US ARMY NORTH SHAREPOINT ACCESS REQUEST

PRIVACY ACT STATEMENT

PRINCIPLE PURPOSE:　　To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.

ROUTINE USE:　　None.

DISCLOSURE:　　Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

PART I (To be completed by Requester)

1. NAME (Last, First, Middle Initial)	2. JOB TITLE AND GRADE/RANK

3. ORGANIZATION	4. PHONE (Commercial)

5. OFFICIAL E-MAIL ADDRESS

6. WHAT SITE(S) DO YOU NEED ACCESS TO?

7. HOW LONG DO YOU NEED ACCESS?

8. JUSTIFICATION FOR ACCESS (Provide a detailed explanation and impact if request is denied):

9. DOD CYBER AWARENESS DATE (**Attach certificate to email**)	10. SPONSOR (Select the ARNORTH personnel that will sponsor your access to the SharePoint Online site.)

11. DIGITAL SIGNATURE	12. DATE (YYYY-MM-DD)

(Adobe may take a few seconds to prepare the email)

PART 2 (To be completed by Sponsor)

13. ACCESS REQUEST DECISION	14. REMARKS (As needed)

15. DIGITAL SIGNATURE	16. DATE (YYYY-MM-DD)

(Adobe may take a few seconds to prepare the email)

PART 3 (To be completed by Command KM)

17. PROCESSED BY	18. DATE (YYYY-MM-DD)

19. REMARKS (As needed)

A. PART 1: The following information is provided by the user when requesting access to the ARNORTH NIPR SharePoint site.

(1) Name. The last name, first name, and middle initial of the requester.

(2) Job Title and Grade/Rank. The civilian job title, military rank, or "CONT" if requester is a contractor.

(3) Organization. The requester's current organization.

(4) Phone. The best contact number for the requester.

(5) Official e-mail address. The requester's official email address

(6) What site(s) do you need access to? List the directorate/unit names.

(7) How long do you need access? Enter date when access is no longer required.

(8) Justification for access. Reason for requesting access and impact if denied.

(9) DOD Cyber Awareness Date. Date of last exam. Date must be within one year of request.

(10) Sponor. Requester selects the directorate/unit that will accept responsibity of the requester.

(11) Digital Signature. CAC signature of the requester.

(12) Date. The date that the user signs the form.

B. PART 2: The following information is provided by the selected sponor.

(13) Access request decision. The sponsor selects Approved or Disapproved

(14) Remarks. Enter remarks as need.

(15) Digital Signature. CAC signature of the sponsor.

(16) Date. The date that the sponsor signs the form.

C. PART 3: The following information is provided by the Command KM team.

(17) Procecced By. The name of the KM team member that added the user to the external group.

(18) Date. The date that the KM team member added the user to the external group.

(19) Remarks. Enter remarks as need.