

# Network Infrastructure Services Agency (NISA)

## LOGON ID REQUEST FORM

Please fax (first page only) to the number in the instructions for this form. Improper submissions will be returned. **TYPE / PRINT.**

### PART A - USER INFORMATION

1. FULL NAME \_\_\_\_\_ 2. SSN \_\_\_\_\_  
(LAST) (FIRST) (MI)
3. RANK/GRADE \_\_\_\_\_ 4. ORGANIZATION & OFFICE SYMBOL \_\_\_\_\_
5. OFFICE PHONE: (COMMERCIAL) (\_\_\_\_\_) \_\_\_\_\_ DSN: \_\_\_\_\_
6. FAX PHONE: (COMMERCIAL) (\_\_\_\_\_) \_\_\_\_\_ DSN: \_\_\_\_\_
7. USER EMAIL ADDRESS: (REQUIRED) \_\_\_\_\_
8. LIST ANY PREVIOUS NISA LOGON IDS ISSUED: \_\_\_\_\_ 9. CHECK IF **TSACS** IS NEEDED: [\_\_\_\_\_] (See page 3 for REQUIREMENTS)

### PART B - USER SIGNATURE

I certify that I have read, understand, and will comply with the security policies and procedures described in the "User Responsibilities" section of this form. I know that any violations of these procedures by me, any unauthorized use of Government resources, or withholding knowledge of any suspected violation may result in termination of user privileges on the NISA system and submission of a report to my supervisor.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### PART C - SECURITY VERIFICATION

I have reviewed this request and by signing this form certify that the applicant has the need for access to the **ATTRS** system, and has been briefed on terminal area security.

1. I certify that \_\_\_\_\_ has had a \_\_\_\_\_  
(TYPE OF INVESTIGATION)
2. Date investigation completed \_\_\_\_\_
3. Security Manager \_\_\_\_\_  
(TYPE / PRINT NAME) (SIGNATURE) (PHONE NUMBER)

### PART D - REQUESTOR'S ORGANIZATION MAILING ADDRESS

1. REQUESTOR'S ORGANIZATION MAILING ADDRESS (NO ACRONYMS, PLEASE)
- STREET ADDRESS LINE 1 \_\_\_\_\_
- STREET ADDRESS LINE 2 \_\_\_\_\_
- ATTENTION \_\_\_\_\_
- CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

#### CONTRACTORS ONLY

1. COMPANY \_\_\_\_\_ 2. CONTRACT NUMBER \_\_\_\_\_
3. EFFECTIVE DATE \_\_\_\_\_ 4. EXPIRATION DATE \_\_\_\_\_
5. COR/COTR \_\_\_\_\_  
(TYPE / PRINT NAME) (SIGNATURE) (PHONE NUMBER)

**INSTRUCTIONS FOR FILLING OUT THE NISA LOGON ID REQUEST FORM****PART A - USER INFORMATION**

1. FULL NAME: Enter full name
2. SSN: Enter full SSN
3. RANK/GRADE: Rank/Grade (Ex.SFC, E-7, GS-12, CONTRACTOR, etc)
4. ORGANIZATION & OFFICE SYMBOL: Use official organization and office symbol. Contractors must enter COTRs Office Symbol.
5. OFFICE PHONE NUMBER: Enter commercial and DSN work phone numbers
6. FAX PHONE: Enter commercial and DSN fax numbers
7. USER EMAIL ADDRESS: Enter Email Address (THIS IS REQUIRED)
8. PREVIOUS LOGON IDS ISSUED: Fill in any other NISA logon IDs that you may have had in the past.
9. CHECK IF TSACS IS NEEDED: Enter a check or an X (Refer to page 3 for requirements)

**PART B - USER SIGNATURE**

ALL APPLICANTS MUST READ AND SIGN.

**PART C - SECURITY VERIFICATION**

1. Personnel must have at least a satisfactory NAC (National Agency Check), verified by their security office. You may not verify your own clearance.
2. Personnel must have been briefed on terminal area security by the ISSO

**PART D - REQUESTOR'S ORGANIZATION MAILING ADDRESS**

1. Requestor's complete organization address, no acronyms please. Include room and building numbers for return mail.

**CONTRACTORS are required to submit a VAR (Visit Authorization Request) signed by their Corporate Security Officer.**

**THIS FORM (FIRST PAGE ONLY) MUST BE FAXED TO: ATRRS Help Desk Attn: User Access  
Comm: (703) 645-0432 Or DSN: 224-6300**

**PRIVACY ACT STATEMENT**

**AUTHORITY: EXECUTIVE ORDER 10450.**

Personal information on this form is used to determine the individual's eligibility for access to NISA computer resources.

