US ARMY CORPS OF ENGINEERS - INFORMATION TECHNOLOGY

U-PASS AND NETWORK ACCESS CONTROL

The proponent agency is CEIT-PMO-PP.

PURPOSE: This form is to be filled out by supervisors and used to control network and automated information system (AIS) access privileges on U.S. Army Corps of Engineers systems IAW AR 25-2, Information Assurance. The information is used to establish userIDs, e-mail accounts, system access, and network privileges for employees.

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.

PRINCIPLE PURPOSE: To record names and signatures for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information.
NOTE: Records may be maintained in both electronic and/or paper form.

ROUTINE USES: None.

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay, or prevent further processing of this request.

SECTION 1. EMPLOYEE INFORMATION

1. LAST NAME:	**2. FIRST NAME:**	**3. MIDDLE INITIAL:**	**4. SUFFIX:**
5. ORGANIZATION NAME:		**6. OFFICE SYMBOL:**	
7. JOB TITLE:		**8. RANK:** For Military Officers/ Enlisted Personnel	
9. TELEPHONE:	**10. EXTENSION:**	**11. FAX:**	
12. OFFICE LOCATION:		**13. BLDG/ROOM/CUBICLE:**	
14. ADDRESS:			
15. U.S. CITIZEN? ☐ **Yes** ☐ **No** If no, please list country of origin:			
16. SYSTEM ACCESS LEVEL: ☐ **CorpsNet** ☐ **SIPRNet**		**17. USER ACCOUNT LEVEL:** ☐ **User** ☐ **System**	
18. POSITION SENSITIVITY LEVEL (for government employee only):		**19. IT LEVEL:**	

SECTION 2: NEW ACCOUNT

20. TYPE OF APPOINTMENT (click to select):

21. EFFECTIVE/START DATE *(YYYYMMDD)* **:**	**22. END DATE** *(YYYYMMDD)* **:**

23. IF TRANSFERRING FROM ANOTHER USACE ORGANIZATION, INDICATE LOSING ORGANIZATION AND CURRENT USERID:

24. IF A CONTRACTOR, CONTRACT COMPANY NAME:	**25. CONTRACT NUMBER:**

26. DIRECTIONS: Indicate each network and/or U-PASS AIS that is required. For single asterisk items, specify the required database from the U-PASS Applications List.

☐ **a. Active Directory/E-mail** ☐ **b. CEFMS*** ☐ **c. FEM** ☐ **d. PMBP/P2 Portal** ☐ **e. P2 PRIMAVERA**
☐ **f. CPC36 P2 OFA Access** ☐ **g. PMBP/P2 Training** ☐ **h. RMS*** ☐ **i. SPS/PD2*** ☐ **j. Others**

27. REMARKS:

Employee's DISA Enterprise Email (EE) or AKO Email Address (if you don't have EE): _____
Employee's DoD Cyber Awareness Exam Certificate (https://ia.signal.army.mil/) Date: _____ (Bring a copy of the certificate to the IMO)
CAC Identification Number _____ DEROS Date_____

SECTION 3: LOCAL SECURITY OFFICE ENDORSEMENT

Verification of appropriate background investigation for SECTION 1 listed POSITION SENSITIVITY LEVEL and IT LEVEL.

28. STATUS OF INVESTIGATION:

☐ **a. INITIATED** **DATE INITIATED** *(YYYYMMDD)* **:**
☐ **b. COMPLETED** **DATE COMPLETED** *(YYYYMMDD)* **:**
☐ **c. REJECTED** **DATE REJECTED** *(YYYYMMDD)* **:**

29. COMMENTS:

30. S&L SIGNATURE:	**31. DATE** *(YYYYMMDD)* **:**

SECTION 4: CHANGE REQUEST/ADDITIONAL ACCESS

32. USER ID:

33. ADDITIONAL ACCESS ACTION (effective date *(YYYYMMDD)*):

34. TDY EMPLOYEE ACTION (less than 6 months) Complete the Remarks section below to indicate special TDY requirements:

START DATE *(YYYYMMDD)* : END DATE *(YYYYMMDD)* :

