PSC NETWORK ACCOUNT PROCEDURES

Introduction

This business process guide provides procedures for establishing, transferring, and terminating USCG Ballston network accounts for PSC members.

Discussion

Establishing, transferring, and terminating USCG Ballston network accounts do not happen automatically. Ideally, a network account should be established before a member reports in. It takes a team effort from the member, the member's Division, and NPFC to ensure network accounts are established, transferred, and terminated in a timely manner.

For a member en-route to PSC, the member's Division should submit their network account request to NPFC at least one week prior to the member's reporting date.

It is equally important to transfer and terminate network accounts to ensure a timely transfer of the account to the member's next unit or maintain network security.

Division/Branch Procedures

<table>
<tr><th>Requirement</th><th>Action</th></tr>
<tr><td>Establish Network Account (Check-in)</td><td>
The typical turn-around time for establishing a network account in Ballston is five working days. Members reporting in without a network account will not have access to command files, folders, and email.
<table>
<tr><th>Step</th><th>Action</th><th>Remarks</th></tr>
<tr><td>1</td><td>Complete and electronically submit Network Account form to NPFC-IT for processing.</td><td>See sample "Check In" Sheet on Page 3.</td></tr>
<tr><td rowspan="3">2</td><td colspan="2">Does member have a CAC Card?</td></tr>
<tr><td>Yes</td><td>No</td></tr>
<tr><td>Member will be notified by email that his/her account has been transferred.</td><td>The division requestor will be notified by email that a temporary User ID/password has been established for member to use until they are issued a CAC card.</td></tr>
</table>
</td></tr>
</table>

Note: The Network Account Information form is located on the CG Ballston Home Page.
Go to IT Services → Select IT Services → Select Network Account form listed under "Supervisors of Arriving & Departing Personnel"

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PSC NETWORK ACCOUNT PROCEDURES

Member Procedures

<table>
<tr><th>Requirement</th><th>Action</th></tr>
<tr><td>Transfer Network Account</td><td>
<table>
<tr><th>Step</th><th>Action</th><th>Remarks</th></tr>
<tr><td>1</td><td>Complete and electronically submit BALLSTON Network Account form to NPFC-IT for processing.</td><td>See sample “Transfer” Sheet on Page 4.</td></tr>
<tr><td>2</td><td>Submit CGFIXIT ticket to complete the PCS Transfer Request.</td><td>Select PCS Transfer → Move or Transfer. Complete all information and click Submit button.</td></tr>
</table>
Note: Both the Ballston and CGFIXIT forms are required to complete a transfer as info is not always passed back to NPFC-IT by CG Fixit Personnel.
</td></tr>
<tr><td>Terminate Network Account</td><td>
<table>
<tr><th>Step</th><th>Action</th><th>Remarks</th></tr>
<tr><td>1</td><td>Complete and electronically submit BALLSTON Network Account form to NPFC-IT for processing.</td><td>See sample “Separation” Sheet on Page 5.</td></tr>
</table>
</td></tr>
</table>

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Sample Check In USCG BALLSTON Network Account Information Sheet

Updated: 6/1/2009

USCG BALLSTON
NETWORK ACCOUNT INFORMATION SHEET

This form should be completed and forwarded via e-mail as an attachment to ARL-SG-NPFC CI Manager@uscg.mil at least one week before the action date.

☑ Check In / ☐ Transfer / ☐ Separation / ☐ New Account

Date Required: 1 Sep 09

Last Name: Blonski First Name: Joey *MI: M
*(Required if there is a middle name)

Grade/Rank: YN3

For Contract Employees, list their company's name: _____

CHECKING IN:

Unit Transferring from: Sector NO

Command/Division Assigned: CGPSC-opm (i.e. NPFC (Ci), CGPC-OPM-2, etc.)

Room #: 1100 Assistant (if applicable): _____ Supervisor: YNC Gomer Pyle

Phone #: 3-1234 Fax #: 3-2233 Cell #: _____

E-mail groups: CGPSC-opm-1; CGPSC all enlisted (i.e. NPFC (Ci) distribution list, CGPC-ADM-2, etc.)

TRANSFERRING OUT:

Reporting unit name and location: _____

In transit phone number: _____

Departure date: _____

Reporting date: _____

Submit Reset

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Sample Transfer USCG BALLSTON Network Account Information Sheet

Updated: 6/1/2009

USCG BALLSTON
NETWORK ACCOUNT INFORMATION SHEET

This form should be completed and forwarded via e-mail as an attachment to ARL-SG-NPFC CI Manager@uscg.mil at least one week before the action date.

☐ Check In / ☑ Transfer / ☐ Separation / ☐ New Account

Date Required: 1 Sep 09

Last Name: Blonski First Name: Joey *MI: M
*(Required if there is a middle name)

Grade/Rank: YN3

For Contract Employees, list their company's name: _____

CHECKING IN:

Unit Transferring from: _____

Command/Division Assigned: _____ (i.e. NPFC (Ci), CGPC-OPM-2, etc.)

Room #: _____ Assistant (if applicable): _____ Supervisor: _____

Phone #: _____ Fax #: _____ Cell #: _____

E-mail groups: _____ (i.e. NPFC (Ci) distribution list, CGPC-ADM-2, etc.)

TRANSFERRING OUT:

Reporting unit name and location: CGC Eagle

In transit phone number: 703-876-1234

Departure date: 12 Sep 09

Reporting date: 1 Oct 09

Submit Reset

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Sample Separation USCG BALLSTON Network Account Information Sheet

Updated: 6/1/2009

USCG BALLSTON
NETWORK ACCOUNT INFORMATION SHEET

This form should be completed and forwarded via e-mail as an attachment to ARL-SG-NPFC CI Manager@uscg.mil at least one week before the action date.

☐ Check In / ☐ Transfer / ☑ Separation / ☐ New Account

Date Required: 1 Sep 09

Last Name: Blonski First Name: Joey *MI: M
*(Required if there is a middle name)

Grade/Rank: YN3

For Contract Employees, list their company's name: _____

CHECKING IN:

Unit Transferring from: _____

Command/Division Assigned: _____ (i.e. NPFC (Ci), CGPC-OPM-2, etc.)

Room #: _____ Assistant (if applicable): _____ Supervisor: _____

Phone #: _____ Fax #: _____ Cell #: _____

E-mail groups: _____ (i.e. NPFC (Ci) distribution list, CGPC-ADM-2, etc.)

TRANSFERRING OUT:

Reporting unit name and location: _____

In transit phone number: _____

Departure date: _____

Reporting date: _____

Submit Reset