ATTACHMENT 8

New Hire RAO Form

NEW HIRE RAO FORM

Date of Request _____

Establishing an Email Account (Applies only to those requiring an email account):
Employees are required to complete, for mandatory security awareness, an on-line test prior to receiving an email account. The test is located at the following link: https://hqintral.hq.usace.army.mil/surveys/. The User Identification Code consists of s0, the abbreviated office symbol and the employees initials (example – s0cwzldl). Once the test has been completed, please provide a printed copy of the results, signed Computer User's Agreement and the information below to CECW-ZD (3K85/3K87).

User Identification: S0CWH_____

Full Name: _____

Office Symbol: CECW-HS-RAO

Official Reporting Date: _____

Cubicle Location _____

Telephone #: 202-761-8548

Is access required for CEFMS? Yes ___**X**_____ No _____

SSN: _____

DOB: _____

Home Address: _____

_____

Organization Code: S0W0E60

ENG 6030 completed _____
ENG 6030 signed by supervisor _____
ENG 6030 approved by security office _____
ENG 6030 forwarded to ACE-IT _____