NEW NETWORK ACCOUNT REQUEST FORM

NOTE: This form must be accompanied with a completed Form NGOH 25-XX, Network Acceptable Use Agreement

SECTION I – TO BE COMPLETED BY THE REQUESTER

1. Name: *(Last, First, Middle)*	2. Rank:

3. Status

☐ Technician (full-time)		
☐ Temp Tech	End Date:	
☐ AGR	Tour End Date:	
☐ ADSW	Orders End Date:	
☐ M-Day	ETS Date:	
☐ State Employee		
☐ Contractor	Company Name:	Contract End Date:

4. Position Description	5. DoD EDI Person Identification #:
5a. AKO Email Address	5b. Verified By:
6. Unit, Directorate, or Office	7. Unit Phone:
8. Immediate Supervisor	9. Supervisor's Phone:

10. Distribution or Security Groups

SECTION II – NETWORK ACCEPTABLE USE AGREEMENT

Initial Information Assurance Awareness training must be accomplished prior to the signing of this agreement

11. I have read the Ohio Army National Guard Network Acceptable Use Policy regarding the use of OHARNG Network resources. I understand my responsibilities regarding these systems and the information contained in them.

12. Signature	Date

I certify that I have briefed the new user on Information Assurance Awareness and the Ohio Army National Guard Acceptable Use Policy. I have also verified their identity and information.

13. Name of IASO	Signature	Date

SECTION III – BACKGROUND CHECK / SECURITY CLEARANCE

Personnel requiring access to Information Systems to fulfill their duties will possess the required National Agency Check (NAC) or higher.(AR-25-2)

14. Select appropriate security investigation or clearance	Date Completed
☐ National Agency Check (NAC) *Minimum requirement for all Military members and DoD Employees.*	
☐ National Agency Check with Credit Check and Written Inquiries (NACIC) *Minimum requirement for all civilians including State Employees and Contractors.*	
☐ Secret	
☐ Top Secret	

15. Name of Security Manager	Signature	Date

SECTION IV – TO BE COMPLETED BY THE J6		
16. New account		
	Field Name	*Entry Information*
	Display Name	Format: Last Name, COMMA, First Name, RANK or civilian title (Mr, Ms, Mrs, Dr etc.), CONTRACTOR (if appropriate), Company Name (if appropriate), and NGOH. For example: **Smith, Pam E SGT NGOH** or **Black, Robert D Mr Contractor SRA NGOH**. *The only punctuation in this field is between the last name and first name.*
	User logon name	User name should be the same as the user's AKO.
	Password	Enter temporary password and force password change at first logon
17. Exchange mailbox. *For Full-time users or members that are on extended orders and need email for their position*		
	Server	ARNG/NGOH/NGOHBEVSMB002CL
	Mailbox Store	Select: 1.1 for users with last names beginning with A-C; 1.2 for D-H; 2.1 for I-N; 2.2 for O-S; 3.1 for T-Z; and 3.2 for Blackberry Users.
18. User Properties		
18a. General Tab		
	Description	Used to describe Pay Status such as: AGR, TECH, ADSW, or Contractor. Can also be used for additional comments such as: (needs orig. ISSB –ger).
	Office	Users Directorate or Unit
	Telephone Number	Enter full telephone number including area code.
	E-mail	Enter user's AKO email Address
18b. Account Tab		
	Account expires	Accounts expire two weeks without originally signed ISSB paperwork. Otherwise, 2 years out for full-time or AGR, 30 September for ADSW, and 1 year for contractors.
18c. Organization Tab		
	Title	Enter users position title
	Company	Enter "OHARNG"
18d. Member Of Tab. Add users to the appropriate groups		
	NGOH.DomainUsers	
	NGOHJ6.DenyLocalLogon	
	OH Exchange Address List	
	RPAM_Clerk	
	TOTALOH	Only if FTUS
	NGOH.RemoteAccess	Only if laptop user
	Other Groups	Please List
19. Mail Enabled Accounts. *This is for users who do not need an Exchange email account but need to be added to the Exchange directory. Recruiters for example.*		
	Select Exchange Tasks	Right Click on the user name in Active Directory and select Establish Email Address
	Establish e-mail address	Add users AKO e-mail address for External E-mail as an SMTP address

20. Name of Administrator who created account	Signature	Date