

How to Request an AFNET Email

A Quick Guide from HQ RIO

For IMAs assigned to units that DON'T use us.af.mil accounts

If you are assigned to an active component unit that does not use us.af.mil accounts, you could be at a disadvantage when it comes to using Desktop Anywhere and other AF systems and applications. The intent of this guide is to explain how to go through AFRC/ A6 to get access to an AFNET email for your use.

1. Download the [DD Form 2875](#).
2. Mark "Initial" for Type of Request and enter today's date. Use "AFNET Email" for System Name. Skip Location.

3. Fill out blocks 1 through 12 with your information. Use the sample provided here for reference.

4. Use the following for block 13 (justification):
I am an IMA assigned to a non-Air Force organization and require a us.af.mil email in order to access Air Force systems and applications.

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT			
AUTHORITY: Executive Order 10450, 9397, and Public Law 99-474, the Computer Fraud and Abuse Act.			
PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.			
ROUTINE USES: None.			
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID			DATE (YYYYMMDD) 20201026
SYSTEM NAME (Platform or Applications) AFNET Email			LOCATION (Physical Location of System)
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial) Doe, Jane		2. ORGANIZATION HQ RIO Det 5	
3. OFFICE SYMBOL/DEPARTMENT USAFE/PAOI		4. PHONE (DSN or Commercial) 919-555-1212	
5. OFFICIAL E-MAIL ADDRESS jane.doe@mail.mil		6. JOB TITLE AND GRADE/RANK Flight Commander, Capt	
7. OFFICIAL MAILING ADDRESS 123 Main Street Air Force AFB, ST		8. CITIZENSHIP <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	9. DESIGNATION OF PERSON <input checked="" type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input checked="" type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD) 20201026			
11. USER SIGNATURE Jane Doe			12. DATE (YYYYMMDD) 20201026
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)			
13. JUSTIFICATION FOR ACCESS I am an IMA assigned to a non-Air Force organization and require a us.af.mil email in order to access Air Force systems and applications.			

5. Mark "Authorized" for block 14 and "Unclassified" for block 15.
6. Skip blocks 16 and 16a.
7. Fill in blocks 17 through 20b for either your active component supervisor or your detachment commander to sign.
8. Have your supervisor or detachment commander sign block 18.
9. Email the signed form to afrc.cfp.nipr@us.af.mil with the subject **"IMA ACCOUNT REQUEST."** If you don't get a reply within two business days, call (478) 327-1999.