

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, Savannah 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.