

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@army.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 (check one)	Army <input type="checkbox"/>	Navy <input type="checkbox"/>	Marines <input type="checkbox"/>	Air Force <input type="checkbox"/>	Other _____
Service Component (check one)	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 (check one)	New Account <input type="checkbox"/>		Account Update <input type="checkbox"/>		Delete Account <input type="checkbox"/>
JUSTIFICATION					
USER SIGNATURE AND DATE					
Signature: (Please read User Agreement on page 3 before signing)				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

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

User Printed Name / Signature

Date