

**ROCK ISLAND ARSENAL (JEDMICS/HPIT1)**  
**REQUEST FOR LOGON ID/PASSWORD REQUEST**

**AR 380-19 (See Privacy Act Statement on Page 2)**

**Part I – To Be Completed By Requesting Organization**

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1. **Request is:**     New         Change     Cancel
  2. **Requester is:**  DoD Civilian     DoD Contractor         Military
  3. **Name of Requester** (printed) \_\_\_\_\_
  4. **For Name Change**, (Enter Name as Changed) \_\_\_\_\_
  5. **Requester's** OFC SYM \_\_\_\_\_
  6. **SSN** \_\_\_\_\_ **Building Number** \_\_\_\_\_
  7. **Phone Number**     Local     DSN \_\_\_\_\_
  8. **Address** \_\_\_\_\_
  9. **E-Mail Address** \_\_\_\_\_
  10. **Job Title / Grade** \_\_\_\_\_

11. **For DoD Contractor** (All information must be provided) Company Name / Address / Phone \_\_\_\_\_

Contract Number \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Contract Officer Representative: Name/Phone/OFC SYM \_\_\_\_\_

Attachments: Excerpt from Scope of Work (directly out of contract), Clearance Letter (Signed by Facility Security Manager) Stating: Requester's name, Social Security number, clearance level, clearing agency and date of clearance granted.

12. **Access Request** (Check applicable item (s) )  
 JEDMICS     HPIT1  
 Limited Rights (See line 14. Access to this data requires a clearance and a detailed justification signed by the supervisor)  
 Other (Specify) \_\_\_\_\_

13. **Justification for Requested Access** \_\_\_\_\_

14. **Justification for Requesting Access to Limited Drawings**  
If applicable, (List Scope of work, including specific weapons (Example M16, M60, etc.) you are working on), and the time frame you require access. \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

15. **Signatures** (All blanks must be completed)  
**Requester** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Terminal Area Security Officer** (include ISSO appointment memorandum) ISSO's Name/Title/OFC/Phone (printed) \_\_\_\_\_

ISSO's Signature \_\_\_\_\_ **Date** \_\_\_\_\_



**Date Required by the Privacy Act of 1974**

**Title of Form: Request for Assignments of Login id(s) and Password (s)**

**Prescribed Directive: AR 380-19**

1. **Authority:** Title 10, USC, Section 3012 (g)
2. **Principle Purpose (s):**
  - A. Social Security Number is required as a unique code for identifying interactive customers of Data Processing Activity (DPA) 329B, Data processing Installation (DPI) T201.
  - B To provide readily accessible data for updating on–line and manual Customer files.
3. **Mandatory or voluntary disclosure and effect on individual not providing information:**

Social Security Number required for positive identification of request and enable retrieval of data from automated files concerning the individual’s computer access privileges. Failure to furnish information may result in denial of service.