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.

1. Be sure that all names and emails are **SPILLED CORRECTLY.** User account credentials are created based on these 3 fields and incorrect 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 USACE, etc.)

**Role**

- 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.