

This guide serves as a quick reference for FCC employees to provide required notification of their intent to access an FCC facility during applicable phases of its Reentry Plan. Follow the instructions on this guide for simple and easy completion of the FCC Facility Access Notification System (FANS) process.

INSIDE VDI (Recommended)

Click <https://fccprod.servicenowservices.com/fans>

If you are not already logged into ServiceNow/OKTA, this may bring you to the ServiceNow/Okta login screen

Connecting to servicenow
Sign-in with your Federal Communications Commission account to access ServiceNow - Production

Federal Communications Commission

Sign In

Username
andrea.simpson@fcc.gov

Password

Remember me

Sign In

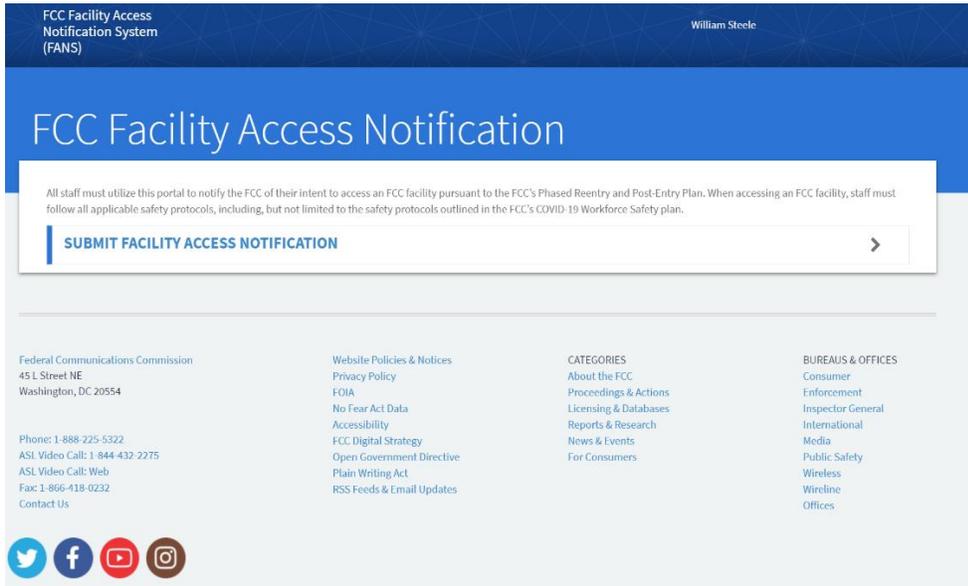
OR

Sign in with CAC / PIV card

Need help signing in?

Login using your FCC username/password, click Sign In.

This will take you to the FCC Facility Access Notification System page. **Click the SUBMIT FACILITY ACCESS NOTIFICATION** to open the notification form.

