

Account Creation Process

Three forms and one document are required to create new accounts on the USAFRICOM SIPR and NIPR networks, they are:

Forms:

DD-2875 (System Access and Authorization Request)

USAFRICOM Acceptable Use Policy

DD-2842 (Only required if the user does not currently have a SIPR Token)

Document:

Current Cyber Awareness (CA) or Information Assurance (IA) Training Certificate

How to fill out DD-2842

Complete Section 1 Block a through e.

How to fill out the USAFRICOM Acceptable Use Policy (User Agreement)

New users should read the document in its entirety and digitally sign on page 8.

How to fill out DD-2875:

“Type of Request”

For new users this should be marked “Initial” and put the users DoD ID Number (10 digit number from the back of their CAC) on the line after “User ID”

“PART I”

Fill out blocks 1-12 ensuring that the new user digitally signs block 11.

“PART II”

Fill out blocks 13-20b ensuring to indicate if the user has a SIPR Token (Block 13) and that the new user’s supervisor digitally signs in block 18.

At this point you’ll need to have the DD-2875 signed by your Directorate Security Manager in order to verify clearances and NATO Read on dates.

Final Steps

Next, go to <https://119.eur.army.smil.mil> on SIPR and submit two tickets for new user accounts.

When submitting the ticket select “Accounts (AD, NSS, Spectrum, VPN, TSACS, TACACS, PD2)” On the next screen select “Unclassified” then:

Support category: Account Administration

Item to support: AFRICOM AD Account

Specific Issue: Create New Account

On the next screen select “Continue, I have completed the requirements described above”

On the next screen click “Submit Ticket”

Repeat the above for “Classified” the account

Finally, notate your ticket numbers and send a NIPR email to AFRICOM Stuttgart ACJ65 Mailbox Account Service Desk

africom.stuttgart.acj65.mbx.account-service-desk@mail.mil using the ticket numbers as the subject line; don’t forget to attach the documents you prepared (DD-2875, Acceptable Use Policy, DD-2842, Current CA or IA Training Certificate) to the email.

When the account has been created an email will be sent back to notify the requestor that the accounts have been created.