35. TRANSFER WITHIN SAME USACE ORGANIZATION:

a. Losing Office Symbol:	b. Gaining Office Symbol:	c. Effective Date:

36. CONTRACTOR/FOREIGN NATIONAL RENEWAL ACTION:

a. START DATE *(YYYYMMDD)* : b. END DATE *(YYYYMMDD)* :

c. CONTRACT COMPANY NAME:	d. CONTRACT NUMBER:

37. NAME CHANGE ACTION:

a. Effective Date:	b. Change From:	c. Change To:

38. OTHER ACTION:

39. DIRECTIONS: Indicate each network and/or U-PASS AIS that is required. For single asterisk items, specify the required database from the U-PASS Applications List.

☐ **a. Active Directory/E-mail** ☐ **b. CEFMS*** ☐ **c. FEM** ☐ **d. PMBP/P2 Portal** ☐ **e. P2 PRIMAVERA**

☐ **f. CPC36 P2 OFA Access** ☐ **g. PMBP/P2 Training** ☐ **h. RMS*** ☐ **i. SPS/PD2*** ☐ **j. Others**

40. REMARKS:

SECTION 5: DELETE ACCOUNT ACTION

41. USER ID:	42. REASON:
43. REASSIGN FILES TO:	**44. DEPARTURE DATE** *(YYYYMMDD)* **:**

SECTION 6: SUPERVISOR / DESIGNATED REPRESENTATIVE INFORMATION AND ENDORSEMENT

45. DESIGNATED REPRESENTATIVE'S NAME:	46. DESIGNATED REPRESENTATIVE'S E-MAIL:
N/A	N/A

47. SUPERVISOR'S E-MAIL:	48. PHONE NUMBER:	49. OFFICE SYMBOL:
50. SUPERVISOR'S OR DESIGNATED REPRESENTATIVE'S SIGNATURE:		**51. DATE** *(YYYYMMDD)* **:**

SECTION 7: IASO

52. I HAVE VERIFIED THAT ALL INFORMATION HAS BEEN REVIEWED AND APPROVED: **Yes** ☐ **No**

53. COMMENTS:

54. IASO SIGNATURE:	55. DATE *(YYYYMMDD)* **:**

INSTRUCTIONS

ACE-IT Form 4-E is for creating, modifying, and deleting UserID-Password Administration & Security System (U-PASS) and network access.

1. ACE-IT Form 4-E is the only authorized form for requesting U-PASS account creations, modifications, deletions, and network access.
2. Page 1 of the form is used to identify the user and to request U-PASS and network access for New Accounts.
3. Page 2 is used to request U-PASS and network access Changes and Deletions to Existing Accounts.
4. ACE-IT Form 4-E is an electronic form that must be completed using the Army standard for electronic forms software, PureEdge Viewer.
5. ACE-IT Form 4-E must be signed using Silanis ApproveIt, the Army-wide enterprise electronic signature software.
6. In order to use PureEdge Viewer and ApproveIt, the software must be installed on your computer. Contact the Enterprise Service Desk (ESD) for assistance with installation.
7. The step-by-step instructions below explain how to complete the form for New Accounts, Changes to Existing Accounts, and Deleting or Disabling Accounts.
8. Further instructions and guidance can be found on ACE-IT Online .

PROCESS FOR NEW ACCOUNTS

1. A new user's supervisor/sponsor MUST complete the following sections:

a. SECTION 1 - EMPLOYEE INFORMATION

(1) Block 3, the MIDDLE INITIAL (MI) field is a mandatory field. If the new user does not have a MI, N/A should be inserted into the field.

(2) Block 15, U.S. CITIZEN: If requesting access for a Foreign National (anyone not a U.S. Citizen), complete the Country of Origin field. In addition to the ACE-IT Form 4-E, attach to the Service request a signed DAA Approval Memorandum. For further instructions, please see ACE-IT Online .

