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@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 (Please do not include @us.army.mil)		Rank:

DoD Component **(check one)**	Army □	Navy □	Marines □	Air Force □	Other

Service Component **(check one)**	Active Duty □	Reserve □	National Guard □	Other

UNIT PROFILE

Unit:	Installation:	UIC:

MOS:	Job Title:

TYPE OF ACTION REQUESTED

Action **(check one)**	New Account □	Account Update □	Delete Account □
Action **(check one)**	DTAS NIPR Production (PS1) □	DTAS NIPR Training (PS2) □	DTAS Standalone Training □

Action **(check applicable)**	Major Command Manager Group □	Personnel Manager □	APOD Group □	APOD Camp Name □	Datastore PS1 □ PS2 □ Enterperise □	Dashboard □

JUSTIFICATION

USER SIGNATURE AND DATE

Signature: **(Please read User Agreement on page 4 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

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 posses

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@army.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.

______________________________________ ____________

User Printed Name / Signature Date