

## **DTAS NIPR/Training/Personnel Manager Access Request Form**

Please refer to the instruction sheet before completing this form. Complete the form below and email a signed copy along with a User Agreement to the DTAS Helpdesk for processing: [usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil). **Privacy Act Statement:** Principal Purpose: To record names, signature, and other identifiers for the purpose of validating of individuals requesting access to Department of Defense (DoD) systems and information. Disclosure of this information is voluntary; however failure to provide all the requested information may impede, delay or prevent further processing of this request.

| USER INFORMATION  |                                |                               |                |                             |                                       |                             |
|---|--------------------------------|-------------------------------|----------------|-----------------------------|---------------------------------------|-----------------------------|
| Last Name   |                                | First Name                    |                | Middle Name                 |                                       |                             |
| Enterprise or DoD e-mail address  |                                |                               | Phone Number   |                             |                                       |                             |
| AKO-User ID<br><small>(Please do not include @us.army.mil)</small>      |                                |                               |                | Rank:                       |                                       |                             |
| DoD Component<br><b>(check one)</b>                                     | Army                           | Navy                          | Marines        | Air Force                   | Other                                 |                             |
| Service Component<br><b>(check one)</b>                                 | Active Duty                    | Reserve                       | National Guard | Other                       |                                       |                             |
| UNIT PROFILE  |                                |                               |                |                             |                                       |                             |
| Unit:   |                                | Installation:                 |                | UIC:                        |                                       |                             |
| MOS:  |                                |                               | Job Title:     |                             |                                       |                             |
| TYPE OF ACTION REQUESTED  |                                |                               |                |                             |                                       |                             |
| Action <b>(check one)</b>   |                                | New Account                   |                | Account Update              |                                       | Delete Account              |
| Action<br><b>(check one)</b>  |                                | DTAS NIPR Production<br>(PS1) |                | DTAS NIPR<br>Training (PS2) |                                       | DTAS Standalone<br>Training |
| Action<br><b>(check applicable)</b>                                     | Major Command<br>Manager Group | Personnel<br>Manager          | APOD Group     | APOD Camp<br>Name           | Datastore<br>PS1<br>PS2<br>Enterprise | Dashboard                   |
| JUSTIFICATION   |                                |                               |                |                             |                                       |                             |
|   |                                |                               |                |                             |                                       |                             |
| USER SIGNATURE AND DATE   |                                |                               |                |                             |                                       |                             |
| Signature: <b>(Please read User Agreement on page 4 before signing)</b> |                                |                               |                | Date:                       |                                       |                             |
| UNIT PAS CHIEF/SUPERVISOR INFORMATION                                   |                                |                               |                |                             |                                       |                             |
| Last Name   |                                | First Name                    |                | Middle Name                 |                                       | Rank                        |
| Enterprise or DoD e-mail address  |                                |                               | Phone Number   |                             |                                       |                             |
| DoD Component   |                                | Service Component             |                |                             | Job Title                             |                             |
| Signature   |                                |                               |                | Date                        |                                       |                             |

## **DTAS NIPR Mobile/Training/Personnel Manager Access Request Instruction Sheet**

### **User Information**

Last Name, First Name, and Middle Name as it appears on you CAC

Enterprise or DoD e-mail Address (**Commercial emails are not acceptable**)

Phone number where you can be reached

Army Knowledge Online User ID (all TPS users must have an AKO account)

**NOTE: If you don't have an AKO account, you must obtain a sponsor**

DoD Component: This is your branch of service

Service Component: Status of service (RA, USAR, or NG)

### **Unit Profile Information**

Unit: Unit name you are currently assigned to

Installation: The name of the Fort, Camp or Base that you are assigned to

UIC: The Unit Identification Code of your Unit

MOS: Military Occupational Skill

Job title you currently possess

### **Type of Action Requested**

Check the appropriate box for the action you are requesting:

New Account, Account Update or Delete Account

Check applicable: read the definitions provided to determine the access you want to request

**DTAS NIPR (Production PS1)**- Use for "real world" events when SIPR is not available. Must first be approved by PAB.

**DTAS NIPR (Production PS2)** – Used for all training events when NIPR connectivity is available; mirrors DTAS SIPR except it does not contain MGRS data or classified information.