(3) Block 16, SYSTEM ACCESS LEVEL: For a regular account, choose "CorpsNet." This is the unclassified/regular network you connect to daily. For a classified account, choose "SIPRNet." This is the classified network used to process Secret or above documents. If you need Unclassified and Classified access, a separate request must be submitted for each level.

(4) Block 17, USER ACCOUNT LEVEL: Select "SYSTEM" for a System Administrator of an Automated Information System (AIS) and "USER" for all others.

(5) Block 18, POSITION SENSITIVITY LEVEL: AR 380-67, page 9 (for government employees only).

(6) Block 19, IT LEVEL: Per AR 25-2, IT-III - General User IT-II - Systems/Network Administrator IT-I - Network Operations & Computer Incident Response Team.

b. SECTION 2 - NEW ACCOUNT.

(1) If this is part of a transfer from another USACE organization (such as a Division/District/HQ/FOA/Center), then the losing organization must be indicated in block 23. The current U-PASS UserID for the employee should be noted in block 27, REMARKS.

(2) Block 27, REMARKS, should be used to specify local user groups, server/network drives, e-mail distribution lists (DLLs), or a local user profile to copy. The Remarks field can also be used to describe unique or special requirements. If the request is for an external user to access the internet accessible segment, indicate "User will access Corps information through Internet Accessible Segment (IAS)."

c. SECTION 6 - SUPERVISOR/DESIGNATED REPRESENTATIVE INFORMATION AND ENDORSEMENT. Access is authorized by an ApproveIT signature from a supervisor or a designated representative that is authorized to sign in place of the supervisor. This individual can only be a Government employee or a member of the Military.

d. SECTION 3 - LOCAL SECURITY OFFICE ENDORSEMENT. The site Security Officer signs and dates the form using ApproveIt. The signature indicates the appropriate background investigation has been initiated. NOTE: The site Security Officer shall review citizenship in Section 1, block 15. If the user is not a U.S. citizen, the Security Officer shall provide in SECTION 3, block 29, Comments, the appropriate Army program designation IAW AR 380 -10 (such as FLO, MPEP, etc.). This will be listed in the U-PASS record, E-mail display name and signature block for the user IAW AR 25-2, section 4 -15a.

2. The user's supervisor/designated representative submits a SERVICE REQUEST to the ESD and attaches a copy of the ACE-IT Form 4-E to the request. There is a link to the ESD at ACE-IT Online . The ACE-IT Form 4-E will be returned to the supervisor if it does not contain the electronic signature of the user's supervisor/designated representative and the local security officer.
3. The ESD creates a Helpdesk ticket/incident and assigns the ticket to the ACE-IT IASO Group.
4. The ACE-IT IASO Group verifies the information and endorses Section 7 - IASO.
5. The U-PASS Administrator completes the Service Request (including coordination with the Active Directory/System Administrator team and AIS Program Managers as appropriate).
6. The U-PASS Administrator contacts the supervisor and the designated representative to provide the account and temporary password information. A new user will be required to take the Information Assurance Awareness Training and sign the Acceptable Use Policy (AUP) that has been incorporated into U-PASS. The user is prompted to complete the training, read, and accept the AUP before establishing a permanent password.
7. After the supervisor and the designated representative are notified by the U-PASS Administrator, he/she will also receive an e-mail that the Helpdesk ticket is closed.
8. Contact the ESD at any time during the process for status updates.

INSTRUCTIONS (Concluded)

PROCESS FOR MAKING CHANGES TO EXISTING ACCOUNTS

1. The user's supervisor or designated representative must complete the following sections:

a. SECTION 1 - EMPLOYEE INFORMATION (see description above).

b. SECTION 4 - CHANGE REQUEST/ADDITIONAL ACCESS.

(1) Fill out one of the action block areas (33, 34, 35, 36, or 37).