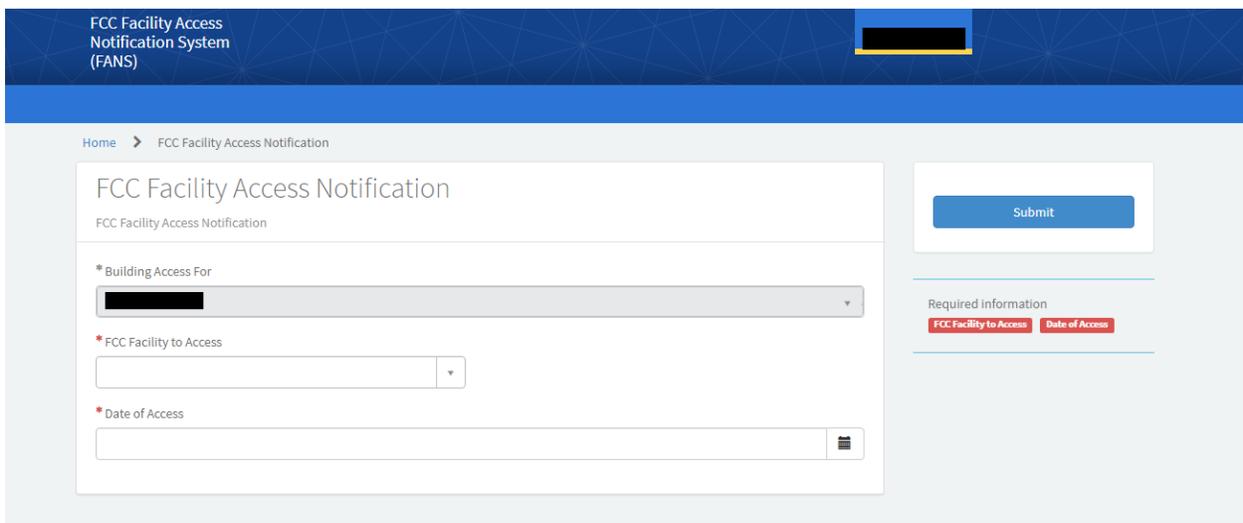


If you have any issues accessing the FANS application, please contact COVID_RESPONSE@fcc.gov for assistance.

NOTIFICATION FORM

Your name will automatically populate within the form (i.e. where black boxes are below). **Select desired "FCC Facility to Access" in the dropdown menu.**

If not accessing NoMA (FCC HQ), enter your intended date of access. Then click Submit.



If you select NoMa as the FCC facility access, you will be prompted to complete the following additional fields:

- The floor of your assigned workspace location; and
- That you have a badge that has been activated for use at the new FCC HQ; or have an appointment with SOC for the first day that you are requesting access.

NOTE: To determine the floor of your assigned workspace, you can use the Outlook Directory (e.g. open a blank email, click the “To” field and search for your name; your assigned workspace location is in the location column in the format “Floor#.Workspace#”)

NOTE: If you select “No” regarding the badge question, you will not be able to submit the notification form and will receive the following error message: You cannot access FCC HQ without first making an appointment with SOC to obtain an operational badge. Please contact SOC at SOC@fcc.gov to make a badging appointment.

FCC Facility Access Notification System (FANS)

Home > FCC Facility Access Notification

FCC Facility Access Notification

FCC Facility Access Notification

*Building Access For
[Redacted]

*FCC Facility to Access: NoMa

*Assigned Workspace Location: -- None --

* I have (1) a badge that has been activated for use at the new FCC HQ; OR (2) an appointment with SOC for the first day I am requesting access to the new HQ to obtain a new or updated badge.
 Yes
 No

NOTE: All FCC staff must meet with the Security Operations Center (SOC) to obtain an activated badge that will work at the new FCC HQ (e.g. to activate turnstiles, open doors within the FCC's secured area). For existing staff with an unexpired badge, this requires SOC reprogramming the badge onsite; for staff with an expired badge, a new badge will be issued; new staff will obtain a new badge. If you have not already met with SOC at the new FCC HQ to activate your FCC badge for use at the new FCC HQ, you may NOT access FCC HQ for the first time without first making an appointment with SOC to do so on your initial day of arrival/access.

Submit

Required information

- Assigned Workspace Location
- I have (1) a badge that has been activated for use at the new FCC HQ
- Are you an: Date of Access

If you answer Yes to the badging question, you will then be prompted to confirm that you are an FCC employee and whether you are requesting parking at the FCC HQ garage on the day of access.

FCC Facility Access Notification

FCC Facility Access Notification

*Building Access For

* FCC Facility to Access: NoMa

* Assigned Workspace Location: -- None --

* I have (1) a badge that has been activated for use at the new FCC HQ; OR (2) an appointment with SOC for the first day I am requesting access to the new HQ to obtain a new or updated badge.

Yes

No

* Are you an:

FCC Employee

* Are you requesting parking at the FCC HQ garage?

Yes

No

* Date of Access

Submit

Required information

Assigned Workspace Location

Date of Access

If you are not requesting parking, enter your date of intended access and click Submit.

