

Oklahoma Office of Management Enterprise Services (OMES)

Security Card Request Form

OMES Security Use Only:
 Card Issue Date: _____ / _____ / _____
 Card Number: _____

Please complete the following to request access to OMES facilities:

1. Card Holder Name: _____ Employee ID _____
2. Working Title (Role): _____
3. Immediate Supervisor: _____
4. If Remote Employee: Provide Location & Agency: _____

ACKNOWLEDGMENT OF CARD HOLDERS RESPONSIBILITY

I have read the OMES security procedures. I understand I will comply with my responsibilities regarding the use of the OMES Security ID Card issued to me, and regarding security of OMES facilities.

Card Holder Signature: _____ Date: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____ Date: _____

Processed By: _____ Date: _____

**** An Expiration Date for building access must be provided for all Contractors: Date: _____**

** If an exception to the standard access assigned to the role is required, please provide which Door Access Group is needed and justification below:

Additional Door Access by Group Requested: _____

Justification: _____

Approval: _____

Service Team Director

**** All Employees will receive General IT Employee Access.
 The following Working Titles will receive additional access shown on back**

OMES Security Use Only: Please Circle Access Granted		
General Employee	Security	2023 Secure Storage
Operations – No Raised Floor	Operations - Raised Floor	All Access
Communications	Out Raised Floor	Print Room
Asset Management	Executive	Media Storage

Security Groups by Working Title:

General Employee – Everyone receives General Employee, listed below is additional access you will receive, according to your working title.

<p>Communications Network Engineer Network Support Specialist Network Technician PPS Service Technician Server Support Specialist Storage Service Technician System Service Technician Voice Engineer Voice Technician Wireless Communications Technician</p> <p>Operations – No Raised Floor Operations Service Technician</p> <p>ALL ACCESS CIO CISO COAO DCAM Enterprise Programs Director Enterprise Program Manager of Facilities Facilities Technician</p>	<p>Print Room Information Sys Ops Specialist Operations Service Technician</p> <p>Asset Management Asset Management Specialist Billing Coordinator Client Experience Director Client Experience Manager/Supervisor External Relations & Strategic Ventures Director Information Sys Ops Specialist Workstation Support Specialist Workstation Team Lead</p> <p>Security CISO Security Analyst Security Engineer Security Services Manager Security Services Supervisor Service Quality Director</p>	<p>Operations - Raised Floor Information Sys Ops Specialist Interoperability Service Technician Network Engineer Network Operations Supervisor Operations Service Technician Platform & Product Services Supervisor PMO Support PPS Service Technician PPS Solution Technician Server Support Specialist Storage Service Technician System Service Technician Technology Services Director</p> <p>Executive CISO COAO CIO Legal</p> <p>2023 Secure Storage: Exception Basis Only</p> <p>Out Raised Floor: Exception Basis Only</p> <p>Media Storage: Exception Basis Only</p>
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Door Access by Group:

<p>General Employee/Housekeeping 1000B - Data Center Vestibule Door 1000C - Data Center Outside Front Entrance 1004A - Data Center Double Doors Lobby 1006A - Data Center Supply Room 1007A - Conference Room 1011B - Office Area 1019A - ITOCC 1033C - Storage/Tornado Safe Room 1035B - Storage/Tornado Safe Room 1043A - Outside Entrance/Entrance –Stairwell 3 2010A - Strategic Group 2014A - Shared Services 2024A - Conference Room Secure Storage 2029A - Sunni’s Door 2071A - Patio Break Area 2072A - Inside NW Entrance/Exit 3 2079A - Entrance Work Area Double Doors 2097A - Workstations Secure Storage 2115A - Recycle Room 2102A - Systems Secure Storage Turn Stile Exit (Out) Turn Stile (In)</p> <p>Operations – No Raised Floor 1030A – Console Center</p> <p>ALL ACCESS *All doors</p>	<p>Communications 1031A - Communications Closet 1032A - Electrical Closet 1033D - Electrical Room 1024A - Dock Overhead Door 1024B - Secure Storage Dock Entrance 1024C - Dock Door 1027A - Dock Area Entrance 1027B - Secure Storage Hall Entrance 2070A - Communications Closet 2114A - Communications Closet 2069A - Electrical Room 2113A - Electrical Room SE 2071A - Cable Team Secure Storage 2088A - Networking Team Secure Storage</p> <p>Print Room 1030A - Console Center 1029A - Print Distribution Room OSF Data Control Sliding Door</p> <p>Asset Management 1024A - Dock Overhead Door 1024B - Secure Storage Dock Entrance 1024C - Dock Door 1027A - Dock Area Entrance 1027B – Secure Storage Hall Entrance</p> <p>Security 2031A - Security Office 2062A - Security Services 2068A - Security Services Entrance 2118A - Executive Storage</p>	<p>Operations - Raised Floor 1030A - Console Center 1030B - Console Center Raised Floor Space Entry</p> <p>Executive 2023A – Executive Suite</p> <p>2023 Secure Storage 2023A - Training Room Secure Storage</p> <p>Out Raised Floor 1033A - Raised Floor Space North Double Doors 1035A - Raised Floor Space South Double Doors</p> <p>Media Storage 1000C - Data Center Outside Front Entrance 1001A – Data Center Offsite Media Storage</p>
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