Provided information is used to ensure that only authorized personnel access the computer resources.

**DISCLOSURE OF INFORMATION ON THIS FORM IS VOLUNTARY. HOWEVER, IF THE INFORMATION IS NOT PROVIDED, SYSTEM ACCESS WILL BE DENIED.**

**USER RESPONSIBILITIES**

- A.** Adhere to security requirements for all remote terminals, individual passwords, and data transmitted to and from the NISA ADP Systems.
- B.** Handle all information from the NISA data base containing personal privacy act information as sensitive data and comply with provisions of the Privacy Act and other published security procedures.
- C.** Follow proper LOGON and LOGOFF procedures.
- D.** Ensure each remote terminal is active only when an authorized terminal operator is present and using the equipment. Any violation of this procedure is a breach of security. Prior to leaving the terminal, each user must properly LOGOFF to ensure access cannot be gained without initiating proper LOGON procedures.
- E.** Prevent unauthorized disclosure or transfer of systems entry features from one user to another. **DO NOT SHARE TERMINAL SESSIONS or PASSWORDS.** Violations of this will result in suspension from access.
- F.** Do not transmit and/or extract classified data via unclassified remote terminals.
- G.** Report suspected security violations to your supervisor and Security Manager.
- H.** Do not attach privately owned equipment to the NISA computers.
- I.** Fill out the NISA Logon ID Request form completely, incomplete forms will be returned.
- J.** Change **PASSWORDS** at least once within a 90-day period. The **PASSWORDS** are computer generated, but the process must be initiated by the user.
- K.** If you have any questions about this form please call the ATRRS Help Desk at COMM: (703)695-2060 or DSN: 225-2060

## **ATRRS TSACS Connection**

(Used to determine if you need a TSACS (Terminal Server Access Controller System) account)

### **What is TSACS?**

TSACS is a free dial-in ISP (Internet Service Provider) established by the Department of the Army for access to the Internet for official Army business. It is available for FREE for access to ATRRS (Army Training Requirements and Resources System) using TSACS (Terminal Server Access Controller System).

### **ATRRS and TSACS.**

All Army National Guard and Army Reserve ATRRS users are eligible to obtain a TSACS user account to connect to the Internet to access ATRRS.

(Active Army ATRRS users must contact their respective installation DOIM (Director of Information Management) to obtain a TSACS user account.)

### **Frequently Asked Questions about ATRRS TSACS Accounts**

#### **1. Why would I need a TSACS account and password?**

- A TSACS account may be used as your primary Internet connection to ATRRS.
- A TSACS account may be used to dial in to ATRRS from home.
- A TSACS account may be used to dial in to ATRRS while TDY.
- A TSACS account may be used as a "back-up" Internet connection. (Should your network or other ISP is unavailable and your PC has a modem, you can dial in using your TSACS account and get your ATRRS work done!)

#### **2. How long is my TSACS password valid?**

TSACS passwords are valid for six full months.

#### **3. How do I obtain a new password when the six months is up?**

It's automatic! When your password is due for renewal, we will send you a new one!

**NOTE:** Since we use your ATRRS Logon ID information to send you a new TSACS password, it is imperative that you keep this information up to date at all times. (To view your current ATRRS Logon ID information, use the EM display in ATRRS and press PF2 to view. To change your ATRRS Logon ID information, type over the old information and press PF6 to update.)

#### **4. Can I connect from ANYWHERE?**

Virtually! The ATRRS TSACS Help Desk can provide you with a list of telephone numbers you may use. The telephone numbers are also available on the ATRRS Web Site at: [www.atrrs.army.mil/tsacs/](http://www.atrrs.army.mil/tsacs/)

#### **5. Is it Long Distance to dial in?**

NO. The list of telephone numbers should contain a "local" number for your installation/area to get you connected at no cost. A toll free number is available in the Continental United States (CONUS) for use ONLY if there is no local number available in your area.

**IF YOU NEED A TSACS ACCOUNT, PLEASE CHECK THE BOX LOCATED ON THE 9-R FORM IN SECTION PART A NUMBER 9 INDICATING THAT YOU WISH TO HAVE AN ACCOUNT CREATED.**