**DTAS Standalone Training Software** - Designed to emulate DTAS mobile and NIPR systems without synchronization. Does not interact with other mobiles. Used in a training environment when connectivity is not available. It does not have the capacity to change hierarchy or locations.

**DTAS Personnel Manager – Web based**- Has same functionality as DTAS mobiles without software; does not have reports capability.

**Datastore PS1-** Can create reports in database of current personnel in DTAS; only used in “real world” events; must first be approved by PAB..

**Datastore PS2-** Users create reports of current personnel in DTAS.

**Datastore Enterprise-** Users can query historical reports of personnel in DTAS; used only in “real world” events; use must be approved by PAB.

**APOD Group** – Used to import inbound/outbound TRN files for Theater Gateways.

**Major Command Manager Group-** Only for designated personnel; used for creating assigning DTAS mobiles; editing locations and performing health checks on DTAS mobiles. **If you are being approved for MCM access, you must ensure all mobiles under your hierarchy have an approved access request form and user agreement by HRC.**

**If you still have questions in determining the access that you are intending to request, please email the DTAS Helpdesk: [usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil)**

### **Justification**

A brief description of your intended use of the software

### **User signature and date**

User must sign and date the access request form

### **Unit PAS Chief/Supervisor/Leader/Manager Information**

All fields in this area must be populated by your unit PAS Chief, first line supervisor or manager. You **cannot** sign for yourself in this block.

**NOTE: Contractors must have a DOD Army Sponsor (O-3 or above)**

**IMPORTANT:** Failure to provide all the requested information may impede, delay or prevent further processing of this request.

# HUMAN RESOURCES COMMAND DEPLOYED THEATER ACCOUNTABILITY SOFTWARE (DTAS) USER AGREEMENT (UA)

For use of this form, see AR 25-2

**SCOPE.** This policy applies to all Soldiers, civilians, and contractors who use a Government information system (IS) that is supported and serviced by DoD authorized personnel. By signing this document, you acknowledge and consent that when you access DTAS: (1) You are accessing a U.S. Government IS (which includes any device attached to this information system) that is provided for U.S. Government authorized use only; (2) You consent to the following conditions:

- The U.S. Government routinely intercepts and monitors communications on this IS for purposes including, but not limited to; penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct, law enforcement, and counterintelligence investigations.
- At any time, the U.S. Government may inspect and seize data stored on this information system.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect U.S. Government interests not for your personal benefit or privacy.

By signing this document, I certify that I understand the following additional requirements and I understand that this list is not all-inclusive:

**- I WILL:**

- Generate, store, and protect passwords/PINS IAW AR 25-2; participate in all training programs required; remove my CAC and engage the "Lock Computer" utility when away from my computer; leave my computer powered on 24 hours a day; use the "Restart" feature from the Start menu—not the "Log Off" or "Lock Computer" when leaving for the day.
- Ensure compliance with all provisions of the Data at Rest (DAR), and protection of Personally Identifiable Information (PII) policies issued by the Department of Defense and Department of the Army.
- Ensure all computers that have DTAS, and all associated files loaded on them, are secured at all times, either by authorized users or being locked down when not in use.
- Be responsible for maintaining the encryption of the files and maintaining the security of the data contained on the computer at all times.
- Ensure that I have been briefed and understand my installations computer security measures and emergency response procedures if a loss of the computer or release of data should occur.

**- I WILL NOT:**

- Share UserID and passwords; install, connect, or use any personally owned hardware, software, or public domain software; connect any personal IT equipment (i.e. PEDs, PDAs, personal computers, USB devices, and digitally enabled devices) to my government IS or to any Government network; use unauthorized peer-to-peer software or introduce executable or malicious code; access pornography, obscene material, gambling, or gaming sites; transmit chain letters; violate/infringe copyrighted materials.

**ENFORCEMENT.** Any personnel violating this policy may be subject to disciplinary action under administrative, criminal, or contract-based rules, regulations, and state and federal law, and/or the Uniform Code of Military Justice (UCMJ) where applicable.

**ACKNOWLEDGEMENT.** I have read the above requirements regarding use/access to DTAS and associated files. I understand my responsibilities regarding the protection and use of these systems and the information contained in them. I acknowledge that my signature on this document is legally binding for the duration of my employment with the DoD.

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User Printed Name / Signature

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Date