(a) Block 35, TRANSFER WITHIN SAME USACE ORGANIZATION, is for permanent transfers within the same USACE organization. To support a site on a temporary basis, simply add the new functionality to an existing login ID. To request a new account related to a permanent transfer to a different USACE organization, complete SECTION 2 of the form and indicate the losing organization in the proper field and the employee's current U-PASS UserID in the remarks section.

(b) Block 36, CONTRACTOR/FOREIGN NATIONAL RENEWAL, specify the U-PASS or Active Directory/e-mail account expiration date. Please be aware that not all sites use this functionality. An extension of a Foreign National requires an extension memorandum. See ACE-IT Online for further information.

(c) Block 38, OTHER ACTION, describe the requirements in detail; this field can also be used to clarify other action areas.

(2) If the type of action is block 33, 34, 35, or 36, fill out block 39 if additional access is required.

(a) For single asterisk (*) items, specify the required database from the U-PASS Applications List .

(b) Block 40, REMARKS, can be used to specify local user groups, server/network drives, e-mail distribution lists (DLLs), or a local user profile to copy. The Remarks field can also be used to describe unique or special requirements.

c. SECTION 6 - SUPERVISOR/DESIGNATED REPRESENTATIVE INFORMATION AND ENDORSEMENT. Change is authorized by filling out the supervisor and designated representative blocks and signing using ApproveIt.

2. The user's supervisor or designated representative submits a SERVICE REQUEST with the ACE-IT Form 4-E attached. There is a link to the Requestor Console at ACE-IT Online . The ACE-IT Form 4-E will be returned to the supervisor and/or designated representative if it does not contain the electronic signature of the user's supervisor or designated representative.

3. The ESD creates a Helpdesk ticket/incident and assigns the ticket to the ACE-IT IASO Group.

4. The ACE-IT IASO Group verifies the information and endorses SECTION 7 - IASO.

5. The U-PASS Administrator completes the Service Request (including coordination with the Active Directory/System Administrator and AIS program managers as appropriate) and notifies the user that the requested changes have been completed.

6. The user's supervisor and designated representative are notified by e-mail that the Service Request is closed.

7. Contact the ESD at any time during the process for status updates.

PROCESS FOR DELETING OR DISABLING ACCOUNTS

1. The user's supervisor/sponsor MUST complete the following sections:

a. SECTION 1 - EMPLOYEE INFORMATION (see description under PROCESS FOR NEW ACCOUNTS).

b. SECTION 5 - DELETE ACCOUNT ACTION.

(1) Block 41, indicate UserIDs to be deleted.

(2) Block 42, indicate reason for departure. If part of a transfer to another USACE organization, indicate Transfer to (gaining organization) and include a note in the Remarks section.

(3) Block 43, indicate UserID to which files should be reassigned. A description of what files are to be reassigned should be included in the Remarks section. NOTE: E-mail and local file removal or retention/archive is the responsibility of the user and supervisor. Any requirement for assistance to access or store e-mail and manage the employee's local files should be arranged through an ESD request to the local PC support group prior to employee departure.

(4) Block 44, indicate the last day of work.

c. SECTION 6 - SUPERVISOR/DESIGNATED REPRESENTATIVE INFORMATION AND ENDORSEMENT. The deletion or disablement is authorized by filling out the supervisor and the designated representative blocks and signing the form using ApproveIt.

2. The user's supervisor or designated representative submits a Service Request with the ACE-IT Form 4-E attached. There is a link to the Requestor Console at ACE-IT Online . The ACE-IT Form 4-E will be returned to the supervisor and/or designated representative if it does not contain the electronic signature of the user's supervisor or designated representative.

3. The ESD creates a Helpdesk ticket/incident and assigns the ticket to the ACE-IT IASO Group.

4. The U-PASS Administrator completes the Service Request (including coordination with the Active Director/System Administrator) and notifies the supervisor or designated representative that the account has been deleted.

5. The user's supervisor and designated representative are notified by e-mail that the Service Request is closed.

6. Contact the ESD at any time during the process for status updates.