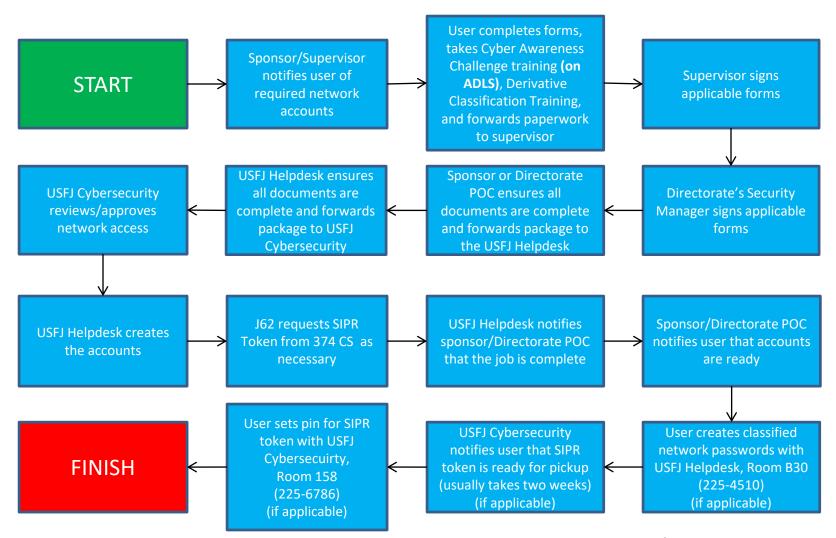
### USFJ Network Account Request Overview

- Please review this presentation to ensure that you are filling out the proper paperwork for network access. Be sure to contact your sponsor/supervisor to find out which accounts are required for your position.
- The slides contain each form that will be needed for that specific account type.
- Once you've filled out and compiled all the necessary documents (with supervisor signature) forward them to your directorate's security manager
- Once the directorate security manager fills out their portion, the documents will need to be forwarded to the sponsor or directorate POC for review and processing (this step may not be necessary if your security manager is also your directorate POC)
- If you have any questions during any part of this process, please contact your sponsor or directorate POC.
- For NIPRnet users, an ADLS version of the *Cyber Awareness Challenge* **must** be completed for access to an Air Force network.

### USFJ Network Account Request Flowchart



<sup>\*\*</sup> IF AT ANYTIME YOU HAVE A QUESTION, CONTACT YOUR SPONSOR/DIRECTORATE POC\*\*

## Directorate Info-System Coordinators (ISC) and Security Managers (SM)

JO: TSgt Clifford Jackson (ISC & S	SM)	225-4288	Clifford.j.jackson6.mil@mail.mil
J1: SMSgt Katrina McNutt (ISC)		225-4160	katrina.l.mcnutt.mil@mail.mil
J2: ISC Ken Eygnor (ISC & SM)		225-9140	ken.w.eygnor.mil@mail.mil
J3: SSgt Potter, Kyle A (ISC)		225-4225	kyle.a.potter2.mil@mail.mil
J4: SSgt Clariza Johnson (ISC & S Sgt Victor Corena (ISC)	SM)	225-4705 225-4705	clariza.c.johnson.mil@mail.mil victor.j.corena.mil@mail.mil
<b>J5:</b> TSgt Darlene McKerracher (I	ISC & SM)	225-4474	Darlene.r.mckerracher.mil@mail.mil
J6: USFJ Networks Helpdesk (ISC NOTE: Current 1 Dec 18. Please contact USF	<b>C)</b> FJ Help Desk, or IA (225-6771) for more info.	225-4510	pacom.yokota.usfj.mbx.helpdesk@mail.mil



Cyber Awareness Challenge Training: AFNET NIPR accounts require this training to be completed via ADLS (see next slide for instructions) in order to track training. For TDY personnel, any valid DoD Cyber Awareness Challenge training certificate will be accepted (see <a href="http://iatraining.disa.mil/eta/cyberchallenge\_v4/launchPage.htm">http://iatraining.disa.mil/eta/cyberchallenge\_v4/launchPage.htm</a>).

Derivative Classification Training: Required for SIPR or CENTRIXS-J accounts. Available at <a href="https://securityawareness.usalearning.gov/derivative/index.htm">https://securityawareness.usalearning.gov/derivative/index.htm</a>. There is no sign up requirement. All sections must be viewed before the test will load at the end. The certificate may take a while to load, so do not close the browser. If you close the browser, you will have to retake the course. Include the certificate as part of the account request.

