

## STAFF-IN-CONFIDENCE *(After first entry)*

Department of Defence

# Defence Restricted Network (DRN) Access Request

## Instructions for completion

<b>Introduction</b>	This form must be completed to request a new account on the Defence Restricted Network (DRN). You must have a security clearance of at least Restricted to obtain a DRN account. Please contact your Unit Security Officer (USO) for details of how to obtain a Restricted clearance.
<b>Call centre reference number</b>	To gain access to DRN, you must first log a call with the Customer Support Centre (CSC) on (0) 133 272 (133 CSC). A call centre job will be created and you will be provided with a job number in the form IMRnnnnn. Please record this number in the space provided at the top of the form. The CSC can provide assistance in completing this form. The CSC will also inform you of your nearest shopfront or support area where you can complete this form online; alternatively you will be advised of the fax number for submission of the completed form.
<b>Part A Applicant's details</b>	You must complete all areas in this section. If any area is not applicable to you, insert N/A. Information provided will be used to create a unique identification and ensure that duplicate accounts are not maintained across the network.
Rank or title	Enter your military rank or civilian title, as appropriate.
Family name, first given name and initials	Enter your family name, first given name and any initials. Your name should be the same as it appears on your Defence pass or Service ID.
Service number, AGS number, employee ID or date of birth	This field provides your unique identification. If you do not have a service number, AGS number or employee ID (PMKeyS number), please enter your date of birth. This information will be used by Information Systems (IS) staff to confirm your identity and should reflect the information on your Defence pass or Service ID where possible.
With Effect From (WEF) date	Enter the date you expect to require your initial access to the network.
Previous unit or location	Enter the Defence location, base or unit where you last worked.
New location	Enter the Defence location, base or unit from which you will be working. Full details of your new work location should be recorded with the CSC as soon as they are known.
Previous email system	If you held a previous Defence email address, specify whether it was a Lotus Notes or Exchange (Outlook) account. Details of the full email address should also be added here, eg JohnSmith8@cbr.defence.gov.au.
Defence email address	Details of your @defence.gov.au email address should be entered here.
Previous network logon	Enter details of your previous domain, and the logon name used on that domain, eg NOR/davidjones7.
<b>Part B Applicant's security clearance</b>	The Unit Security Officer (USO) or the Information System Security Officer (ISSO) will complete this section to verify your security clearance details.
<b>Part C Supervisor's section</b>	Your supervisor needs to confirm which corporate directories (G: drive), email distribution lists and corporate applications you require access to. Path names and folder names need to be specified ( <i>not 'same as...'</i> ), eg wlm75sqn/common, wlm75sqn/Exec, etc.
<b>Part D Applicant's undertaking</b>	You must sign this undertaking before you are able to access the DRN. You must read and sign the Information System Security Practices and Procedures (ISSPP), available on DEFWEB at <a href="http://dknis001.car.defence.gov.au/drn/">http://dknis001.car.defence.gov.au/drn/</a> , and be familiar with the contents of the other related security instructions. These instructions are available on DEFWEB or through your local USO or ISSO.

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- Please phone the Customer Support Centre on (0) 133 272 for details on where to send this form after completion and to register your request.
- Record the job number details as the 'Call centre reference number'.

Call centre reference number	Is this a? <i>(Tick appropriate box)</i> First time logon <input type="checkbox"/> Change to existing logon <input type="checkbox"/>
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**Part A - Applicant's details** *(All fields in this section are mandatory. If not applicable to you, enter N/A.)*

Service	Rank or title	Family name	First given name	Initials
Defence group		Service number, AGS number, employee ID or date of birth		With effect from date
Previous unit or location		New location	Previous email system <i>(Lotus Notes or Exchange)</i>	
Defence email address			Previous network logon, eg NOR\davidjones7	

**Part B - Applicant's security clearance** *(To be validated by the Unit Security Officer (USO) or Information System Security Officer (ISSO)).*

Is the applicant <i>(Tick appropriate box)</i>			
Military member <input type="checkbox"/>	APS member <input type="checkbox"/>	Contractor <input type="checkbox"/>	Foreign national <input type="checkbox"/>
Applicant's security clearance			
USO or ISSO signature	Printed name	Phone number	Date

**Part C - Supervisor's section**

Specify read/write access to G: drive and group memberships against the relevant sections below.			
Files and directories <i>(Specify Global Group name for G: drive access.)</i>			
Applications, eg PMKeyS, SDSS, ROMAN, ABC, ADFPAY, CENRESPAY, AIMS, CMS, CVS, databases, etc.			
I, the undersigned, confirm that the requested access is required for the member to undertake their daily duties.			
Supervisor's signature	Printed name	Phone number	Date

**Part D - Applicant's undertaking to abide by security requirements**

By signing this application, I agree to read and abide by the requirements of the DRN Information System Security Practices and Procedures (ISSPP), available on DEFWEB at <a href="http://dknis001.car.defence.gov.au/drn/">http://dknis001.car.defence.gov.au/drn/</a> or from your USO, <a href="#">DI(G) ADMIN 10-6</a> , <a href="#">DI(G) PERS 35-3</a> , <a href="#">DIMPI 5/2001</a> , <a href="#">DSI 10/2001</a> and <a href="#">DI(G) ADMIN 45-2</a> . I am aware that if I breach this agreement, I will be subject to military, APS or civilian disciplinary action and may have my DRN access temporarily or permanently withdrawn.		
Applicant's signature	Phone number	Date