Information System Remote Access Request

Please Type or Print Legibly – Incomplete or illegible forms will be rejected

I. Access Type

☐**CLASSIFIED (SIPRNET)** ☐**UNCLASSIFIED (NIPRNET)** ☐**OUTLOOK WEB ACCESS (OWA)**
☐**REMOTE ACCESS (DIAL-UP)** ☐**REMOTE ACCESS (VPN)**

II. Personal Information

☐DOD CIV☐USN☐USA☐USAF☐USMC☐FORNATL☐CONTRACTOR☐OTHER

Please provide the following information. This information is required and will be used to modify your account.

Name: Last	**First**	**Middle Initial**	**Generation Qualifier:**
Email Address *(Gov't ONLY)*			**Current PKI Cert held? *(Yes/No)***
Currently Assigned Network UserID			**PKI Cert Expiration Date:**
Position/Title:	**Rate/Rank:**	**PRD/Contract Expire Date:**	
Command:	**Department:**	**Office Code:**	**Building #:**
Command Mailing Address: *(Complete)*			
Phone #:	**Fax #:**	**Citizenship:**	

III. Computer Information

Owner: ☐**DOD/DON** ☐**Personal** **Type of computer:** ☐**Laptop** ☒**Desktop** **Operating System:** ☐**Windows** ☐**Other**_____

Make/Model/Serial Number : _____

Network Interface Card (NIC) Hardware Address (MAC) : _____

Modem Hardware Address (MAC) : _____

IV. Required Signatures

USER Signature	**Printed Name**	**DATE**
SUPERVISOR Signature	**Printed Name**	**DATE**
TASO Signature	**Printed Name**	**DATE**
COMMANDING OFFICER	**Printed Name**	**DATE**
NCTSFE/ONE-Net IAO *(Acc't Mgr)* Signature	**Printed Name**	**DATE**
Actions Completed Signature	**Printed Name**	**DATE**

V. Required Attachments

a. **Justification letter (Memorandum on command letterhead with CO Signature)**
b. **NCTSFE/ONE-Net Information System Remote Access User Agreement**