Must be marked CUI before transmitting.

Type of Request: "initial" or "Modification"

"User ID" in User ID line please put **SSN** there

Date

System Name: BOL/ADMITS

Location: Millington, TN

Blocks 1-9: Fill out all sections with user information

Block 3: include UIC

Block 10: Check box next to "I have complete the Annual Cyber Awareness Training". Please provide completion date. * must be current as of the current Fiscal Year (Oct-Sep)*

Block 11: Requestor signature. *Must be first signature*

Block 12: Date of signature

Block 13: Please put a proper justification on duty requirement and the applications need for that requirement ** This is important, this will allow us to know what all applications are be requested and if there are additional processes needed for those applications.**

Block 14: Authorized

Block 15: Unclassified

Block 16: Check box next to "I certify that this user requires access as requested"

Block 16a: Contractors must list Contract/Company/Expiration Date

Block 17a-17e: Supervisors Information and signature. **The User Account Request must be signed by the CO/OIC, echelon 2/3 Commander, or civilian director.

Block 18 18a, 18b: *Leave blank*

Block 19-19c: *Leave blank*

Block 20: Requestors name (should pre fill).

Block 21: Additional Information that is unable to fit in block 13

Block 22-26: Please have Unit Security Manager fill out this section. Instruction are located on the last page of DD2875. **Security Manager cannot be same person as ISSO/IAM **

Part 4: **Leave blank**

MARK FORM CUI BEFORE TRANSMITTING