

WHS FSD QUICX™ USER REQUEST FORM

PRIVACY ADVISORY: When completed, this system contains personally identifiable information and is protected in accordance with the Privacy Act of 1974, as amended and DoD 5400.11-R.

Request Type

New User Modify Existing User Request Date (YYYYMMDD):

User Information

Full Name (*Last, First, MI*): DoD ID Number:

Job Title: Agency:

Phone Number: Email:

Division or Branch:

Sponsor Information

Sponsor's Name:

Sponsor's Phone Number: Sponsor's Email:

Requested Access

Project Role:

Reviewer (*Read/Write*) Read Only Commissioning

Justification for Access:

Client Project Group(s) Requested:

ECD * FOSD * DoDCC * RIPD * ITD *
 PFFPA * SCD * Sentry * SPD *
 Other * _____

* List out specific project names and/or numbers required below.

List of Project(s) Requesting Access To (*Project Name or Project Number*):

Required Approvals – For Internal Use Only

Verification of User Access with LCPM/COR: Quicx Administration COR Approval (*if required*):

Quicx administrator's name Date (YYYYMMDD) Quicx administrator COR name Date (YYYYMMDD)

Approver Notes:

Instructions for Requesting a Quicx Account and Requests for Additional Projects

Please follow the instructions below to make the processing of your Quicx request(s) as smooth as possible.

1. Fill out an individual form for each Project Role requested on a single form for each individual role.
2. Select the type of Quicx User Access under the "Request Type" section.
3. Complete all of the "User Information" section.
 - DoD ID number can be found on the back of your Common Access Card.
 - List email address as associated with your Common Access Card (e.g. john.a.doe.civ@mail.mil)
 - Indicate Division or Branch supporting under the request.
4. Indicate the Quicx™ sponsor contact information in the "Sponsor Information" section.
5. Indicate the Quicx™ access requirements in the "Requested Access" section.

Be sure to put a strong justification on why you are requesting access to the project(s) being requested.

Examples:

- **Unacceptable** - "I need access to a project to do my job."
- **Acceptable** - "I am an Office engineer and need access to the projects requested to write SOWs" OR "I am a mechanical engineer and will need access to project documentation within these projects to provide review comments and/or provide comment responses."

For the "Requested Access" section, select the Client Project Group(s) from the list of government agencies listed. For access to an unlisted agency, please fill in the "Other" field.

6. For clients marked with an asterisk (*), the individual projects requested will need to be listed. The master list of active projects in Quicx can be found on the FSD Master Project List ([link below](#)).

Master Project List URL:

<https://whs.sp.pentagon.mil/FSD/ECM/Project%20Information/Lists/Master%20Project%20List%20v19/AllItems.aspx>

Some projects have been designated as being "Special Permission Required" projects. For these projects, the Life-Cycle Project Manager (LCPM) / Contracting Officer's Representative (COR) must authorize the request before access will be processed. After the form is submitted, the Quicx administrator will initiate the initial authorization with the LCPM/COR to gain access to the project. If the project's LCPM/COR does not approve request, resolution will be incumbent upon the user/requester to gain approval from the rejecting parties before the access request will be processed.

7. After you have completed the WHS FSD Quicx™ User Request Form, forward your form to whs.quicx@mail.mil for processing.

IMPORTANT NOTE: IN ORDER TO RECEIVE QUICX EMAIL NOTIFICATIONS, IT IS UP TO THE USER TO SET UP THEIR OWN NOTIFICATIONS. For instructions on how to set up a notification please contact a Quicx™ administrator.