

DD2875 Instructions for NIPRNet Account

Step One > Part I (Date & Box 1-12) – Completed by the *Account Recipient or Account Proponent*, but must be signed by the *Account Recipient*. Email form to *Gov't. Supervisor/Team Lead or Contracting Officer's Representative (COR)*.

Step Two > Part II (Box 13-20b) – Completed by *Gov't. Supervisor/Team Lead or COR*. **SKIP** the remainder of **Part II** and forward the form to your organization's appointed *IAO/IMO/IAM*. Link:

<https://picac2w5.pica.army.mil/NEC/HowDoI/security/IAManagers.aspx>

Step Three > Part II (Box 22 -26) – Completed by *IAO/IMO/IAM*. Confirm Army Training Certification Tracking System (ATCTS) information. Forward the form to the authorized *Security Manager* to complete **Part III**. Link to Security Manager List:

<https://picac2w5.pica.army.mil/NEC/HowDoI/security/SecurityManagers.aspx>

Step Four > Part III (Box 28-32) – Completed by *Security Manager* from user's JPAS information. Upload form to:

<https://picac2web2.pica.army.mil/dd2875>

Step Five > Part II (Box 21-21b) – Completed by *NEC IA* once the form is uploaded to the above website.

Note: Four Digital Signatures (Box 11, Box 18, Box 22 and Box 31) are required before the form is uploaded. Manually signed forms will be rejected.

	FIELD	DESCRIPTION	COMPLETED BY
Header	TYPE OF REQUEST	<i>Initial is checked</i>	<i>(pre-filled in)</i>
	DATE	<i>The date the request is made</i>	<i>Account Recipient or Proponent</i>
	SYSTEM NAME	<i>Picatinny - Unclassified - Installation Campus Area Network</i>	<i>(pre-filled in)</i>
	LOCATION	<i>Picatinny Arsenal, NJ</i>	<i>(pre-filled in)</i>
PART I	1. NAME	<i>Account Recipient's name</i>	<i>Account Recipient or Proponent</i>
	2. ORGANIZATION	<i>(ARDEC, ACC, PEO-AMMO, Garrison, NEC, etc.)</i>	<i>Account Recipient or Proponent</i>
	3. OFFICE SYMBOL/ DEPARTMENT	<i>(RDAR-xx, SFAE-AMO-xx, IMPI-xx, etc.)</i>	<i>Account Recipient or Proponent</i>
	4. PHONE	<i>DSN or Commercial</i>	<i>Account Recipient or Proponent</i>
	5. OFFICIAL E-MAIL ADDRESS	<i>Enterprise Email address (your name@mail.mil)</i>	<i>Account Recipient or Proponent</i>
	6. JOB TITLE AND GRADE/RANK	<i>Job title</i>	<i>Account Recipient or Proponent</i>
	7. OFFICIAL MAILING ADDRESS	<i>N/A; leave blank</i>	
	8. CITIZENSHIP	<i>(US, Foreign National, or Other)</i>	<i>Account Recipient or Proponent</i>
	9. DESIGNATION OF PERSON	<i>(Account Recipient's Employee type) Military/Civilian/Contractor</i>	<i>Account Recipient or Proponent</i>
	10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS	<i>Checkmark and date of Information Assurance Awareness training on ATCTS</i>	<i>Account Recipient or Proponent</i>
PART II	11. USER SIGNATURE	<i>Digital Signature of Account Recipient</i>	<i>Account Recipient</i>
	12. DATE	<i>Date of Account Recipient's signature</i>	<i>Account Recipient</i>
	13. JUSTIFICATION FOR ACCESS	<i>Rights required to perform duties on the NIPRNET</i>	<i>Supervisor</i>
	14. TYPE OF ACCESS REQUIRED	<i>(Authorized=Regular user)</i>	<i>Supervisor</i>
	15. USER REQUIRES ACCESS TO	<i>Unclassified</i>	<i>Supervisor</i>
	16. VERIFICATION OF NEED TO KNOW	<i>Gov't. Supervisor, Team Lead/Section Lead or COR</i>	<i>Supervisor</i>
	16a. ACCESS EXPIRATION DATE	<i>For Contractors - must specify Company Name, Contract Number, Expiration Date</i>	<i>Supervisor</i>
	17. SUPERVISOR'S NAME	<i>Self-explanatory</i>	<i>Supervisor</i>
	18. SUPERVISOR'S SIGNATURE	<i>Digital Signature of Gov't. Supervisor/Team Lead or COR</i>	<i>Gov't. Supervisor/Team Lead or COR completes Box 13-20b</i>
	21. SIGNATURE OF INFORMATION OWNER	<i>Digital Signature of NEC Director or delegate</i>	<i>NEC Director or delegate completes Box 21-21b</i>
PART III	22. SIGNATURE OF IAO OR APPOINTEE	<i>The IAO must have appointment orders in ATCTS, verifies Requester's information</i>	<i>IAO/IMO/IAM completes Box 22 - 26</i>
	28. TYPE OF INVESTIGATION	<i>NACI/SSBI/NACL/PPR</i>	<i>Security Manager</i>
	28a. DATE OF INVESTIGATION	<i>Date of completion of investigation</i>	<i>Security Manager</i>
	28b. CLEARANCE LEVEL	<i>(Interim/Unclassified/Secret/Top Secret)</i>	<i>Security Manager</i>
	28c. IT LEVEL DESIGNATION	<i>Level I/II/III</i>	<i>Security Manager</i>
	29. VERIFIED BY	<i>IAO/Security Manager</i>	<i>Security Manager</i>
	30. SECURITY MANAGER TELEPHONE NO.	<i>IAO/Security Manager phone number</i>	<i>Security Manager</i>
	31. SECURITY MANAGER SIGNATURE	<i>IAO/Security Manager signs</i>	<i>Security Manager completes Box 28-32</i>
	32. DATE	<i>Date IAO/Security Manager signs</i>	<i>Security Manager</i>

