



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
Information Management Office
FORT MYER, VIRGINIA 22211-1199

AMIM-IMMH-AO

27 SEPTEMBER 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: JBMHH Standard Operating Procedure (SOP) for the Completion of In/Out Processing

1. **In-Processing:** All incoming personnel must be in possession of a valid Common Access Card (CAC) and updated with current certificates
2. Upon receipt of a CAC, personnel are able to connect to any existing NIPR computer and are required to complete the following:
 - a. Create an account in the Army Training and Certification System (ATCTS) [Controlled Unclassified Information \(CUI\) Army Training and Certification Tracking System \(https://atc.us.army.mil\)](https://atc.us.army.mil)
 - b. Ensure appropriate HQ Alignment
3. Upon creation of the ATCTS account, personnel must complete the Cyber Awareness Challenge and sign the mandated IT User Agreement, accessible via <https://cs.signal.army.mil/login.asp> and document the date of completion
4. Complete the System Authorization Access Request (SAAR) Form DD2875, as follows:
 - a. Type of Request must be “Initial” and User ID MUST include your CAC PIV
 - b. System Name and Location must list NIPR and JBMHH, respectively.
 - c. Complete Part I, fields 1 – 11; include request for access to Shared Drive, VPN and Government mobile device, if applicable
 - d. Part II, fields 13 – 20b are to be completed by the employee’s direct supervisor.
 - e. Once complete, supervisor should forward form to Security Manager, with employee’s SSN and DoB
 - f. Form is submitted to IMO mailbox, usarmy.jbmhh.asa.mbx.imo@mail.mil, to ensure compliance and submission to LNEC
 - g. LNEC will create account, within 72 hours of receipt
5. **Out-processing:** Supervisors must complete and submit the SAAR DD-2875 to the IMO office, requesting the deactivation of the employee’s NIPR account and removal from all shared drives, group mailboxes and organization distribution lists. The 2875 should indicate the return of any government issued mobile device (computer or cell phone)

Point of contact for any questions is Garrison IMO, Keisha H Scott at 703-696-0481, keisha.h.scott.civ@army.mil

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