REQUEST FOR FORT MONROE CAMPUS AREA NETWORK (CAN) ACCESS

Privacy Act Statement

Authority. 5 U.S.C. 301 and E.O. 9397(SSN). **Principal Purpose.** Information will be used to establish access to the installations campus area network. **Routine Use.** Information is required by the Directorate of Information Management (DOIM), Fort Monroe. Data will remain on file for ninety (90) days. **Disclosure.** Voluntary; however, failure to provide requested information will result in denial of campus area network access.

Employee Information

Name _____ SSN _____

Last *First* *MI*

☐ Military ☐ Civilian ☐ DA Intern Rank/Grade _____ ☐ Contractor Company Name _____

Administrative Office

Directorate _____ Division _____ Branch _____

Office Symbol _____ Bldg # _____ Rm # _____ Telephone # _____

Position Title _____

ID/Add Employee to the following e-mail distribution lists: _____

POC Name _____ Telephone _____ Fax _____

Administrative Office/IMO

TRADOC Electronic Personnel Locator (TEPL) System _____

Employee AKO User ID _____ @us.army.mil

(Employee must have a valid AKO account. For more information about creating a new AKO account, visit www.us.army.mil)

Security Manager

Initial Security Briefing _____ Issue Bldg Keys ☐ Yes ☐ No

(AR 380-5, Para 9-3) *(Date)*

Initial IA Briefing _____ Initiate CAC Card ☐ Yes ☐ No

(AR 25-2, Para 4-3) *(Date)*

Have user read and sign FM Memorandum 25-2

Background Investigation

(See AR 25-2, para 4-14 for IT requirement)

Investigation Type _____ Date Investigation Closed _____ (IT-III)

Security Clearance Level _____ Eligibilitiy Date _____ (IT-I or II)

Investigation Initiated/Favorable Review: Type _____ Date _____

Local Records Check Date _____ Security Manager Signature _____

If employee has no investigative information on file, contact Garrison Security at 788-3669/2699 to initiate SF 85P or SF 86 (AR 380-67)

FM Form 25-3, 5 Feb 2007

HELP DESK/IMO

Add TEPL Userid

ID Active Directory Organizational Unit

Assign IT Equipment ◯Yes ◯No

Help Desk Configure Equipment ◯Yes ◯ No

Computer Model

Serial Number

Monitor Model

Serial Number

Computer Name

Add to the following e-mail distribution lists

Fax completed form to 757-788-3328

FM Form 25-3, 5 Feb 2007

Print Form