

# Instructions for completing ICAN Request using the DD2875

## -Type of Request-

- Check the "INITIAL" box to request an account, be sure to include the last four digits of the social security number in the "USER ID" box.
- Check the "MODIFICATION" box to request an account extension, add access to resources, or to change a name, etc. for an existing account, be sure to include the last four digits of the social security number in the "USER ID" box.
- Check the "DEACTIVATE" box to out-process an account for someone who is unable to do so

**-DATE-** This is the date the request is being submitted

**-SYSTEM NAME-** Acceptable answers depending on the request follow: NIPRNET/Network, Exchange/Email, VPN. Any combination of these can be completed on one form. Users should only request access to resources that are required to perform their assigned duties.

**-LOCATION-** "Presidio of Monterey"

## **PART I** (to be completed by Requestor)

1. Name of Requestor
2. Name of Organization
3. Official Office Symbol used for routing, etc.
4. Official phone number
5. Must be your AKO email address
6. Official title
7. Building number and room number where you work
8. US- United States Citizen, FN- Foreign National, OTHER- do not use
9. Mark only one box which relates to the reason that access is required. (For example: If working as a Contractor, do not mark CIVILIAN; if working as a Civilian while assigned to duties requiring network access, do not mark Military although you may be a member of the Armed Forces.)
10. You must not only complete the IA Training but also pass the Army required test at <http://ia.signal.army.mil> . This is annual training, and the date provided should reflect the date that you successfully completed the training for this year.
11. This form must be digitally signed and submitted. Supervisors may use a second card reader attached to their workstations. Contact the helpdesk at x5028 for assistance if your supervisor has any difficulty. An alternate method is to use one of the commercial labs which have CAC readers installed (i.e., Hobson Student Center, Chamberlain Library, AISO Library, ACS Lab, etc.) and email the digitally signed form to your supervisor from your AKO email.
12. Date signed

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## **PART II** (to be completed by Organization Supervisor)

13. The most common reason is “Access required for assigned duties”. More specific information will be required for Elevated Privilege, or higher classified systems.
14. Most requestors will check the box for “AUTHORIZED”, as this will provide user level access to resources.
15. Most requestors will mark the box for “UNCLASSIFIED”
16. Supervisor must check the box.
  
- 16a. This section is not applicable to Civilian and Military staff. Supply the contract end date for contractors in this box. Contractors, complete section 27 including the company name, contract number and contract start and end date.
  
17. Supervisor’s name
18. Digital signature of the supervisor
19. Date signed by the supervisor
20. Supervisor’s organization/directorate name
  
- 20a. Supervisor’s AKO email address. This will be used to contact the supervisor when the account is ready.
  
- 20b. Supervisor’s duty phone number
  
21. (Optional) Information Technology Officer or other contact
  
26. This box is auto-filled by completing the above digitally.
  
27. Used for Contract Staff only (see 16a above)

Email completed form, with Acceptable Use Policy and Information Assurance Awareness Training Certificate to the POM NEC Helpdesk at [usarmy.pom.106-sig-bde.mbx.pom-nec-help-desk@mail.mil](mailto:usarmy.pom.106-sig-bde.mbx.pom-nec-help-desk@mail.mil)

If you need assistance with this process, please contact the NEC Helpdesk at this email address, or by phone at 831-242-5028.

## **PART III** (to be completed by the Security Office)

All approved requests will be forwarded to the Security Office for a background check. Once the background check is completed, the form will be verified by the POM NEC IA division.

## **PART IV** (to be completed by the NEC Help Desk)

Please contact the POM NEC Helpdesk for status updates. When the account is processed, the NEC Help Desk staff will contact the Supervisor, and, if provided, the Information Technology Officer.