



**INSTRUCTIONS FOR THE JUSTIFICATION REQUEST FOR HSDN ACCOUNT FORM**

**Block 1:** Enter the employee's full name. (Example: *Doe, John C*)

**Block 2:** Enter the employee's Official Position/Title. (Example: *Security Manager*)

**Block 3:** Indicate the Agency that the employee is assigned to. (Examples: *FAS / APHIS / DM*)

**Block 4:** Indicate if the employee is a new user of HSDN by checking Yes or No.

**Block 5:** Indicate the employment status by checking the appropriate option.

**Block 6:** Indicate if the employee has an approved container (safe) for the storage of classified materials at the Secret level by checking either *IS* or *IS NOT available*. The employee and their Supervisor should initial accordingly.

**Block 7:** Indicate if the employee will require access to classified cables. (A justification for th access must be placed in block 8.) **OHSEC Staff must approve or deny this request.**

**Block 8:** All requests for HSDN access require specific justification explaining the need for access to classified national security information (CNSI) as it relates to an individual's duties.

**Block 9:** Users must certify the request and justification listed in Block 9. If a user requires initial or refresher training on the proper handling, marking, storage, and transportation of classified material, they must contact the Personnel and Document Security (PDSD) Office, 202-720-7373.

**Block 10:** The Requesting Official's information should be filled out and signed by the employee's supervisor. Annotate the date of request, the Supervisor's Name, Signature and Date.

**Applicant or Supervisor must now provide the form to the HSDN Support Team:**

- HSDN Suite (located in the South Bldg., Wing 2, Sub Basement, Suite S100E)
- Telephone: 202-720-0594 Fax: 202-205-0140

**Block 11: OHSEC Staff Use Only-** Annotate whether the justification is approved or disapproved. Annotate the Approving Official's Name, Signature and Date.

**Once the account request is approved, the HSDN Support Team will contact the user to submit an HSDN User Account Application and supporting User Agreements.**

