Submitting a NexGenIT (TRIRIGA) Role Request

733 CIVIL ENGINEER SQUADRON

JBLE-EUSTIS, VA

DATE REVISED: 19 APRIL 2024

NexGenIT Role Request Requirement

Non-Air Force Personnel

- Must obtain and Air Force email account
  - https://epi.afds.af.mil/nonaf

Please note, you will not be notified this has been processed, it generally is created within 24 hours.

NexGenIT Role Request Requirement

All New Incoming Facility Managers are required to obtain the following information from your Security Manager

❖Type of Investigation:
❖Date of Investigation:
❖Clearance Level:
❖IT Level Designation:

Email to: Danielle Quinlan - danielle.quinlan@us.af.mil
                  Sharon Carey – sharon.carey@us.af.mil

                  Kim Cader – kimberly.cader@us.af.mil

You may receive an email or a phone call from one of our Unit Security Managers **requesting your SSN** to verify your clearance. NexGenIT is a CE program, which will require you to be looked up in DISS (Defense Information System for Security) to verify your clearance.

Security Managers:

Darius Hunter

Tracy Ebron

# NexGenIT Role Request Guidance Overview

- Users will need to re-submit NexGenIT Role Requests each year to maintain access to the system.

- NexGenIT Role Requests will expire one year after the original submission date.

- NexGenIT Access will be suspended after 30 days of no use.

NexGenIT Role Request Process

- **Step 1:** Navigate to the NexGenIT Landing page (https://nexgenit.csd.disa.mil) and click 'OK' on the security prompt pages. Select your e-mail certificate and enter your PIN.
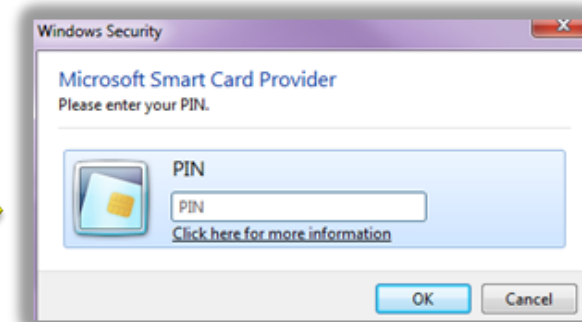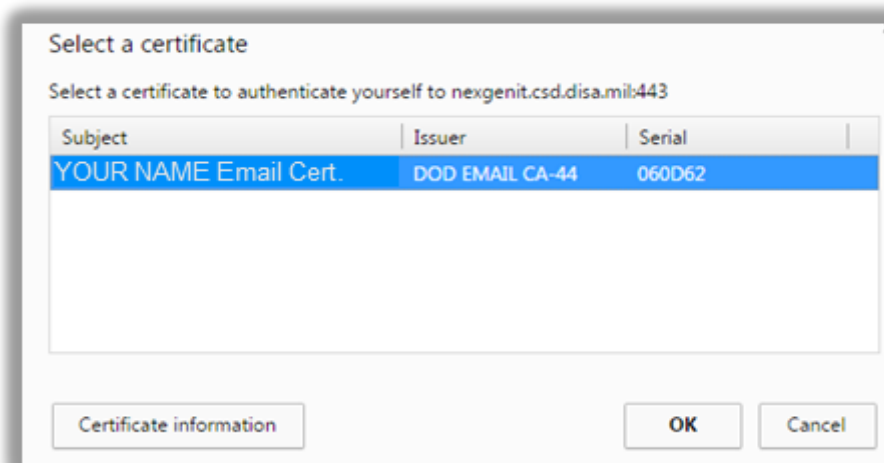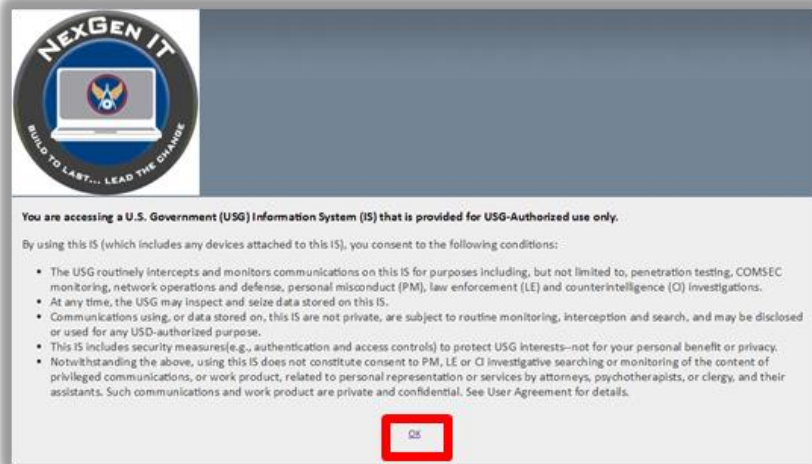
NexGenIT Role Request Process

- **Step 2:** On the NexGenIT Landing page:

  (1) Select '**NexGenIT Role Request**' from the left-hand menu

  (2) Select '**Submit NexGenIT Role Request**.' From here, the NexGenIT Role Request form will display.

NexGenIT Role Request Process

Step 3: On the NexGenIT Role Request Form, complete the required fields in the section labeled PART 1 (to be completed by Requestor) section. This section is populated based on the information pulled from the Air Force Directory Services (AFDS).