If you are requesting parking, enter your date of intended access and identify any of the parking priority categories that apply to you.

* Are you requesting parking at the FCC HQ garage?

Yes

No

Note: If you request to park, you will receive an email notification if your parking request has been approved. Approved parkers may only enter and exit the FCC parking garage Monday – Friday, between the hours of 5am and 8pm when a security guard is on duty at the garage entrance/exit.

* Date of Access

* For purposes of parking priorities under 41 CFR §102-74.305, please identify any of the following categories that apply to you. In submitting a response, you attest to the truthfulness and accuracy of your response:

I have a severe, permanent impairment which for all practical purposes precludes the use of public transportation or other parking facilities in the area

I am an SES; FCC Chief of Staff; the Chief of Staff in a Commissioner's Office; Bureau or Office Chief; Deputy Bureau or Office Chief; or a Watch Officer or supervisor in the Ops Center

On the day I come to the FCC, I will be in a car or van pool with at least one other FCC employee

None of the above

PARKING NOTE 1: If you request to park, you must select a date of access at least 2 business days in advance. You also may not select a weekend day because parking is only permitted when there is a security guard on duty (i.e. Monday-Friday between the hours of 5am and 8pm). Employees may access

FCC facilities at any time, but outside of these hours the FCC HQ parking garage is closed and not available.

PARKING NOTE 2: If you request to park, you will receive an initial email notification from the IT Service Desk that your access notification and parking request has been received. You will receive a subsequent email if your parking request is approved or denied. Unless you receive an email that your parking request is approved for a given day, you may not park at the FCC HQ garage.

Once all the required fields in the notification form are complete, click Submit.

Home > FCC Facility Access Notification

FCC Facility Access Notification

FCC Facility Access Notification

* Building Access For
[Redacted]

* FCC Facility to Access: NoMa x v

* Assigned Workspace Location: Floor 3 v

* I have (1) a badge that has been activated for use at the new FCC HQ; OR (2) an appointment with SOC for the first day I am requesting access to the new HQ to obtain a new or updated badge.
 Yes
 No

* Are you an:
 FCC Employee

* Are you requesting parking at the FCC HQ garage?
 Yes
 No

Note: If you request to park, you will receive an email notification if your parking request has been approved. Approved parkers may only enter and exit the FCC parking garage Monday – Friday, between the hours of 5am and 8pm when a security guard is on duty at the garage entrance/exit.

