



Non-Standard Account Agreement for Employees

REQUESTOR'S INFORMATION

1. Name (Last, First, Middle)		2. Job Title & Location (Example: Personnel Specialist - KDSO)	
<input type="text"/>		<input type="text"/>	
3. Phone Number	4. Email	5. Today's Date	6. Desired Completion Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ACCOUNT INFORMATION

7. Account Type (As listed in the Account Implementation Guidance)

8. Required Action Account Creation Account Renewal Account Name:

9. Account Purpose

AGREEMENT:

I have read and am aware of the content of DoDEA Administrative Instruction 6600.1 and the DoDDS-Europe Account Implementation Guidance regarding non-standard account acceptable use and responsibilities. In consideration for being given a non-standard account and the associated access to DoDDS-Europe IT resources, I hereby agree to abide by the term and conditions as stated.

The signatory of the non-standard account agrees to:

- immediately inform the IT Help Desk of any security incidents related to this user account;
- ensure the non-standard account is used only for official and authorized purposes including communication and educational purposes in support of the DoDEA mission;
- be responsible for the usage of the non-standard account in accordance with DoDEA AI 6600.1;
- be responsible for managing and distributing the user name and password to authorized users, to include the teaching aids, as outlined in the DoDDS-Europe Account Implementation Guide. Recommendations on maintaining accountability for the account are available from the Information Assurance Branch;
- is aware the account is subject to monitoring in accordance with DoDEA AI 6600.1;
- is aware of the retention limitations and requirements for the non-standard account as detailed in the DoDDS-Europe Account Implementation Guidance.

I have a current Internet User Policy (Form 6600.1-F1) on file with the IT Division.

I understand that if I violate the terms and conditions contained in DoDEA Administrative Instruction 6600.1 and the DoDDS-Europe Account Implementation Guidance, such violation(s) may result in the suspension of my computer account or restriction of network privileges and, if warranted, disciplinary or legal action may be taken against me.

SIGNATURE

10. Signature	11. Date
<input type="text"/>	<input type="text"/>

IT Division Use Only:

12. Account Name