

USNA AEEE INTERIM ACCESS AGREEMENT (IAA)

PART I (To be completed by requester)

1. NAME (Last, First, Middle Initial)		2. PHONE #	7a. IA TRAINING CERTIFICATION <small>(Provide copy of completion certificate. Completion must be within the current training cycle of October 01 - September 30.)</small>
3. CITIZENSHIP US FN OTHER	4. DESIGNATION MILITARY CIVILIAN CONTRACTOR	5. OFFICE/DEPARTMENT	I have completed the Cyber Awareness Challenge.
		6. JOB TITLE AND GRADE/RANK	7b. IA TRAINING DATE

ACKNOWLEDGEMENT

To assure the confidentiality, integrity and availability of USNA information, services and systems, I assert:

- I have read, understand, and agree to comply with all applicable policies and regulations referenced herein.
- My access is granted on an interim basis and shall convert to permanent status only upon favorable adjudication of my background investigation and full execution of my SAAR form; my access is valid for up to 180 days or until SAAR execution, whichever occurs first, unless otherwise authorized and documented here.
- This agreement becomes null and void upon issuance of my permanent access.
- I accept responsibility for all actions performed under my account, which are subject to logging and monitoring.
- My access may be suspended or revoked at any time due to noncompliance, adverse findings, or administrative reasons, which may result in disciplinary and/or administrative action.

8. REQUESTER SIGNATURE >>

PART II - ACCESS ENDORSEMENT (To be completed by supervisor)

9. REQUESTED ACCESS

10a. NAME	10b. EMAIL ADDRESS	10c. PHONE #
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10d. SUPERVISOR SIGNATURE >>

PART III - ACCESS AND ACCOUNT DETAILS (To be completed by ITSD)

11. VERIFICATIONS CSM CHECK-IN COMPLETE IA TRAINING CERTIFICATE ACCOUNT CREATED	12. ACCOUNT NAME
13. ACCESS EXPIRATION DATE (Set in Active Directory)	

14. ITSD REP SIGNATURE >>

PART IV - APPROVAL (To be completed by ISSM)

15a. NAME	15b. EMAIL ADDRESS	15c. PHONE #
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15d. ISSM SIGNATURE >>

PART V - ACCESS AND ACCOUNT MAINTENANCE (To be completed by ITSD)

16. ACTION ACCOUNT EXTENDED SAAR COMPLETE OTHER (NOTIFY ISSM)	17. SIGNATURE/DATE (1st Action)	18. SIGNATURE/DATE (2nd Action)	19. SIGNATURE/DATE (3rd Action)
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USNA AEEE INTERIM ACCESS AGREEMENT (IAA)

REFERENCES

- DoD Standard Mandatory Notice and Consent Provision
- Navy User Agreement
- USNAINST 5230.1C: Information Technology and Cybersecurity Policy and Standards
- Acceptable Use Policy for USNA IT Resources
- USNA Portable Electronic Device Policy and Use Agreement
- USNA Remote Use Agreement
- USNA Non-Mission Wireless Use Agreement

INSTRUCTIONS

A. PART I: To be completed by the requester requesting an account.

- 1: Legal last name, first name, and middle name.
- 2: Office phone number.
- 3-4: Citizenship and personnel designation.
- 5: Department or organization within USNA.
- 6: Civilian job title and grade (e.g., IT Specialist, GS-09 or Pay Clerk, GS-05), military rank (e.g., LCDR, USN or LCPL, USMC), or contractor information (e.g., Network Admin, CTR, Company Name).
- 7a: Acknowledgment of IA Training completion between 01OCT-30SEP of the current training year. Submit a copy of completion certificate with this form.
- 7b: IA Training completion date (shall match date printed on completion certificate).
- 8: Digital signature, with the understanding of responsibility and accountability for credentials and system access.

B. PART II: To be completed by the requester's supervisor.

- 9: Delete the parenthetical note and any services that are NOT being requested. Do not request more services than are required by the user's position. The following are the only IT services that can be configured via this form: Network, GWS (includes Email, Drive), MIDS, NAAA, NSTAR, Blackboard, AIS, Business Objects, User Repository Admin. **NOTE:** *This form is NOT to be used for privileged access.*
- 10a-c: Contact information.
- 10d: Digital signature.

C. PART III: To be completed by ITSD.

- 11: All boxes must be checked prior to account creation.
- 12: Non-privileged account name (<FIRSTINITIAL><LASTNAME>, e.g., bhuff or ddoack)
- 13: Account expiration date and set in Active Directory. Expiration date not to exceed 180 days.
- 14: Digital signature.

D. PART IV: To be completed by the ISSM.

- 15a-c: Contact information.
- 15d: Digital signature.

E. PART V: To be completed by ITSD.

- 16: Action taken:
 - *Account Extended: Account expiration date extended due to delays in SAAR execution.
 - *SAAR Complete: User's USNA AEEE SAAR fully executed.
 - *Other: Notify ISSM of any other reason for action on interim account.

F. 17-19: Digital signature(s), when action(s) in Block 16 taken.

G. DISPOSITION OF FORM:

1. **ELECTRONIC NAMING CONVENTION:** Form shall be named as follows for electronic storage:
IAA.USERLASTNAME.USERFIRSTNAME.YYYYMMDD
2. **SIGNATURES:** Form is purposed to use only digital signatures; no wet ink hand signatures shall be accepted.
3. **TRANSMISSION:** The digitally signed form is the OFFICIAL RECORD COPY and shall only be electronically transmitted. Any other transmission mechanism may be used for UNOFFICIAL COPIES.
4. **STORAGE:** The OFFICIAL RECORD COPY shall be stored on digital media.
5. **RETENTION:** Retention shall be IAW SECNAV Manual 5210.1, Records Management Manual.