CMTC, CNM, & NSAM
User Access Request Form
Updated 10/26/20

To ensure document security, the ATI ManTech Centers of Excellence (COEs) require user verification information for each requested user. Please fill out all fields below and submit to the designated ATI COE email address and copy the ATI project manager.

Your organization's info:

Name of Organization:

US Government Employee?   Yes   No   **Branch/Division:**

Is your organization a Department of Defense Contractor?   Yes   No   **Cage Code:**

JCP Certification Number (DD2345):   **DD2345 Expiration Date:**

Requesting access for:

Full Name	Title	Email	Citizenship

Requesting access to:

Folder Name or Name of Project	COE

Additional POCs who will need to request access:

Name	Title	Email	Company Name

This table is intended to note additional subcontractors who do not work for your organization.
Each organization will need to submit their own user request form.

Additional notes/comments:

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Verified/Approved by:

Full Name:

Title: **Citizenship:**

Phone: **Email:**

Signature: **Date:**

*The signatory must be an organization's representative who has verified each user's citizenship and need-to-know status, such as a supervisor, human resources representative, etc. By signing, you are acknowledging that you are able to make these determinations for your organization.

**By submitting this form, you certify that all users will follow all warnings and instructions posted on the individual sites. Additionally, users agree to not share their log in credentials with anyone.

What happens after you fill out the form?

1. Once you have filled out and signed the form, submit it to the appropriate ATI COE via email. Attach a copy of your DD Form 2345 and copy each applicable ATI project manager.
2. ATI will verify your organization's DD2345 information, using the JCP online search tool.
3. The ATI project manager will provide additional approval for access to the specific folders/projects requested, or reach out to you for additional questions.
4. Once DD2345 information is verified and user access is approved, a user will receive an email directly from ATI with instructions on how to access the site and folder(s).
5. New users must activate their account within 30 days, or their account will be deleted and a new form must be submitted.
6. If at any time an individual no longer requires access, or has departed your organization, please notify the appropriate COE(s) and project manager(s) so access can be terminated.
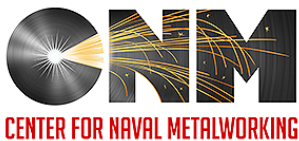
Click to launch email to CNM
info@navalmetalworking.org

Click to launch email to CMTC
cmtc@ati.org

Click to launch email to NSAM
nsam@ati.org

ATI approval:

Approved by: **Date:**

Comments/Notes: