

How to Request Reactivation of AFNET account

A Quick Guide from HQ RIO

For IMAs who need access to Desktop Anywhere

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. While all Airmen may not have a us.af.mil email addresses, they do all have an AFNET accounts, although they could be deactivated. The intent of this guide is to explain how to go through AFRC/A6 to get an AFNET account reactivated, which will allow access and use Desktop Anywhere.

1. Download the [DD Form 2875](#).
2. Mark “Initial” for Type of Request and enter today’s date. Use “AFNET Account Reactivation - NO EMAIL” for System Name. Skip Location.

3. Fill out blocks 1 through 12 with your information. Use the sample provided here for reference. (Be sure block 2 shows your servicing HQ RIO Detachment)

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

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)		
PRIVACY ACT STATEMENT Executive Order 10450, 9397, and Public Law 99-474, the Computer Fraud and Abuse Act. 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 Account Reactivation - NO 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>I am an IMA assigned to a non-Air Force organization and require an active AFNET account in order to access Air Force systems and applications.</i>		

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. Have your active component unit security manager fill in/sign in blocks 30-32 (back page).
10. Email the form to afrc.cfp.nipr@us.af.mil with the subject “**IMA AFNET ACCOUNT REQUEST.**” If you don’t get a reply within five business days, call (478) 327-1999. If you don't check your work (official) email often, you can send it from your personal email and ask that your personal email be used for any correspondence. Tickets are worked in the order received.