

INSTRUCTIONS

1. Action and Access Requested

- a. Select one of the following options:

Add New User - Create a new account.

Modify User Info. - Change personal information such as name, address, telephone, etc. A change in duty assignment or employer requires a new need to know certification.

Delete User - Delete your own account or another user's account if you are a Service/Agency POC.

- b. Select all that are applicable from the following options:

TADIL - Access to TADIL web pages. VMF access is included with this option.

USMTF - Access to the USMTF web pages.

TADIL - Access to VMF web pages only. This access option is for non-U.S. citizens.

2. User Information

- a. Name: Enter your full name.

- b. Citizenship: Enter the country from which you claim citizenship.

- c. Employer/Organization: Enter the company by which you are employed or the organization to which you are assigned.

- d. Organization type: Select the type of organization by which you are employed.

- e. Service/Agency: Select which DOD Service/Agency you are a member of or which you support. If you select other, please specify which Service/Agency you are a member of or which you support.

- f. Mailing address: Enter your commercial mailing address, including the country in which you are located.

- g. E-mail address: Enter your commercial e-mail address.

- h. Telephone: Enter your commercial and, if available, DSN telephone numbers.

- i. Reason for access: Enter the reason for the requested access. When the reason for access no longer exists, please inform the Service/Agency POC or DISA/GE332.

3. Contractor Information

- a. Referenced contract number: Enter the contract number that requires access to the TDS-C and the expiration date.

- b. Contract task(s) that justify access: Specify which task(s) under the contract listed in 3a. that requires access.

- c./d. Contracting Officer: The Contracting Officer's name, phone number, signature, and the date signed.

4. Service/Agency POC Approval

Requests for new accounts must be submitted to the designated Service/Agency POC. The Service/Agency POCs for the Combatant Commands, Army, USAF, USN, USMC, NSA, and JITC are listed at <https://disain.disa.mil/tdl/unclass.htm#C/S/A>. If none of the Service/Agency POCs listed are appropriate for your request, please contact the DISA TADIL Access Coordinator at 703-681-2637.