#### DD2875:

- User fills out "Type of Request" through block 12
- Supervisor fills out blocks 13 20b
- Directorate Security Manager fills out blocks 28 32

#### AF FORM 4394:

• User fills out blocks 1-4 after reading agreement

#### SAAR-N:

- A SAAR-N needs to be filled out for each network the user is requesting access to
- User fills out "Type of Request" through block 10, then blocks 23 25
- Supervisor fills out blocks 11 16b
- Block 12 will be "authorized" for a user account or "privileged" for an admin account
- Directorate Security Manager fills out blocks 26 30

#### DD2842:

- User fills out 1a 1i
- Block 1e, input using the format: first.lastname@usfj.smil.mil

#### **CONTACT INFO:**

• USFJ Helpdesk: email <a href="mailto:pacom.yokota.usfj.mbx.helpdesk@mail.mil">pacom.yokota.usfj.mbx.helpdesk@mail.mil</a>; DSN 225-6786

### **AFNET NIPR Account**

\* Double click form to fill it out\*

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DD 2875



**AF Form 4394** 

\* Cyber Awareness Challenge **MUST** be completed on ADLS website. See instructions Below\*



Cyber Challenge Awareness Training Certificate \*SIGNED BY USER\*



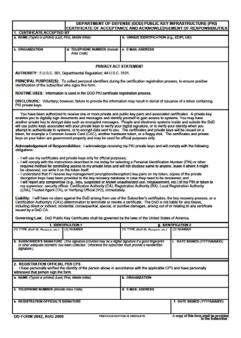
ADLS Instructions

## Combined Form for USFJ SIPR & CENTRIXS-JPN Accounts

\* Double click form to fill it out\*

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Combined SAAR-N SIPR/CENTRIXS-JPN



**DD Form 2842** 



Cyber Challenge Awareness Training
Certificate
\*SIGNED BY USER\*



Derivative Classification Training
Certificate
\*SIGNED BY USER\*

### **USFJ SIPR-Only Account Request**

\* Double click form to fill it out\*

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SAAR-N - SIPR

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DD FORM 2842, AUG 2009	PREVIOUS EDIT	NOW IS CRECULETTE.	A copy of this form shall be provided to the Subscriber

**DD Form 2842** 



Cyber Challenge Awareness Training
Certificate
\*SIGNED BY USER\*



Derivative Classification Training
Certificate
\*SIGNED BY USER\*

# USFJ CENTRIXS-JPN-Only Account Request

\* Double click form to fill it out\*

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SAAR-N - CENTRIXS-JPN



Cyber Challenge
Awareness Training
Certificate
\*SIGNED BY USER\*

### Privileged User (Admin) Account

\* Double click form to fill it out\*



SAAR-N - Admin (form can be include multiple networks as required)



Cyber Awareness Challenge Training Certificate \*SIGNED BY USER\*



8570 Baseline Training Certificate (e.g., Sec+, CISSP)



Privileged Agreement Form



Derivative Classification Training Certificate \*SIGNED BY USER\*



8570 computing environment training certificate (e.g., ACAS, HBSS, MCSA, etc.) per DoD 8570.01-M para C3.2.4.8.3

## USFJ Temporary NIPR Account Request

#### NIPRNet Access

- If members have an AFNet account:
  - Home station would have to release them prior to arriving at USFJ. USFJ Help Desk would request that the members account be provisioned for use here. This process could take up to 24 hours.
- If members DO NOT have an AFNet Account:
  - All paperwork required in Slide 5 would need to be accomplished and submitted to the ISC for review. Once ISCs submit paperwork for account creation, at a minimal, it will take 3 business days for the account to be created by Air Force Directory Services.
  - Note: Because this service is not provided by USFJ, it cost USFJ money for each AFNet account created. This account creation should be reserved for mission critical members.

## USFJ Temporary SIPR Account Request

- All members on temporary duty to USFJ would need all the required paperwork on slide 6
- All members will bring a SIPR Token from their home station.
  - If member does not have a SIPR Token, USFJ can request one be created. This process will take up to 48 hours and should be kept to a minimal due to limited resources.

Note: NO Username/Password will be given out to temporary members.

## Other USFJ Temporary Account Request

 For all other account types, see required info on the slide for those.