*JTAV **CLASSIFIED** User Application & Security Briefing Instructions*

The accompanying documents, once properly completed, will enable the EUCOM JTAV staff to create a JTAV user account that will make some of your day to day logistics tasks both easier and less time consuming to perform. Should this ever not be the case please feel free to contact one or all of the following:

JTAV EUROPEAN SUPPORT CENTER - STUTTGART

Tel. DSN (314) 430-7473/6146/7439
Civ. (49) 0711-680-7473/6146/7439
FAX DSN (314) 430-8744
Civ. (49) 0711-680-8744

UN-CLASS E-Mail: jtavhelp@defiant.eucom.mil

JTAV EUROPEAN SUPPORT CENTER – KAISERSLAUTERN FIELD OFFICE

Tel. DSN (314) 484-8141
Civ. (49) 0631-413-8141
FAX DSN (314) 484-6093
Civ. (49) 0631-413-6093

The User application may be filled out using a computer or by printing it out and making copies to manually fill it out Once the form is completed it may be returned via E-mail, FAX, or Postal Mail.

The Security Briefing's signed signature page may be filled out using a computer, with the exception of the required signature. Once you have printed and signed the completed form it may be returned via FAX or Postal Mail.

The supervisor must be US Military/Gov't civilian. Contractor personnel requiring accounts must have a US Military/Gov't civilian authorize their need for access to this system.

Applicants Security Manager must pass clearance data to the EUCOM J4 Security Manager as described on the security briefing form. Contractor personnel must have their clearance data passed to the EUCOM J4 Security Manager via the Gov't Security Manager that is the clearance authority for the project the contractor supports.

Once all of the required forms are received by the JTAV office, the new user account information will normally be returned within 48 hours, **provided we are given a valid FAX** #.

Should you have any questions please feel free to contact us at via one of the ways listed above.

JTAV EUROPEAN SUPPORT CENTER

JTAV USER ACCOUNT APPLICATION
EUCOM CLASSIFIED SERVER

November 15, 1999

Full Name of User:

Include mil/civ rank/grade & nationality if Non-US Citizen

Unit & Office Symbol:

Include company name if contractor

Branch of Service:

Rotation Date:	**Re-Deployment Date:**

UNIT LOCATION & MAILING INFORMATION

	HOME UNIT	***DEPLOYED LOCATION***
Unit Address/Name		
Box #		
City, State, zip APO/FPO, zip		
Local Town & Base		

TELEPHONE NUMBERS

	HOME UNIT	***DEPLOYED LOCATION***
DSN		
Commercial		
Secure		
FAX		

E-mail Information

Home Unit	
Deployed Location	

Login Information: The below information is provided by the EUCOM-JTAV Support Staff

WEB Account Login: Name _____ Date _____ By _____
Account Deletion: Date _____ By _____

E-Mail: JTAVHELP@DEFIANT.EUCOM.MIL, MAIL or FAX completed form to:
HQ USEUCOM, ECJ4-JTAV Support Center (CSC),
HQ USEUCOM UNIT 30400 BOX 1000, APO, AE. 09128
Tel: DSN 430-7473 CIV (49)0711-680-7473 FAX: DSN 430-8744 CIV (49)0711 680-8744

SECURITY BRIEFING FOR EUCOM - JTAV CLIENT ACCESS

EUCOM CLASSIFIED SERVER

November 15, 1999

1. SCOPE.

This briefing applies to all personnel who has access to the JTAV database servers. This access includes use of the JTAV PC based Web Application, as well as, direct access to the JTAV server via other utilities.

2. GENERAL RULES AND PROCEDURES.

a. The rules herein are in addition to, not in lieu of other laws and regulations governing the use of government computers systems and the handling of government owned data (Classified or Unclassified).
b. The JTAV Unclassified server and application is only authorized to process data at that level. No classified data will be processed on that system.
c. The JTAV Secret server and application is only authorized to process data up to and including the SECRET level. No TOP SECRET, SCI, ORCON, NATO or other caveat information will be processed on that server.
d. Use of the JTAV Servers for other than official business is prohibited.
e. Use of the JTAV Servers constitutes consent to monitoring.
f. JTAV Server users WILL NOT add, delete or modify files on any of the JTAV Servers. Specific exceptions to this will be granted in writing by the JTAV Technical Support Center.
g. Equipment and media, which has been used in conjunction with the SECRET JTAV Server, will be sanitized or destroyed in accordance with applicable DOD and local regulations.
h. Problems, violations or deviations from these procedures must be reported to the JTAV Technical Support Center at HQ USEUCOM, Stuttgart, Germany.

