

**BUILDER™ User Account Request Form**

Service/Agency		Account Verifier	
Requesting Organization		Requesting POC	
First Name	Last Name	Email	Access to organization or site(s) requested
		Role (Read-Only, Assessor or Data Manager)	

1. **Service/Agency:** Enter the specific Service Branch/Agency you are associated with. (Air Force, Army, Navy, etc.)
2. **Account Verifier:** The specific personnel from your Branch/Agency that can “verify” your request for an account
3. **Requesting Organization:** Enter the specific organization name that you are requesting access to (Air Force Active, Air Combat Command, etc.)
4. **Requesting POC:** Enter the “Point of Contact” name that approves requests for your Service/Agency.

First Name	Last Name	Email	Access to organization or site(s) requested	Role (Read-Only, Assessor or Data Manager)
				Read-Only Assessor Data Manager

1. Be sure that all names and emails are **SPELLED CORRECTLY**. User account credentials are created based on these 3 fields and in-correct names on the form will cause login issues.
2. Access to Organization/Site(s): Enter the specific base/installation within the previously listed organization that access is being requested. (Langley AFB, Savanna River Site, All USAFE, etc.)

**Role**  
(Read-Only, Assessor or Data Manager)

Read-Only  
Assessor  
Data Manager

1. **READ ONLY:** Generally the role for personnel with no training/waiting for training.
2. **ASSESSOR:** Generally the role for personnel who will be conducting inventories, assessments, etc.
3. **DATA MANAGER:** Generally the role for personnel who analyze data entered and run reports, work plans, scenarios, etc.

**\*REMEMBER,** all personnel who have not received/waiting for training will have a temporary “READ ONLY” limitation on their account. This can be removed once necessary training has been completed.

Contractor access must be requested by the base and the base must include the contract # and task order end date in the Comments section.