Processing Instructions

1	Login in with your CAC on any NIPRNET PC and you will go into the "DoD Visitor" Environment.
2	Create an Account with ATCTS by completing User Registration Form. Stay on this website and navigate to step 3. https://atc.us.army.mil/iastar
3	Sign “Acceptable Use Policy” (AUP) https://atc.us.army.mil/iastar > click on Documents > Complete form and upload to ATCTS.
4	Complete DOD Cyber Awareness Training https://ia.signal.army.mil/DoDIAA/default.asp
5	Complete and Sign Part I of DD2875 Form. Instructions are posted on the public web and secure web.  DD2875_PicatinyNIP R_LastName_FirstNam On the NIPRNet (secure web): https://picac2w5.pica.army.mil/NEC/howdoi/accounts/DD2875.aspx Non-NIPRNet (public web): http://www.pica.army.mil/NEC > Quick Links > DD2875 for NIPRNet Account
6	Use Web Mail (https://web.mail.mil/) to send your signed DD2875 form to your Supervisor for their digital signature. Web Mail accounts take 1-3 business days to create after receiving your CAC. Your Supervisor will complete his or her section and email the document to the next required signee. After Steps 1-4 (Page One of the DD2875 Instructions) are completed, the document should be submitted to the Picatinny Network Enterprise Center (NEC) by anyone with access to the Picatinny NIPRnet by following the instructions at the following link. https://picac2web2.pica.army.mil/dd2875/ . Please note that BOTH a ticket must be submitted to the Army Enterprise Service Desk (AESD) and the completed DD2875 should be uploaded to the website. DO NOT attach your DD2875 to your AESD helpdesk ticket! It shall only be updated to the provided website above to protect PII.
7	If your DD2875 is approved, a NEC System Administrator will create the NIPRNet computer account in Active Directory and transfer the Help Desk ticket to the NEC Deskside Support Team. Deskside Support will contact the Account Recipient/User to configure MS Outlook Mail and to assist the Account Recipient to log on to the NAE Domain. See Step 8 which should be done in conjunction with completion of Active Directory account.
8	Follow up with your IMO or contact AESD to ensure the transitioning of your Basic email account (500 MB) to a Business Service Account (4 GB storage). Please wait until your account has been processed and you are listed in Active Directory. AESD (866-335-2769).
9	In order to appear in the Picatinny Address Book, (after you get your NIPRNet Computer Account), add your personal and work information into the MilConnect website: https://www.dmdc.osd.mil/milconnect/faces/index.jspx Instructions: http://www.disa.mil/~media/files/disa/services/enterprise-services/milconnecthttp.pdf For 'Duty Installation/Location' select "Picatinny Arsenal, NJ".

Acronyms

ACCOUNT PROPONENT	Individual with Government or Military status that initiates the Account Request
ACCOUNT RECIPIENT	Individual requiring NIPRNet Account on LAN
AESD	Army Enterprise Service Desk
AKO	Army Knowledge Online
ATCTS	Army Training & Certification Tracking System
AUP	Acceptable Use Policy
CAC	Common Access Card
CONUS	Continental United States
COR	Contracting Officer's Representative
DISA	Defense Information Systems Agency
EDIPI	Electronic Data Interchange Personal Identifier
EE	Enterprise Email
IA	Information Assurance
IAO	Information Assurance Officer
IASO	Information Assurance Security Officer
IAVA	IA Vulnerability Alert
IMO	Information Management Officer
IO	Information Owner
IT	Information Technology
NAC	National Agency Check
NACI	National Agency Check with Inquiries
NEC	Network Enterprise Center
NETCOM	Network Enterprise Technology Command
NIPRNET	Unclassified-but-sensitive Internet Protocol Router Network
NOSC	Network Operation and Security Center
OCONUS	Other than Continental US
PPR	Phased Periodic Reinvestigation
SA	Situational Awareness
SAAR	System Authorization and Access Request
SIPRNET	Secure IP Routing Network
SSBI	Single Scope Background Investigation
TNOSC	Theater Network Operations and Security Center