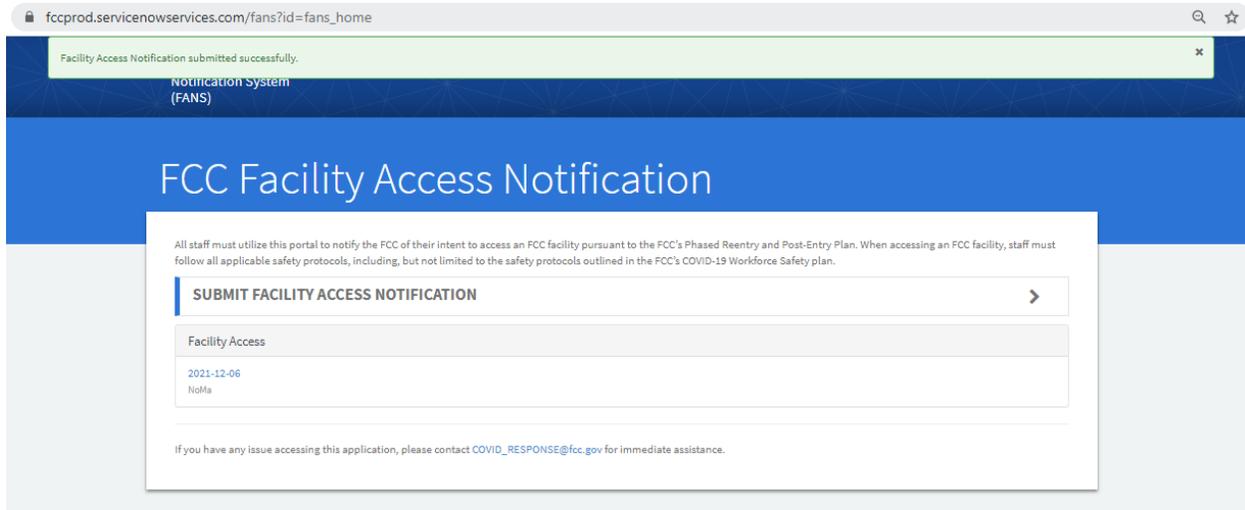
* Date of Access: 2021-12-06

* For purposes of parking priorities under 41 CFR §102-74.305, please identify any of the following categories that apply to you. In submitting a response, you attest to the truthfulness and accuracy of your response:
 I have a severe, permanent impairment which for all practical purposes precludes the use of public transportation or other parking facilities in the area
 I am an SES; FCC Chief of Staff; the Chief of Staff in a Commissioner's Office; Bureau or Office Chief; Deputy Bureau or Office Chief; or a Watch Officer or supervisor in the Ops Center
 On the day I come to the FCC, I will be in a car or van pool with at least one other FCC employee
 None of the above

