

FOR OFFICIAL USE ONLY
DRMO GenComm Login Request Form

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10540. 50 U.S.C. 781, et seq. DLA Privacy Act System Notice S500.50 DLA-I, Individual Access Records, applies.
PRINCIPLE PURPOSE(S): Personal information on this form is used to grant the individual access to a sensitive Automated Information system (AIS). The provided information is used to ensure that only authorized personnel have access to this system.
DISCLOSURE: Disclosure of information on this form is voluntary. However, if the information is not provided, system access will be denied.

1a. MAILING ADDRESS OF DEPARTMENT/AGENCY/ORGANIZATION

1b. REQUESTING USER NAME

1c. LAST SIX DIGITS OF SSN

1d. WORK PHONE NUMBER

1e. E-MAIL ADDRESS

1f. FAX NUMBER (if available)

2. IDENTIFY SYSTEM RESOURCES/APPLICATION BEING REQUESTED

DRMO DAISY HP GenComm access to DRMO

3. PREVIOUSLY ASSIGNED DLA LOGON IDENTIFIERS, IF ANY. (This will be "none" for most non-DLA Generating activities)

4. STATEMENT JUSTIFYING WHY THE ACCESS IS NEEDED.

Access is needed to commence electronic turn-in of DD1348-1A and hazardous waste profile sheet information.

5. TYPE OF DoD EMPLOYMENT (Check One)

Govt Employee

Military

Local National

Contractor

6a. USER'S SUPERVISOR NAME

SUPERVISOR PHONE

6b. USER'S SUPERVISOR E-MAIL

6c. USER'S TURN-IN DRMO NAME

7. FAX OR E-MAIL THE REQUEST TO DRMS-CA EMAIL: **SHIP-HQ@mail.drms.dla.mil**

FAX: (616) 961-4584 or DSN 932-4584

NOTE: Once the login is received, DoD Generators are responsible for:

1. Review user access requests and assure the requests are relevant to meeting assigned duties.
2. Periodically review established user accesses to assure accesses are still needed.
3. Retain current user access request records and any other records addressing user change/delete actions.

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