The collection of this data is necessary to ensure and promote AM General’s compliance with export control laws, other contractual and legal requirements relating to release and distribution of sensitive or export-controlled information. *Items marked with an asterisk (\*) are required.*

You must complete this form to obtain or continue your AM General electronic account access privileges.

**GENERAL INFORMATION**

|  |  |
| --- | --- |
|  |  AM General employee (including any subsidiaries)? [ ]  |

Form Date\*:

Name\*:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

Last First Middle

EMPLOYER NAME\* (if DBA please specify):

|  |  |
| --- | --- |
|  |  |

EMPLOYER ADDRESS\*:

|  |  |
| --- | --- |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

Email\*Phone\*FAX

**NATIONALITY\*:** Please specify your immigration status.

1. I am a U.S. Citizen or Lawful Permanent Resident: YES [ ]  NO [ ]
2. I am NOT a US Citizen1 or Lawful Permanent Resident2, please specify the country(ies) of which you are a citizen and/or resident below.

I am a Citizen of :

|  |  |
| --- | --- |
|  |  |

1. If you answered NO to #1 above AND are employed by a U.S. company AND will be working with export-controlled data, defense services or defense articles; please specify if your employer has obtained a Foreign Person Employment license? YES [ ]  NO [ ]

IMPORTANT NOTICE:

To ensure the AM General’s compliance with U.S. export control laws, you must notify AMG International Trade Compliance Department of any changes to the information you have supplied in this survey regarding your immigration or citizenship status, your work location, or your employer’s country of incorporation. By returning this survey, you are acknowledging that you have received and understand this notice, and that you understand your obligation to immediately report changes.

 U.S. Citizen - All natural persons born or naturalized in the United States, and subject to the jurisdiction thereof, and all legal entities created under the law of the United States or any State thereof.

2 Permanent Lawful Resident - (Also referred to as “Resident Alien”). Any person who has been lawfully admitted for permanent U.S. residency. These individuals are “Green Card” holders, reside permanently in the U.S., have a clear intention of becoming citizens, intend to remain in the U.S., and are within the jurisdiction of U.S. laws and courts.

**AM GENERAL DATA REQUIREMENTS & STANDARDS:**

* Preferred CAD data submission type is native CAD from NX (version 1926 or lower) or CREO (7.0 or lower).
* If native CAD is not possible, then STEP files are accepted. Due to translation issues with STEP files, a Parasolid file (.x\_t) or a JT file (.jt) will also need to accompany the STEP file.
* An image file (JPEG) should be attached to any data sent regardless of format.

**COLLABORATION ACCESS\*:**

**Program** for which this access is requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of data** to be provided (part/s, file type/s, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

END USE: (Check one): Commercial (COTS)3 [ ]  Military (MOTS, GOTS, NOTS) 3 [ ]  BOTH [ ]

3 End Use definitions:

* COTS (commercial off-the-shelf) used "as-is".
* MOTS (either modified or modifiable off-the-shelf, or military off-the-shelf, depending on the context).
* GOTS (government off-the-shelf).
* NOTS (NATO off-the-shelf or niche off-the-shelf, depending on the context).

Information flow: (Check one): Outgoing [ ]  Incoming [ ]  BOTH [ ]

* NDA Required? YES [ ]  NO [ ]
* Is NDA on File? Confirmed [ ]

**Request Type\***:

Please check below box(es) corresponding to the type of request:

FTP [ ]  AM General Supplier Portal [ ]  Government Cloud (O365) [ ]

* FTP request, ensure the General Information on the first page is fully filled out and accurate.

Expect an email from an AM General IT representative detailing FTP account information and logon credentials.

* Supplier Portal request, specify role permissions referenced in “Appendix; Table 1” on page 3.

Please specify when AM General Supplier Portal is requested (select multiple when applicable):

[ ]  Role 1 – *Supply Management Collaboration*

[ ]  Role 2 – *Materials Collaboration – Planning / Scheduling*

[ ]  Role 3 – *Materials Collaboration – Shipping / ASN*

[ ]  Role 4 – *Engineering / Quality Collaboration*

* Government Cloud request, fill out below, see reference in “Appendix; Table 2” on page 3.

Please specify when Government Cloud is requested:

AM General POC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Access Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Access Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  I have an Office 365 email (Your email is registered with Microsoft)

[ ]  I do not have an Office 365 email (Your email is not registered with Microsoft)

**General FAQ:**

* **FTP** is used to transfer large data files more efficiently than Web Portal. This is utilized primarily in situations where SAP is not being utilized or large amounts of data is being processed.
* **Web Portal**, also known as AM General Supplier Portal, is used in conjunction with SAP to transfer smaller amounts of data. Account passwords expire every 90 days and must be changed accordingly.
* **Government Cloud (O365)** is the Microsoft Government Cloud. All data exchanged through here requires a link to be shared by an admin to gain access.

Why do we have so many file transfer methods?

* **FTP** is generally, although not always, used on a short-term basis. This allows for the flexibility of moving data without the need for **SAP**.
* **Government Cloud (O365)** is a Microsoft secured way to create project groups and exchange information without the need for 3rd party accounts. This is generally used on a medium-to-long term basis and allows for project management file sharing.

How do I update my access?

* All access requests go through your AM General contact/sponsor. To update your access, please contact your AMG POC with any questions.

**Appendix**

**Table 1.**

|  |  |
| --- | --- |
| **AM General Supplier Portal Request / Role** | **Description** |
| 1 – Supply Management Collaboration | Needed when user is responsible for interacting with AM General Buyers (documents and drawings related to RFQs, MCNs and any contractual arrangements). |
| 2 – Materials Collaboration – Planning / Scheduling | Needed when user is responsible for interacting with AM General Materials Schedulers. |
| 3 – Materials Collaboration – Shipping / ASN | Needed when user is responsible for publishing ASNs for shipments. |
| 4 – Engineering / Quality Collaboration | Needed when user needs access to Engineering drawings and / or Quality Notifications. |

**Table 2.**

|  |  |
| --- | --- |
| **Government Cloud Request** | **Description** |
| AM General POC: | Your AM General contact’s name. |
| Library Title: | The name of the Library you are requesting access to.(*If unknown, contact your AM General POC* ) |
| Access Email: | Your email that you would like to have access with.  |
| Access Type: | Level of access requested. |

Please note Nonfederal Systems and Organizations need to comply with NIST 800-171 for certain programs to ensure they are protecting Controlled Unclassified Information (“CUI”).

Vendors & contractors/subcontractors need to ensure are/will be compliant.

NIST 800-171 publication is available free of charge from: <https://doi.org/10.6028/NIST.SP.800-171r2>