

**US ARMY INFORMATION TECHNOLOGY AGENCY (JDIT-DCD-S)
ATTN: JDIT-DCD-S (Access Mgmt Office)
ROOM BG849 (Mainframe Section)
6607 ARMY PENTAGON
WASHINGTON, DC 20310-6607**

PASSWORD RECEIPT

This password receipt **MUST** be returned to the ITA Access Management Office no later than two weeks from the date that your Logon ID Emails were sent, and after you logon and change your initial password or your LOGON-ID will automatically be suspended.

Please send completed Password Receipt by fax only, If you are unable to return this receipt by the date requested, notify ITA Access Management Office at: (703) 693-3625 or DSN 223-3625. FAX completed PASSWORD RECEIPT letter to COMM 703-614-1361.

I acknowledge receipt of the system PASSWORD associated with the following:

LOGON-ID: _____

By signing this PASSWORD RECEIPT, I acknowledge the responsibility to insure the protection of the PASSWORD; the LOGON-ID/PASSWORD will be used by me and that any unauthorized use of the password will result in termination of system privileges. I further acknowledge that I will report to any appropriate security officer any problems I may encounter in the use of passwords or any misuse of passwords by other personnel.

<u>Last Name</u>	<u>First Name</u>	<u>MI</u>
<u>Organization</u>	<u>Phone (Comm)</u>	<u>DSN</u>
<u>Address</u>		
<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Contractors: VAL Expiration Date</u>		

Contractors: You are responsible for maintaining a current Visit Authorization Letter (VAL) on file with ITA Access Management to ensure your continued access. Updates to your VAL should be sent directly to ITA by FAX to the numbers listed above.

SIGNATURE: _____ **DATE:** _____