Guard Net (G-NET) Account Creation Request

Submit completed requests to **NJACCOUNTREQUEST@NG.ARMY.MIL**

Last Name	First Name	MI

Rank	PHONE NUMBER (your office #)	Unit

Armory / site city

Type of Employment:

☐ Full Time Permanent with above unit/office:	AGR ☐	Technician ☐	State ☐ Start Date

☐ Traditional Drilling Guard (TDG)

☐ Temporary Employment (AGR/Contracted/ADSW/IDT/Temporary)	Start Date	End Date

MUST BE COMPLETED FOR ALL PERSONNEL: All employees are required to obtain an AKO LOG-IN Name. (The unit IMO can sponsor each individual at https://www.us.army.mil/suite/login/welcome.html)

AKO LOG-IN NAME:

Digital Signature:

Supervisor Information / Information Management Officer (IMO)

☐ NAC VERIFIED (supervisor - NAC must be verified to proceded with account creation)

IMO/Supervisor Name	Rank	Phone

Technicians submit SF50 / AGR submit orders

☐ G6 to verify NAC in JPASS Date

1. Account creation requests must include the following information:
   a. Requestor's AKO Login name.
   b. Digital signatures:
      Traditional Drilling Guardsman: (1) Requestor and (2) IMO/Supervisor. OR
      Full Time Employee: (1) Requestor, (2) IMO/Supervisor and HRO/AGR Rep or SF50 (Technicians) / Orders (AGR).
   c. Digitally signed Acceptable Use Statement (AUS).
   d. Requestor's completion certificate for Computer User Security Training. (Refer to Section III of the NJARNG AUS for more information.).
      annual DoD Information Assurance Awareness Training EXAM certificate https://ia.signal.army.mil/
      WNSF - Portable Electronic Devices and Removable Storage Media certificate https://iatraining.us.army.mil
      WNSF - Phishing Awareness certificate https://iatraining.us.army.mil
      WNSF - Safe Home Computing certificate https://iatraining.us.army.mil
      WNSF - Personally Identifiable Information (PII) certificate https://iatraining.us.army.mil
2. All accounts will be listed in the NJ-ARNG Global Address List (GAL) after creation.

Upon Account Creation the requestor and the IMO/Supervisor will be notified via e-mail.

Revised: 27 JULY 09