



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 LOGIN.GOV.

- Complete sections 1, 2, & 3 and send to pbsOASISaccounts@gsa.gov.
- Populate all names and emails before routing for CIAO signature.
- 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:

Requested Role (Required)

Ordering Official

Non-Approver

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

¹Email must end in .gov or .mil, and must match your login.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](#)

The listed Requester, acknowledges that they have read, understood and agree to abide by all GSA security policies, standards and procedures specified [here](#). Should the Requester leave their agency or transfer to another department, they agree to immediately notify pbsOASISaccounts@gsa.gov.

2) Supervisor -----

Email Address:

Name:

The listed Supervisor attests that they are the requester's FEDERAL supervisor or COR, and that the requester needs access to OASIS to perform their job

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.*

By signing, the CIAO attests 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), and that the Supervisor information is accurate. 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 all fields have been populated and the form has been signed by the CIAO.