(1) (a), (b), (c) Please ensure that every field is filled out
(2) Verify 'Organization' field
(3) Verify 'Office Symbol" field
(4) (a), (b) Verify 'Commercial Phone/DSN' field
(5) Verify Air Force email address
(6) (a), (b) Select the appropriate grade/rank in the 'Grade/Rank' drop-down (Civilians N/A)
(7) Enter 'Official Mailing Address'
(8) Verify 'Citizenship'
(9) Verify the 'Designation of Person' field
(10) (a) If current on the required IAA Cyber Awareness training, place a checkmark beside the 'I have completed annual DoD IAA Cyber Awareness Training' statement.
(10) (b) Verify or Enter IA Training Date – This date **MUST** match you current training certificate.

Review SAAR

Part I (Completed by Requestor)

Type of Request:
Initial

System Name:
CE NexGen IT

Date (YYYYMMDD):
20220331

System Physical Location:
DISA DECC

Requestor

1a. Last Name:
LINDSAY

2. Organization:
17 TRW

3. Office Symbol:
CVS

1b. First Name:
KYRA

4a. DSN Phone:
477-1559

4b. Commercial Phone:
325-654-1559

1c. Middle Initial:
A

6a. Job Title:
SOCIAL SCIENCE (0101)

6b. Grade/Rank:
N/A - Civilian

5a. Official Email Address:
kyra.lindsay.1@us.af.mil

8. Citizenship:
US

9. Designation of Person:
Civilian

5b. Alternate Email Address:

☑ 10a. I have completed annual DoD IAA CyberAwareness Training.

10b. IA Training Date (YYYYMMDD):
20210929

7. Official Mailing Address:
324 FORT LANCASTER AVE, BLDG 258
Goodfellow AFB, TX 76908

NexGenIT Role Request Process

- **Step 4:** In the Accessibility, Applications, and Roles section:

(1) Select '**Installation/Base**' in the 'Organization Level' drop-down

(2) Select **SI Eustis** under the 'Installation/Base' drop-down.

(3) Select **SI Eustis** under the 'Additional Installations' drop-down.

NexGenIT Role Request Process

- **Step 5:** To select a NexGenIT Role to request, **place a checkmark in the box beside the Facility Manager Role** from the list that appears on the right-hand side of the screen.

🌐 Click here for role selection guidance.

- ☐ Ops Chief
- ☐ Base Approving Authority
- ☐ Base CE Financial Manager
- ☐ Base Civil Engineer/Base CE Director/CE Group Commander
- ☐ CONUS Base Environmental Manager
- ☐ Chief of Material Control
- ☐ Contracting Officer Representative
- ☐ Contracts Service Manager
- ☐ Coordinating Services
- ☐ Customer Service Unit
- ☐ Deputy Base Civil Engineer
- ☐ Deputy Ops Chief
- ☐ EIAP Manager
- ☐ Energy Manager
- ☐ Energy Utility Manager
- ☐ Environmental User
- ☑ Facility Manager
- ☐ Inspector
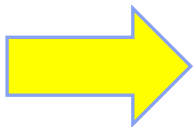
NexGenIT Role Request Process

- **Step 6:** The Facility Manager Role requires the following additional document with the request.

(1) Facility Manager Appointment Letter

Select '**Attach Document**' in the 'Attach Supporting Documents' section.

NexGenIT Role Request Process

Step 7: Under the File Upload Manager pop-up:

(1) Select the appropriate document from the '**Document Type**' drop-down

(2) Click '**Choose File**' button and select the appropriate file from your computer

(3) Click '**Upload**.'

NexGenIT Role Request Process

Step 8: The file you have uploaded will be displayed under the 'Choose from an existing file' section on the left-hand side of the 'File Upload Manager' pop-up. To load a document into the form, **click on the paperclip** beside the appropriate file. Click Done

Note: After you click on the paperclip that document will show attached inside the SAAR request

File Upload Manager

Choose from an existing file:

Facility Manager Appointment Letter
FM Appt Letter Bldg 915.pdf

Or upload a new file:

* **Document Type:**
Facility Manager Appointment Letter

Select file:
Choose File   No file chosen

(File must be a JPEG or PDF document.)

Upload

Done

Attach Supporting Documents

Please attach any supporting documents required for your requested roles.
Facility Manager Appointment Letter: FM%20Appt%20Letter%20Bldg%20915.pdf

NexGenIT Role Request Process

Step 9: Once all required fields & documents have been completed, select the '**Sign and Save**' button to save your NexGenIT Role Request.

Signature

By signing and submitting this SAAR, you accept responsibility and accountability for access to the system(s) or application(s).

Date (YYYYMMDD):
20181220

Sign and Save

NexGenIT Role Request Process

Step 10: Once the NexGenIT Role Request has been saved:

(1) Select <u>Daniel Wood</u>, as Supervisor from the list of signatories on the 'Create NexGenIT Role Request – Route to Supervisor' page.

(2) Click 'Submit To This Signatory' button.

Note: Check the status of the role from the CE NexGenIT Landing Page by clicking on 'My SAAR Status' under the SAAR button. Users will receive emails after each signatory approves the system role request. If at any point a signatory disapproves the role request, the signatory must provide justification for the disapproval to the user.