PRIVACY ACT STATEMENT

Authority: NM05000-2, Public Law 99-474 (Counterfeit Access Device and Computer Fraud and Abuse Act fo 1984) and Public Laws 93-579 (Privacy Act of 1974)
Purpose(s): The information will be used to verify that you are an authorized user of a Japanese Automation System (JAS).
Routine uses: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system.
Disclosure: Voluntary, failure to provide the information may impede or prevent the processing of your requested User Account.

Human Resources Office - Japanese Automation System
ACTIVITY/HRO USER ACCOUNT REQUEST

1. Service Location

☐ Yokosuka ☐ Atsugi ☐ Yokota ☐ Misawa ☐ Sasebo ☐ Okinawa

2. UIC:	3. Activity Name:(Full)	4. Organization Code:(Refer to HRO)

5. Name:(Last, First, Middle Initial)	6. E-mail Address:	7. Phone:
8. Job Title:	9. Job No.:	10. Grade:

11. Access Level:

Category: ☐ MLC / ☐ IHA

PD	PAR / ONPA
☐ Initiate	☐ Initiate
☐ Block 12 (Requested by)	☐ Block 16 (Requested by)
☐ Block 13 (Certified by)	☐ Block 17 (CO or Authorized Rep.)
☐ Block 14 (Approved by PMO)	☐ Block 18 (Clearances)
☐ Clearance	☐ Block 20 (Endorsement by COR) (HRO Only)
☐ Principal Classifier (HRO Only)	

12. Remarks:

13. Requestor's Signature:	14. Date:

15. Supervisor's Signature / Phone:	16. E-mail Address:	17. Date:

18. Note:

☐ New

☐ Replaces _____

☐ Change existing account.

☐ Delete (effective date:_____)

- Account to be deleted:_____

☐ Reactivate

HRO Official Use Only

19. Received Date:	20. HRO Processed Date:	21. Signature:

N6 Official Use Only

22. Received Date:	23. JAS Registered Date:	24. Signature:

(Revised on 20 May 2015)