

**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. ADDRESS OF DEPARTMENT/AGENCY/ORGANIZATION

1b. REQUESTING USER NAME

1c. 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. HAS THE USER HAD A NATIONAL AGENCY CHECK (NAC)? (Check One)

Yes  No

6a. USER'S SIGNATURE

DATE

PHONE

6b. USER'S SUPERVISOR SIGNATURE (or other authority)

DATE

PHONE

6c. DRMO CHIEF SIGNATURE

DATE

PHONE

7a. SUBMIT THE FORM TO YOUR SERVICING DRMO.

7b. DRMO CHIEF: FAX OR E-MAIL THE REQUEST TO DRMS-CCI EMAIL: s9d3245@drms.dla.mil

**FAX: (616) 961-5654 or DSN 932-5654**

**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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