

## SCATTERED CASTLES NOMINATION WORKSHEET

1. Obtain an Intelligence Community Digital (IC PKI) certificate from your command or local Trusted Agent (TA).
2. SSO \_\_\_\_\_ nominates the following individual for access Scattered Castles (SC):
  - a. FULL NAME:
  - b. SOCIAL SECURITY NUMBER:
  - c. POSITION:
  - d. COMMAND
    - ACOM \_\_\_\_\_
    - ASCC \_\_\_\_\_
    - DRU \_\_\_\_\_
  - e. LOCATION: City/State or Camp/Fort/Country
  - f. JUSTIFICATION: Attendee at the Army Security Managers Collaboration Forum.
  - g. ACCESS LEVEL: General or Limited
  - h. JWICS EMAIL:

### Access criteria

General access is restricted to Security Professionals: for example Special Security Officers, Special Security Supervisory Personnel, Security Operations Center Officers, Threat management Unit Officers, Visitor Control Center Officers, Area Security Officers/Designated Security Officers, Adjudicators and Adjudicative Support Staff, etc...

Limited access is available for other security officers with a legitimate need (but does not meet General Access criteria) and Non-security Personnel who are required to verify clearances/accesses.

3. Unregistered "Approved" accounts deactivate after 30 days - you fit this category if you have not taken action after receiving the registration notification email from the SCI Policy Staff.
4. Inactive registered accounts deactivate after 180 days.
5. SSO's will notify the SCI Policy Staff when personnel depart their organization or no longer require access.