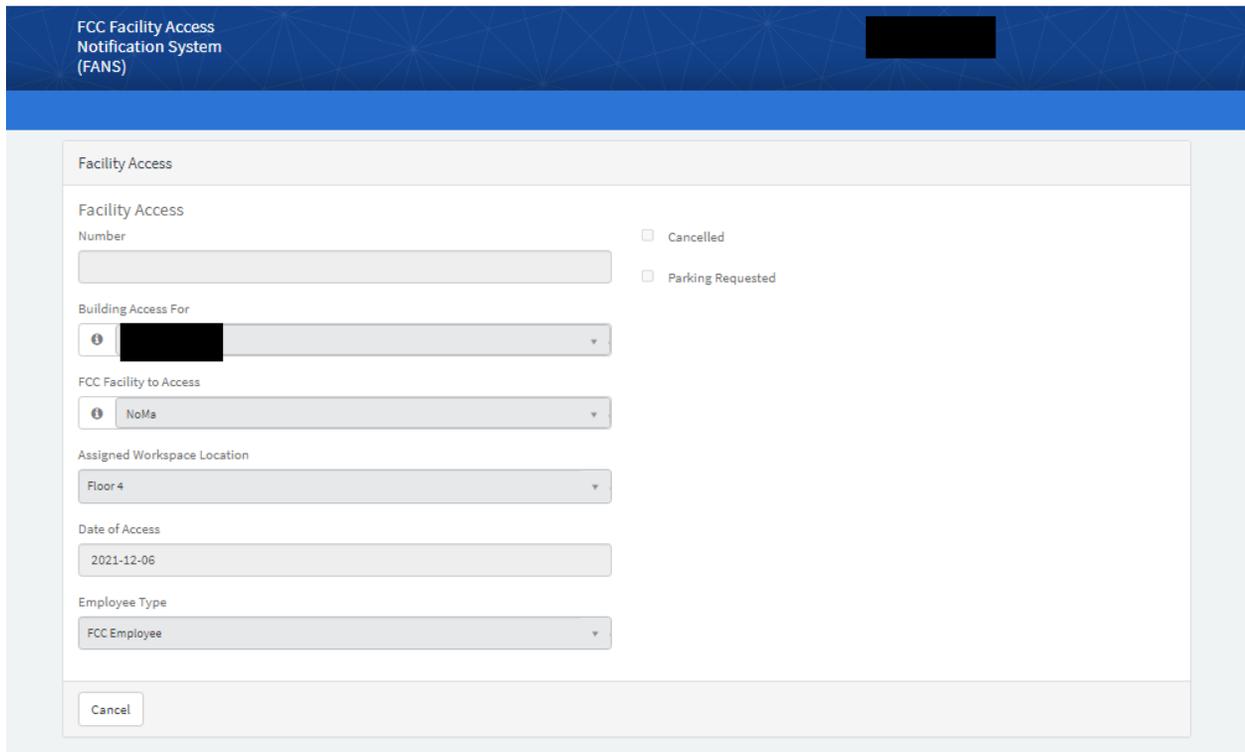
Submit

After clicking Submit, the application will bring you back to the landing page. A green message box will pop up indicating that your Facility Access Notification was submitted successfully. You will also receive an automated email from the IT Service Desk that your access notification was received.

On the landing page, you can view your recent access request(s).



If you need to cancel a request, click on the request from the landing page. When the request form opens, click the Cancel button.



ACCESSING FANS OUTSIDE of VDI

Prerequisite: Must have Okta Verify authentication app for two-factor authentication

Accessing FANS outside of VDI only works if you have Okta Verify loaded to your smartphone. RSA is not an option. Please access FANS inside of VDI if you don't have Okta Verify. Instructions for downloading and accessing the FCC network via VDI are available in the "[Virtual Desktop Guide](#)," which can be accessed at the [FCC Employee Portal](#) under the IT Resources Tab.

If you have Okta Verify authentication app installed, to access FANS outside of VDI:

Click <https://fccprod.servicenowservices.com/fans>

This will bring you to the ServiceNow/Okta login screen

Connecting to **servicenow**

Sign-in with your Federal Communications Commission account to access ServiceNow - Production

FC Federal Communications Commission

Sign In

Username
andrea.simpson@fcc.gov

Password

Remember me

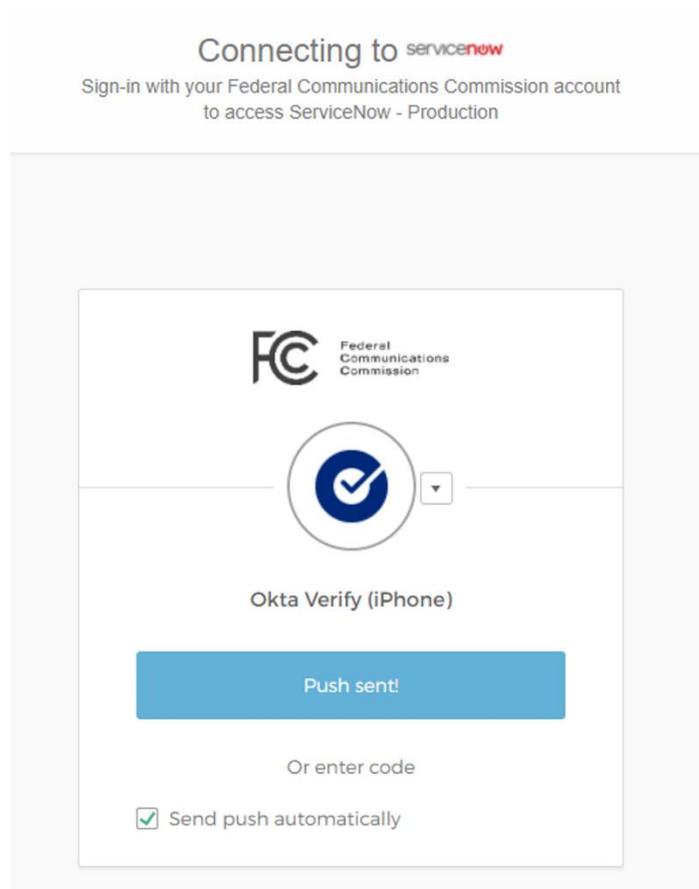
Sign In

OR

Sign in with CAC / PIV card

[Need help signing in?](#)

Login using your FCC username/password, click Sign In, then you will be prompted to enter a Okta Verify code:



Once you confirm the code it will take you to the FANS page. Follow the instructions above to submit an access notification.