

Employee Name: _____ **Date:** _____

Welcome to the Ohio National Guard Team! Listed below are the **REQUIREMENTS** that must be met before a computer user and/or email account (if applicable) will be created. **Supervisors/FLLs must ensure that steps 1-7 are completed prior to submitting a New Account Request package to the G6 IT office for processing.** Contact the Help Desk (614-336-7168) if you have any questions or concerns. ---G6 Help Desk---

1. Army Knowledge Online (AKO) Account

- AKO account created. Site link: www.us.army.mil

2. Background Check / Security Clearance – Executive Order 12968, AR 25-2 and the Security Policy Board have mandated minimum requirements for the scope of the investigations used to grant access to government information and IS systems. Personnel requiring access to ISs to fulfill their duties must possess the required favorable security investigation, security clearance, or formal access approvals, and fulfill any need-to-know requirements. Please contact your supervisor or Security Manager for assistance with Federal Investigations to meet the following **MINIMUM REQUIREMENTS**:

- Initiation of a NACIC (for civilians) and favorable review of SF 85P and Supplemental Questionnaire. Where a favorable investigation cannot be completed, or unfavorable results already exist, supervisors or managers may choose to submit and justify an exception to the regulation's requirements. To request an exception to policy contact the J2 office at extension 7019.
- Initiation of a national agency check (NAC) (for military and contractors) and favorable review of SF 85P and Supplemental Questionnaire OR possess a valid security clearance equivalent to or higher than the level of information accessed. Where a favorable investigation cannot be completed, or unfavorable results already exist, supervisors or managers may choose to submit and justify an exception to the regulation's requirements. To request an exception to policy contact the J2 office at extension 7019.

3. Register and create an account within the Army Training & Certification Tracking System (ATCTS)

- Register at <https://atc.us.army.mil> and select Personnel Security Standard: III – for general users.
- Use only your AKO email address as the registered email account for your ATCTS account. DO NOT CHECK “This user has specialty type INFOSEC on their SF50”.
- Identify HQ alignment Unit as follows: Army National Guard(NGB)-->DOIM OH-->ALL General Users. [EXCEPTION]: The 37th BCT has a structure in place; use it if assigned to the 37th BCT.

4. Required Computer Training – All courses/training must be accomplished prior to the creation of a user network account. You must have a valid AKO account to access the training.

- DoD Information Assurance Awareness Training:** Training must be completed **ANNUALLY** to maintain a network account. The Ft. Gordon IA training site link is: <https://ia.signal.army.mil>.
- Print the **DoDIAA Department of the Army Certificate of Training** (DA Form 87) after course completion, **SCAN AND EMAIL as a .PDF** to ng.oh.oharng.mbx.oh-g6-service-desk@mail.mil .
- Mandatory IA Training for Department of the Army (DA) network account holders:** The following online computer courses are **REQUIRED** to be completed prior to the creation of network accounts; [[Army G3 Computer Training](#)] & [[Thumb Drive Awareness Training](#)].

Site link: <https://iatraining.us.army.mil>. **NOTE:** (Within 72 hours of successful completion, these courses, should automatically register in your ATCTS account. Training courses are required to be registered in your ATCTS prior to the creation of your network account).

5. Acceptable Use Policy (AGOH Form 25-1)

New Users must have their Information Assurance Security Officer (IASO) assist with completing the Acceptable Use Policy (AUP) briefing and the new employee **MUST DIGITALLY SIGN** the AUP (AGOH Form 25-1); click to download form [[Download AGOH Form 25-1](#)] and email to [ng.oh.oharnng.mbx.oh-g6-service-desk@mail.mil]. Save this form and upload it to ATCTS account [<https://atc.us.army.mil>].

6. New Network Account Request Form (NGOH Form 25-3)

New Users must complete the New Network Account Request form (AGOH Form 25-3) with the assistance of their IASO to request a new network user account. Section III (Background Check / Security Clearance) must be validated by a Security Manager with access to JPAS. If the form is received by the G6 without section 1 Blocks 1-6, 8 and 9 AND Sections II and III completed, the form will be returned to the unit for completion. Click to download form [[Download NGOH Form 25-3](#)]

7. Create and populate milconnect account for Enterprise Email (EE):

<https://www.dmdc.osd.mil/milconnect>

It is **MANDATORY** that you have the following settings applied to the information tabs. (Example: "MIL, CIV, NFG, CTR") tabs to ensure your global address information is correct.

Personnel Status:

- Duty Organization: *National Guard*
- Duty Sub-organization: *NG - Army National Guard - Ohio*
- Duty Installation/Location: *National Guard Facilities (Army and Air) State of Ohio*

Addresses: If your duty address is the same as the "Attached Unit address", check this box under "MIL Duty Address", otherwise enter the current information for your {full-time duty location}.

Phone/Fax Numbers: You **MUST** enter your work phone contact information (if assigned) in order for it to display in your Outlook Contact Information in the Global Email Directory.

NOTE: The creation of your DoD Enterprise Email account could take up to 72 hrs (Three Business Days) to create.

8. Delivery of Required Form (AGOH Form 25-3) to the G6 Help Desk for Account Creation

Supervisors/FLLs ensure steps 1 – 7 are thoroughly completed prior to submitting forms for processing. INCOMPLETE PACKETS WILL BE RETURNED TO UNITS OR SUPERVISORS UNPROCESSED.

The AGOH Form 25-3 must be physically delivered, or scanned & emailed to [ng.oh.oharnng.mbx.oh-g6-service-desk@mail.mil] or Fax: 614-336-7328