



Version Date 08/26/10 (Previous Versions Obsolete)

COMPLETE ALL APPLICABLE SECTIONS

1. **For:** Individual Name _____
(Last Name) (First Name) (Middle Initial)

2. **Employment Status:** (Check one) **Federal Employee** **Contract Employee**
 Intern/Student/Temporary **Detailed Employee**

If Intern, student, temporary or detailed employee, please provide the ending date of duty in the Office of the Secretary. **Date:** _____

3. **Phone Number:** _____ 4. **Division/Branch:** _____

5. **Location:** _____ 6. **Room Number:** _____

7. **NEW USER:** (Check ID needed and fill out User Template and attach) **Windows Domain ID** **E-mail ID**

Has User completed Initial Security Awareness Training and Rules of Behavior: **Yes** **No**

8. **Windows Domain ID:** _____

9. **ACTION REQUESTED:** Check applicable box(s) **Add** **Change** **Delete**

Windows Domain User ID: _____

-WINDOWS DOMAIN

Access to Existing Folder : _____

Read - Open & read files **Modify - Gives all rights**

Remove user from Folder _____

Create New Folder _____

Inherit permissions from parent folder? (May require approval of parent folder owner) **YES** **NO**

-E-MAIL

Create New E-mail Group: _____

Add/Remove User(s) from e-mail group or Generic E-mail Account: _____

Add user to the BlackBerry Enterprise Server

10. **Other Special Instructions:** (e.g. Name Change, Access to DEAR) _____

11. **Authorization:** Supervisor of Employee, Contracting Officer's Representative (COR), or Other Authorized Government Representative of On-Site Contractors, of User requesting action (Required):

Authorized Approver Name (Print)

Signature

Date

****Return completed form to the IT Customer Support Center, Fax: (703) 487-3826 (D.C.) or (303) 969-7777 (Denver)****

If you have any questions please contact the Customer Support Center: 1-888-FOR-1NBC

When completed, handle as: **SENSITIVE BUT UNCLASSIFIED**