

**DEFENSE BUSINESS MANAGEMENT SYSTEM (DBMS)/AUTOMATED TIME AND ATTENDANCE PRODUCTION SYSTEM (ATAAPS) ACCESS REQUEST**

**THIS FORM IS REQUIRED FOR ALL USERS REQUESTING ACCESS TO DBMS AND ATAAPS AS TIMEKEEPERS AND/OR SUPERVISORS.  
ONLY ONE USER PER FORM. SEND COMPLETED FORM TO DASC-O.**

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450. 50 U.S.C. 781, et seq. DLA Privacy Act System Notice S500.50 DLA-I, Individual Access Records, applies.

PRINCIPAL PURPOSE(S): Personal information on this form is used to grant the individual access to a sensitive DLA Automated Information System (AIS). The provided information is used to ensure that only authorized personnel have access to this system.

ROUTINE USE(S): Information from this system may be disclosed for any of the DLA blanket routine uses.

DISCLOSURE: Disclosure of information on this form is voluntary. However, if the information is not provided, system access will be denied.

**SECTION I**

1. NAME (Last, First, Middle Initial)	2. OFFICE SYMBOL	3. OFFICE TELEPHONE NUMBER	
		a. COMMERCIAL	b. DSN

**SECTION II**

4. TYPE OF ACTION REQUIRED ("X" one)	5. TYPE OF ACCESS ("X" where applicable)	
		<input type="checkbox"/> ADD NEW USER <input type="checkbox"/> DELETE ORGANIZATION
		<input type="checkbox"/> DELETE USER <input type="checkbox"/> REASSIGN TO ANOTHER ORGANIZATION
<input type="checkbox"/> ADD NEW ORGANIZATION <input type="checkbox"/> CHANGE USER INFORMATION	<input type="checkbox"/> TIMEKEEPER <input type="checkbox"/> PRIMARY CERTIFIER <input type="checkbox"/> ALTERNATE CERTIFIER	

**SECTION III**

6. USER INFORMATION		
6a. USERID (Specify if new user)	6b. SSN	7. DBMS (Please Provide Required Worksheets) <input type="checkbox"/> AAS <input type="checkbox"/> Cost Note: Request <b>WILL NOT</b> be processed without worksheets.
6c. REPORTING ACTIVITY	6d. ORGANIZATION CODES	

**SECTION IV**

8. SUPERVISOR		
8a. NAME (Last, First, Middle Initial)	8b. SIGNATURE	8c. DATE
9. TERMINAL AREA SECURITY OFFICER (TASO)		
9a. NAME (Last, First, Middle Initial)	9b. SIGNATURE	9c. DATE