASISaccounts@gsa.gov.

Requester Signature:

Requested Role (required)

Ordering Official

Non-Approver

Ordering officials can approve or reject OAs.
Non-approvers can not approve or reject.

2) Supervisor -----

Email Address:

Name:

*Only a **Federal Employee** can attest to the following. In the case of contractor requests, the COR on the associated contract must provide this attestation.*

I attest that I am the requester's FEDERAL supervisor or COR.

I attest that the requester needs access to OASIS to perform their job.

Supervisor Signature:

3) Customer Internal Authorizing Official (CIAO) -----

Email Address:

Name:

*Only a **Federal Employee** can attest to the following. In the case of contractor requests, the COR on the associated contract must provide this attestation.*

I attest that the requester should be allowed to access our occupancy data and understand they will have the capability to approve Occupancy Agreements(OA) (Ordering Officials only). Non-Approver roles can review OA data and submit release of space requests, but will not be able to approve or reject OAs.

CIAO Signature:

Please submit a copy of this form to pbsOASISaccounts@gsa.gov once the form has been completed and signed by the Requester, Supervisor, and CIAO.