

**Tank-Automotive Research, Development & Engineering Center (TARDEC)
Advanced Collaborative Environment (ACE)**

ACE Access Request Form - Application (Section 1 of 3)

Send to: usarmy.detroit.rdecom.mbx.tardec-ace-support@mail.mil or fax 586-282-2290

Process:

- (a) User completes sections 1 & 2 (**Application** and **Rules of Behavior**) of the ACE Access Request Form and then forwards entire form (all three sections) to the Data Owner.
- (b) Data Owner reviews sections 1 & 2 (**Application** and **Rules of Behavior**) and completes section 3 (**Access Request**) and forwards the entire ACE Access Request Form (all 3 sections) to usarmy.detroit.rdecom.mbx.tardec-ace-support@mail.mil.

- New User Request (ALL fields must be filled out)
- Access Request Change (Full Name, AKO, Supervisor, and Contractor fields must be filled out along with Access Request page)

Full Name (<i>Rank; First Last</i>)	
Agency/Company Name (CTR) or Office Symbol (GOVT) & City, State, Zip	
Building, Floor, Room #	
Work Phone (Commercial)	
Army Knowledge Online (AKO) ID (Apply at www.us.army.mil)	
E-Mail Address to be used for Windchill Notifications (@mail.mil or business)	
Supervisor's Name:	
Supervisor's E-Mail:	
Supervisor's Phone:	
Will you be accessing TARDEC ACE while visiting a foreign country	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a contractor? **If yes please fill in ALL lines below**	<input type="checkbox"/> Yes <input type="checkbox"/> No
Government Contracting Office Representative (COR) Name:	
Government COR E-mail:	
Government COR Phone:	
Contract Number	
Contract End Date	
Contract Company Cage Code: (Cage Code can be obtained from https://cage.dla.mil/Search)	

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This document contain Administrative Use information, February 2003. Other requests for this document shall be referred to TARDEC Data Management Group, RD-TA-RS MS272, 6501 E. 11 Mile Rd, Warren, MI 48397-5000

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**Tank-Automotive Research, Development & Engineering Center (TARDEC)
Advanced Collaborative Environment (ACE)**

ACE Access Request Form - Rules of Behavior (Section 2 of 3)

Send to: usarmy.detroit.rdecom.mbx.tardec-ace-support@mail.mil or fax 586-282-2290

As a U.S. Army Tank-Automotive Research, Development & Engineering (TARDEC) Advanced Collaborative Environment (ACE) system user, the following minimum security rules and requirements apply:

1. will have completed DoD Information Assurance (IA) Awareness Training. Users not located at the TACOM Garrison and do not have their own IA training program, please go to <https://ia.gordon.army.mil/courses.asp> for access to IA awareness training.
2. will generate, store, and protect passwords or pass-phrases. Passwords will consist of at least 14 characters with 2 each of uppercase letters, lowercase letters, numbers, and special characters. I am the only authorized user of this account and will not share password information with anyone. My passwords will not contain social security numbers (SSNs), birthdays, USERIDs, proper names, slang, military acronyms, call signs, dictionary words, consecutive or repetitive characters, or system identification; neither will my passwords be easy to guess (ex: mypassword or abcde12345). I will not have a password contain the same 4 sequential characters from the previous password and I will change my password every 90 days.
3. will immediately report any classified information to TARDEC ACE/Windchill Support (usarmy.detroit.rdecom.mbx.tardec-ace-support@mail.mil) posted on TARDEC ACE/Windchill. I will contact TARDEC ACE Windchill Support if anything questionable is found.
4. will maintain an AKO account. My AKO Account will be used to receive password resets and other official communication from the TARDEC ACE/Windchill System Administrators. If my AKO account expires, suspension of my TARDEC ACE/Windchill account may occur without notification.
5. will contact TARDEC ACE/Windchill Support when I no longer need access to TARDEC ACE /Windchill. Reasons for cancellation include, but are not limited to: retirement, removal from project, contract ending or employment leave.

By signing this form, I agree to follow the above outlined Rules of Behavior necessary to maintain a TARDEC ACE/Windchill account.

Name (Electronic Signature is Acceptable)

Date

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**Tank-Automotive Research, Development & Engineering Center (TARDEC)
Advanced Collaborative Environment (ACE)**

ACE Access Request Form - Access Request (Section 3 of 3)

Send to: usarmy.detroit.rdecom.mbx.tardec-ace-support@mail.mil or fax 586-282-2290

To help TARDEC ACE Support provide the correct access please fill out the appropriate section(s) below.

ProjectLink (Briefings, Program Documents, Operational Capabilities)	
Which Organization does the user require access to? (Select one or write in your own organization)	<input type="checkbox"/> TARDEC <input type="checkbox"/> PEO GCS <input type="checkbox"/> MRAP <input type="checkbox"/> TACOM LCMC <input type="checkbox"/> PEO CS & CSS <input type="checkbox"/> SOCOM <input type="checkbox"/> PEO-I <input type="checkbox"/> CERDEC Other:
Which ProjectLink Project(s) does the user require access to?	
Reason for Requesting access?	
Project Lead or Project Coordinator	

PDMLink (Drawings, Tech Loop, ECP's)	
List Product teams that you support:	
Which Container/Data Set does the user need access to:	
<input type="checkbox"/> ASV <input type="checkbox"/> JLTV <input type="checkbox"/> MRAP <input type="checkbox"/> HMMWV <input type="checkbox"/> SOCOM <input type="checkbox"/> TARDEC PIF <input type="checkbox"/> FMTV <input type="checkbox"/> Tech Loop/TDP	
Which function does the user perform in the Container/Data Set specified above:	
<input type="checkbox"/> Member (Read/Download) <input type="checkbox"/> Logistics (Create/Modify/Promote/BOM Management) <input type="checkbox"/> Change Initiator (Creates/Modifies ECP/ERR/RFD)	<input type="checkbox"/> Engineer (Create/Modify) <input type="checkbox"/> Configuration Management (Create/Modify/Promote) <input type="checkbox"/> Data Admin <input type="checkbox"/> TDP Reviewer (339, PWD)
Does the user Create/Review changes to an object?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What type of Change Reviewer is the user? (Eng, Log, SPAWAR, etc)	<input type="checkbox"/> CC <input type="checkbox"/> CCB <input type="checkbox"/> TARDEC PIF <input type="checkbox"/> Functional Reviewer

Once account is created; notification will be provided to ACE Project Coordinator/Lead to allow access

PRIVACY ACT STATEMENT

Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorized collection of this information. The information will be used to verify that authorized users of Government automated information systems (AIS) and/or to verify the level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of the "ACE Access Request". Disclosure of records or the information contained therein may be specifically disclosed outside the DoD according to the 'Blanket Routine User' act for at the beginning of the DISA compilation of systems of records, published annually in the Federal Register, and the disclosure generally prescribed under 5 U.S.C. 5S2a(b) of the Privacy Act.

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