

# NON DoD Account Request

## FORMS NEEDED:

- \*MRMC 25-2;
- \*Current IA Training Certificate;
- \*eIT AUP

## INSTRUCTIONS:

### 1a. \*MRMC 25-2: Fill out and Sign Section A, General Information

**Note:** In Section 3, User Information, include 'your' business information. Fill in the 'Sponsoring Organization' info in 3f. and 3h.

|   |  |  |
|---|--|--|
| 1. SERVICES REQUESTED:<br>1b. <b>Additional Account</b>   | 1e. PRESENT USER ACCOUNT (if applicable)<br><b>N/A</b> | 1f. REASSIGN FILES TO:<br><b>N/A</b>                   |
| 2. TYPE OF SERVICE REQUESTED:                      2a. General Basic <input checked="" type="checkbox"/> 2b. Special<br><br>Special Services: <b><u>ACCOUNT REQUEST: EDMS GENERAL ACCOUNT (EXAMPLE)</u></b>   |  |  |
| 3. USER INFORMATION:<br>3a. Rank/Title: <b><u>i.e. Mr./Ms./CPT</u></b> 3b. Name (First MI Last) <b><u>Requestor's Full Name</u></b><br>3c. Status: Military    Civilian    Student    Contractor    Foreign National (Requestor Check Applicable Box)<br>3d. Street Address: <b><u>Business (Mailing) Street Address</u></b> 3e. Zip: <b><u>Business (Mailing) Zip Code</u></b><br>3f. Organization/Activity: <b><u>Name of Requestor's Sponsoring Organization</u></b> 3g. *Company: <b><u>If Contractor, Name of Company</u></b><br>3h. Office Symbol: <b><u>Sponsoring Org Office Symbol If Applicable</u></b> 3i. Bldg No. / Rm. No: <b><u>If Applicable</u></b><br>3j. Telephone No: <b><u>Business Number</u></b> DSN: <b><u>N/A</u></b> Fax: <b><u>If Applicable</u></b> |  |  |
| 4. EFFECTIVE DATE OF REQUEST (YYYYMMDD): <b><u>Insert</u></b>   |  | 5. AKO E-MAIL ADDRESS: <b><u>Insert Work Email</u></b> |
| 6. COMMENTS/NOTES: <b><u>Requestor may add comment/note if necessary, or attach comment/notes when routing</u></b>  |  |  |
| 7a. AIASO PRINTED NAME: <b><u>N/A</u></b>   | 7b. Signature: <b><u>Handwritten or Electronic</u></b> | 7c. Date Signed: (YYYYMMDD): <b><u>Insert</u></b>      |

### 1b. \*IA Training Attachment:

- ❖ Complete DoD IA Training at: <https://ia.signal.army.mil/login.asp>
- ❖ Note: Be sure to complete the Final Exam. Attach Certificate verifying Exam completion.

### 1c. \*eIT AUP Attachment:

- ❖ Read and Sign eIT AUP.
- ❖ Obtain Government Sponsor Signature and Attach Signature Page.
- ❖ **Note:** Government Sponsor Signature refers to the Government Supervisor of the Branch/Division Sponsoring the Collaborator or who has Contract/Agreement Oversight; Grade 04 or above or GS-13 or above.

## ROUTING:

Requestor will email/route the MRMC 25-2 to [eIT PMO Product Support](#)

Attach IA Training Certificate and Signature Page of eIT AUP.

## REQUEST FOR COMPUTER SERVICES

**AUTHORITY:** For use of this form see USAMRMC Memorandum 25-2

**PRINCIPAL PURPOSE:** To request initial account or request changes to existing account.

**ROUTINE USES:** To establish USAMRMC accounts.

**DISCLOSURE:** Mandatory. Failure to provide this information could result in the applicant not being able to receive an account.

### SECTION A - GENERAL INFORMATION *(To be completed by AIASO)*

|   |  |                                      |
|---|--|--------------------------------------|
| <b>1. SERVICES REQUESTED:</b><br>1b. Additional Account | <b>1e. PRESENT USER ID/ACCOUNT (if applicable):</b><br>N/A | <b>1f. REASSIGN FILES TO:</b><br>N/A |
|---|--|--------------------------------------|

**2. TYPE OF SERVICE REQUESTED:**       2a. General Basic       2b. Special *(complete below)*

*Special Services:*      ACCOUNT REQUEST:

**3. USER INFORMATION:**

3a. Rank/Title: \_\_\_\_\_ 3b. Name *(First MI Last)*: \_\_\_\_\_

3c. Status:     Military     Civilian     Student     Contractor     Foreign National

3d. Street Address: \_\_\_\_\_ 3e. ZIP Code: \_\_\_\_\_

3f. Organization/Activity: \_\_\_\_\_ 3g. \*Company: \_\_\_\_\_

3h. Office Symbol: \_\_\_\_\_ 3i. Bldg No/Room No: \_\_\_\_\_

3j. Telephone No:    COMM: \_\_\_\_\_    DSN: \_\_\_\_\_    FAX: \_\_\_\_\_

|   |                               |
|---|-------------------------------|
| <b>4. EFFECTIVE DATE OF REQUEST:</b> (YYYYMMDD) | <b>5. AKO E-MAIL ADDRESS:</b> |
|---|-------------------------------|

**6. COMMENTS/NOTES:**

REQUESTOR COMPLETE SECTION A - GENERAL INFORMATION  
 ROUTING: SEND TO USAMRMC.EITPMO@amedd.army.mil  
 (ATTACH CURRENT DoD IA CERTIFICATE OF TRAINING and eIT AUP SIGNATURE PAGE)

|                                       |                         |                                    |
|---------------------------------------|-------------------------|------------------------------------|
| <b>7a. AIASO Printed Name:</b><br>N/A | <b>7b. F Yei Ygrcf'</b> | <b>7c. Date Signed:</b> (YYYYMMDD) |
|---------------------------------------|-------------------------|------------------------------------|

### SECTION B - AUTHENTICATION *(To be completed by Responsible Functional Proponent, as appropriate)*

|            |                |                            |                         |
|------------|----------------|----------------------------|-------------------------|
| 1. System: | 2. Privileges: | 3. Date Signed: (YYYYMMDD) | 4. Proponent Signature: |
|            |                |                            |                         |
|            |                |                            |                         |
|            |                |                            |                         |

### SECTION C - VERIFICATION *(To be completed by Security Officer) SECTION C NOT APPLICABLE FOR eIT ACCOUNT*

|            |                            |                                |
|------------|----------------------------|--------------------------------|
| 1. Status: | 2. Date Signed: (YYYYMMDD) | 3. Security Officer Signature: |
|            |                            |                                |

### SECTION D - APPROVAL *(To be completed by IASO)*

|                       |                    |                            |
|-----------------------|--------------------|----------------------------|
| 1. IASO Printed Name: | 2. IASO Signature: | 3. Date Signed: (YYYYMMDD) |
|                       |                    |                            |