1. Type of Action:

2. Request Access to

3. Type of Employee:

4. Telephone Number

5. Name (Legal Last, First, MI)

6. SSN

7. Service

8. Division

9. DOB (mm/dd/yyyy)

10. Gender:

11. Termination Date (if temporary)

12. Place of Birth:

13. Title of Employee

14. Company Name, Address and Name of Sponsoring VA COTR (contractor only)

15. Security Awareness Training date

16. Privacy Training date

17. If access is for a WOC, Volunteer, Student or Contractor provide justification

18. Additional Comments (if any)

19. Vista Primary Menu

20. Vista Secondary Menu

21. Vista Security Keys

22. IM/ADPAC Signature

23. Service Chief Signature

24. HR Signature (not required for Contractors)

24a. SAC/NACI Date:

25. ISO Signature

26. CIO Signature

Form expiration date: 1/1/2015
Follow up responsibility: IRM