ARMY CAREER TRACKER (ACT) AUTHORIZATION ACCESS REQUEST

This form is a local form; the proponent agency is U.S. Army Training and Doctrine Command, Institute for Noncommissioned Officer Professional Development (ATCG-NC).

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 3013, Secretary of the Army; Public Law 99-474, The Computer Fraud and Abuse Act; Department of Defense Directive 8500.1, Information Assurance (IA); DoD Instruction 8500.2, Information Assurance Implementation; Army Regulation 25-1, Army Knowledge Management and Information Technology; Army Regulation 25-2, Information Assurance; Army Regulation 350-1; E.O. 10450, and E.O. 9397(SSN).

PRINCIPAL PURPOSE: To provide privileged user access in the Army Career Tracker to facilitate electronic communications among DoD personnel.

ROUTINE USES: The information is used for the purpose set forth above and may be disclosed outside of DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3).

DISCLOSURE: Disclosure is voluntary. Failure to provide the requested information will hinder access to the Army Career Tracker as a privileged user.

SECTION I - USER INFORMATION

TYPE OF REQUEST: ☐ INITIAL ☐ DEACTIVATE

1. NAME: *(LAST, FIRST, MIDDLE INITIAL)*
2. RANK/GRADE/CONTRACTOR: OTHER
3. AKO ID:
4. OFFICE SYMBOL:
5. ORGANIZATION TITLE:
6. MAILING ADDRESS:
7. PHONE NUMBER:
8. E-MAIL:

SECTION II - PLEDGE TO UPHOLD SECURITY STANDARDS

9. Army Career Tracker privileged users agree to:

a. Follow proper logon and logoff procedures.

b. Change password in accordance with AKO guidelines.

c. Ensure each session is active only when an authorized user is present and using the program. Any violation of this procedure is a breach of security. Prior to leaving the session, each user must properly logoff to ensure access cannot be gained without initiating proper logon procedures.

d. Handle all information containing personal/privacy act information as sensitive data and comply with provisions of the Privacy Act of 1974, as amended, Army Regulation (AR) 25-1, AR 25-2, AR 380-5, and other published security procedures.

e. Prevent unauthorized disclosure or transfers of system entry features from one user to another. Do not share your session or password. Violations of this will result in suspension of access. Access will be restored upon receipt of a memorandum from the security manager stating the violation, the name(s) of individual(s) involved, and corrective actions taken to mitigate further violations.

f. Report suspected security violations to your supervisor and security manager.

g. Contact the Army Career Tracker Help Desk at (757) 501-5444/5386 or DSN 501-5444/5386 for assistance as necessary.

I certify that I have read, understand, and will comply with the security policies and procedures. I understand that any violations of these procedures, any unauthorized use of Government resources, or withholding knowledge of any suspected violation may result in suspension/ termination of my privileged user access in the Army Career Tracker.

SIGNATURE DATE (YYYYMMDD)

10. I have completed Annual Information Awareness Training. ☐

SECTION III - ENDORSEMENT OF ACCESS BY SUPERVISOR

11. NAME: *(LAST, FIRST, MIDDLE INITIAL)*
12. RANK/GRADE/CONTRACTOR: OTHER
13. ORGANIZATION/DEPARTMENT TITLE:
14. PHONE NUMBER:
15. E-MAIL:
16. VERIFICATION OF NEED TO KNOW: I certify that this user requires access as requested. ☐

SIGNATURE DATE (YYYYMMDD)

17. ACCESS EXPIRATION DATE: DATE (YYYYMMDD)

SECTION IV - ENDORSEMENT OF SECURITY MANAGER

18. I certify that this user holds a valid clearance/background check of:
19. NAME: *(LAST, FIRST, MIDDLE INITIAL)*
20. RANK/GRADE/CONTRACTOR: OTHER
21. ORGANIZATION/DEPARTMENT TITLE:
22. PHONE NUMBER:
23. E-MAIL:

SIGNATURE DATE (YYYYMMDD)

SECTION V - ACT PROGRAM MANAGEMENT OFFICE APPROVAL

☐ APPROVE ☐ DISAPPROVE SIGNATURE DATE (YYYYMMDD)

INSTRUCTIONS FOR COMPLETION OF FORM

SECTIONS I through III - Complete all requested information.
SECTION IV - Security manager shall e-mail completed form to usarmy.act.info@mail.mil.
SECTION V - Designated INCOPD will sign authorizing access.