



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

IMEU-STU-ZA

16 FEB 2012

MEMORANDUM FOR All USAG Stuttgart Personnel

SUBJECT: USAG Stuttgart Command Policy Letter # 48, Account Creation Policy

1. REFERENCE: DOD Directive 8570.1M Change 3 and AR 25-2.
2. In accordance with DOD Directive 8570.1M and AR 25-2, effective 24 January 2012 the following steps will be required for all new and incoming personnel to create an account on the Army Nonsecure Internet Protocol Network (NIPRNET) and the Army Secure Internet Protocol Network (SIPRNET):
 - a. Create an Army Knowledge Online (AKO) user account. This is required in order to obtain and configure your Enterprise Email account.
 - b. Register for an Army Training Certification Tracking System (ATCTS) account (<https://atc.us.army.mil/iastar/index.php>) in building 2949, room 103. Follow the link from the ATCTS site to complete the annual DOD Information Assurance (IA) Awareness Training /Exam (<https://ia.signal.army.mil>). Sign and print the Acceptable Use Policy (AUP) after successful completion of the IA exam.
 - c. Complete DD Form 2875 System Authorization Access Request and email or hand carry to the USAG Stuttgart Security Office in building 2949, room 121.
3. Submit the complete package (DD 2875 and AUP) to USAG Stuttgart IT Office for local account creation. USAG Stuttgart Garrison IA manager will verify and approve the above steps. The IMO will attach the Persona Entity (PE) spreadsheet in an Enterprise Service Desk 119 online ticket requesting an Enterprise Email account.
4. IAW DOD Directive 8570.1M and AR 25-2, all current users will register in the ATCTS website and complete the Annual IA awareness training at <https://ia.signal.army.mil>. Failure to follow the above guidelines will result in users' accounts being suspended.
5. Point of Contact for the above information is the USAG Stuttgart IMO at 431-3090.


CARL D. BIRD III
COL, LG
Commanding