



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

0 6 AUG 2012

IMSG-ZA

MEMORANDUM FOR All USAG Stuttgart Personnel

SUBJECT: USAG Stuttgart Command Policy Letter # 52, Account Creation Policy

1. REFERENCE: DOD Directive 8570 and AR 25-2.
2. In accordance with DOD Directive 8570 and AR 25-2, effective 1 January 2012 the following steps will be required for all new and incoming personnel to create an account on the Army Nonsecure Internet Protocol Network (NIPRNET) and the Army Secure Internet Protocol Network (SIPRNET):
 - a. Complete DD Form 2875 System Authorization Access Request and email or hand carry to the security office in building 2949, room 121.
 - b. Register for an Army Training Certification Tracking System (ATCTS) account (<https://atc.us.army.mil/iastar/index.php>) in building 2949, room 103. You will also need to complete DOD IA Awareness Training (<https://ia.signal.army.mil>).
 - c. The IMO office will issue you an Acceptable Use Policy (AUP) form for you to read and sign.
3. After the above steps are completed, the user will have a visitor account created.
4. The IMO will attach the Persona Entity (PE) in a 119 online ticket requesting a new user account. USAG Stuttgart Garrison Tier II will review and forward the online request to 52nd SSB IA Section for verification and approval of the above steps. The IT Section will wait 7 to 10 working days for Active Directory account creation by DISA stateside.

NOTE: It can take up to 48 Hours for the IA Training to be updated on the ATCTS website. Registrants do not register under someone else's CAC to their ATCTS account profile you will not be able to log into ATCTS using your own CAC, because their CAC is associated with their ATCTS record and your CAC is associated with your records.

5. IAW DOD Directive 8570 and AR 25-2, no later than 1 December 2011, all current users will register in the ATCTS website and complete the Annual IA awareness training at <https://ia.signal.army.mil>. Failure to follow the above guidelines will result in users' accounts being suspended.

6. Point of Contact for the above information is the USAG Stuttgart IMO at 431-3090.


JOHN P. STACK
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