

# Tactical Personnel System 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 TPS Helpdesk for processing: [usarmy.knox.hrc.mbx.tagd-tps-support@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-tps-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 <small>(Please do not include @us.army.mil)</small>				Rank:		
DoD Component <b>(check one)</b>	Army <input type="checkbox"/>	Navy <input type="checkbox"/>	Marines <input type="checkbox"/>	Air Force <input type="checkbox"/>	Other _____	
Service Component <b>(check one)</b>	Active Duty <input type="checkbox"/>	Reserve <input type="checkbox"/>	National Guard <input type="checkbox"/>		Other _____	
UNIT PROFILE						
Unit:		Installation:		UIC:		
MOS:			Job Title:			
TYPE OF ACTION REQUESTED						
Action <b>(check one)</b>	New Account <input type="checkbox"/>		Account Update <input type="checkbox"/>		Delete Account <input type="checkbox"/>	
JUSTIFICATION						
USER SIGNATURE AND DATE						
Signature: <b>(Please read User Agreement on page 3 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		

## Tactical Personnel System Access Request Instruction Sheet

Tactical Personnel System (TPS) is an automated tactical strength management system. It provides the field with an application that can serve as a deployment-manifesting platform for all military personnel, civilians (DoD Federal, non-DoD Federal, Contractors), and Foreign Nationals.

### User Information

Last Name, First Name, 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

**If you have questions in determining the access that you are intending to request, please email our TPS Helpdesk:**  
[usarmy.knox.hrc.mbx.tagd-tps-support@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-tps-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 TACTICAL PERSONNEL SYSTEM (TPS) 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 TPS: (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 TPS, 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 TPS 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