3. USERID and PASSWORD.

a. Each JTAV user is personally responsible for protecting and properly using the LAN userid and password issued to the user.
b. There will be no group accounts permitted on any JTAV Server.
c. Unclassified JTAV Server userids are UNCLASSIFIED. Unclassified JTAV Server passwords are UNCLASSIFIED SENSITIVE.
d. Secret JTAV Server userids are UNCLASSIFIED. Secret JTAV Server passwords are SECRET.
e. JTAV User IDs and Passwords are individual identifiers. The purpose of these is to control access and to establish accountability for use of JTAV resources. Users SHALL NOT: (1) Use any means other than their assigned userids and passwords to access the servers; (2) Divulge their passwords to any other person(s); (3) surrender physical control of a JTAV Session with first logging off; or (4) allow third parties the use their account.

4. LABELING and RELEASE OF OUTPUT DATA.

a. The JTAV Servers cannot be trusted to separate or identify data by security classification, nor to apply security markings to output on hardcopy, monitors or computer media.
b. All hardcopy output shall be protected at the appropriate level: (1) JTAV Unclassified Server data will be treated as For Official Use Only - FOUO; or (2) JTAV Secret Server data will be treated as SECRET.
c. All removable computer storage media, to include unclassified media, which is associated with JTAV data must be labeled with security markings. These labels are essential for positive identification of classified media, and to prevent unintentional contamination of unclassified media with classified data.
d. Users who create classified e-mail shall properly mark the header and the body of said e-mails to reflect the classification of the message.
e. All equipment or storage media which has been used to store, display or access the JTAV Servers shall be marked according to the data it handles.

5. COMPUTER VIRUSES.

a. Upon detection of a computer virus, JTAV Server account holders shall notify the JTAV Technical Support Center immediately.

6. STATEMENT OF UNDERSTANDING.

a. I acknowledge having read this Security Briefing, and shall comply with all its provisions.
b. I understand that a violation of these provisions may result in: (1) a degradation of the operational readiness of this command; (2) the compromise of classified information; (3) the criminal prosecution under the Uniform Code of Military Justice and/or the United States Code; (4) administrative action to include termination of employment; and (5) revocation of JTAV server access.

PRIVACY ACT STATEMENT

Authority: 10 U.S.C., Chapter 40; 37 U.S.C, Chapter 9; EO 9397, November 1943.
Principal Purposes: To verify applicant's clearance level and date of completion of the security investigation.
Routine Uses: Information may be disclosed to the Department of Justice, and to federal, state, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law.
Disclosure: Disclosure of SSN is voluntary. However, this form will not be processed without your SSN, since the DOD and U.S. Federal government identify personnel by SSN.

User's Signature		Date
User's printed Name & Rank	SSN	Pay Grade
Organization		
User's Supervisor's – **Must be US Military/Gov't Civilian** Printed Name & Rank		Pay Grade
Supervisor's Signature		
Supervisor's Telephone #		

APPLICANT'S SECURITY MANAGER MUST PROVIDE APPLICANT'S SECURITY CLEARANCE DATA TO HQ USEUCOM, ECJ4-MS, VIA DMS MESSAGE TO THE FOLLOWING ADDRESS:

USCINCEUR VAIHINGEN GE//ECJ4-MS//
ATTN: ECJ4-MS
Subject : JTAV Classified User Account

Or FAX to:
DSN (314) 430-8744 Civilian (01149) 711-680-8744 fax must reference JTAV CLASSIFED USER ACCOUNT

EUCOM J4 Security Manager's Representative Printed Name & Rank	Pay Grade
EUCOM J4 Security Manager Rep's Signature	
EUCOM J4 ISSO's Representative Printed Name & Rank	Pay Grade
EUCOM J4 ISSO Rep's Signature	

All applicants must obtain a supervisor's signature from a **U.S. Military/Government Civilian** who has, direct knowledge of the need for the applicant to have access to the EUCOM SECRET JTAV server.