

# REQUEST FOR eIT PMO USER ACCOUNT

<b>PURPOSE: ROUTINE</b> To request a user account for any eIT PMO Product.			
<b>USES:</b> To establish USAMRDC eIT PMO Product accounts.			
<b>DISCLOSURE:</b> Mandatory. Failure to provide this information could result in the applicant not being able to receive an account.			
DoD REQUESTOR COMPLETE SECTION A - GENERAL INFORMATION			
ROUTING: SEND TO usarmy.detrick.medcom-usamrmc.mbx.eit-pmo-help-desk@health.mil			
<b>SECTION A - GENERAL INFORMATION (To be completed by the Requestor)</b>			
<b>1a. TYPE OF ACCOUNT REQUESTED:</b>		<b>1b. SYSTEM ACCESS POC Name (First &amp; Last)</b>	
(i.e. "EDMS, eCTD, BLMS, etc.")			
<b>2. USER INFORMATION:</b>			
2a. Rank/Title:		2b. Full Name (First MI Last):	
2c. Status: Military Civilian Student Contractor Foreign National Other:			
2d. Requestor's Company or Organization:			
2e. Sponsor Organization/Activity:			
2f. Sponsor Email:		2g. Phone:	
<b>3. EFFECTIVE DATE OF REQUEST:</b> (YYYYMMDD)		<b>4. PRIMARY WORK EMAIL</b> (i.e. "@health.mil"):	
<b>5. REQUESTOR SIGNATURE BLOCK</b>		5a. Requestor Digital Signature:	
		5b. Date Signed: (YYYYMMDD)	
<b>SECTION B – ACCESS APPROVALS (To be filled out by the POC/KM)</b>			
<b>1. EDMS USERS ONLY</b>			
1a. Links/Paths to EDMS Folder Requiring Permissions:		1b. Permissions Needed:	
		Guest (read) User (read/write)	
		User Delete (read/write/delete)	
<b>SECTION C – VERIFICATION (To be filled out by Government Sponsor/Approval Authority for Non-DoD Users)</b>			
<b>1. STATUS</b>		<b>2. NON-DOD FOREIGN NATIONALS</b>	
Approved for access specified by the System Access POC listed in Section A. Check if approved:		Derogatory check (at minimum) has been conducted. Check if verified:	
		<b>3. GOVERNMENT SPONSOR SIGNATURE</b>	
<b>Section D - AUTHENTICATION (To be completed by the eIT PMO Product Support Team)</b>			
1.System:		2. Privileges:	
3. Date Signed (YYYYMMDD):		4. Proponent Signature:	
<b>SECTION E - APPROVAL (To be completed by USAMRDC HQ IASO)</b>			
1. IASO Printed Name:		2. IASO Signature:	
		3. Date Signed (YYYYMMDD)	

## Non-DoD Organizations Account Request Instructions for Industry, Academia, Foreign Nationals, etc.

### Required:

- eIT PMO Account Request Form
- DoD Cyber Awareness Challenge Certificate (dated within the last year)
- eIT PMO Acceptable Use Policy (AUP)

### Instructions for Requestor:

1. Fill out and digitally sign Section A of the eIT PMO Account Request Form.
  - **System Access POC** – the Requestor's point of contact for the access they will need to the eIT PMO system.
  - **Sponsor Organization** – the DoD organization that is sponsoring the collaborative effort (command & division, branch, or section)
  - **Sponsor** – the government individual who is the approval authority for the sponsor organization (i.e. Project Manager, Director, Commander, etc). This person may or may not be the same as the System Access POC.
2. Have your System Access POC (if different from the Organization Sponsor/Approval Authority) send the Account Request Form to the Organization Sponsor/Approval Authority for verification of "need to know" and approval for the Non-DoD Requestor to access the system.
3. Provide your DoD IA Training (DoD Cyber Awareness Challenge Exam) certificate.
4. Read and sign the eIT PMO Acceptable Use Policy (AUP).
5. Email the required items listed above to the eIT PMO Product Support Mailbox:  
[usarmy.detrick.medcom-usamrmc.mbx.eit-pmo-help-desk@health.mil](mailto:usarmy.detrick.medcom-usamrmc.mbx.eit-pmo-help-desk@health.mil)

### Instructions for Government Sponsor/Approval Authority:

The "Government Sponsor/Approval Authority" refers to the Supervisor of the Branch/Division sponsoring the Non-DoD external collaborator or who has Contract/Agreement oversight; Grade 04 or GS-13 or above.

1. Fill out and digitally sign Section C of the eIT PMO Account Request Form:
  - **C1 checkbox** – Sponsor will verify the "need-to-know" requirement for the Requestor to have access to the eIT PMO system.
  - **C2 checkbox** – Sponsor will coordinate with the Unit or Facility Security Officer to ensure a derogatory check (at minimum) has been conducted if the Requestor is a Foreign National.
  - **C3 signature** – Sponsor will digitally sign indicating Approval for creating the Requestor's account.
2. Email the required items listed above (or provide to the Requestor to email) to the eIT PMO Product Support Mailbox:  
[usarmy.detrick.medcom-usamrmc.mbx.eit-pmo-help-desk@health.mil](mailto:usarmy.detrick.medcom-usamrmc.mbx.eit-pmo-help-desk@health.mil)