

1. Select UNCLASSIFIED from the drop-down box listed at the top of page 1, this will auto apply to all pages of the document
2. TYPE OF REQUEST – select INITIAL from drop down list
3. USER ID – leave block blank
4. DATE (YYYYMMDD) – enter the date you begin to fill out the form
5. SYSTEM NAME – enter MCEN-N
6. LOCATION – enter Quantico, VA
7. Block 1 – enter last name, first name, and middle initial of the user
8. Block 2 – enter Organization individual reports to within NCR-QUAN’s AOR
9. Block 3 – enter Department or Section within the organization the user is assigned to
10. Block 4 – enter users 10-digit phone number
11. Block 5 – should be left blank since the user does not have an existing MCEN-N account (email addresses ending in “.com” will not be accepted)
12. Block 6 – enter users job title and rank (ex. Systems Analyst/Capt or Security Specialist/GS12 or CONT for all Contractors)
13. Block 7 – enter the official mailing address for the Organization the user is assigned to
14. Block 8 – place an “X” in the appropriate box
15. Block 9 – place an “X” in the appropriate box
16. Block 10 – place an “X” in the “I have completed the Annual Cyber Awareness Training” box and enter the date listed on the individuals Cyber Awareness Challenge or CYBERM0000 certificate
17. Block 11 – individual must digitally sign using the DoD PKI certificate from their CAC
18. Block 13 – enter a brief justification explaining why access is required
19. Block 14 – select AUTHORIZED
20. Block 15 – select UNCLASSIFIED
21. Block 16 – place an “X” in the “I certify that this user requires access to requested.” box
22. Block 16a – all users must specify their CAC expiration date. Contractors must also specify contracting company name, contract number, and contract expiration date