

All Partners Access Network (APAN)

AFSAC Foreign Liaison Officer (FLO) Collaboration

U.S. AIR FORCE

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All Partners Access Network (APAN)

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About

The premier unclassified information sharing and collaboration enterprise for the United States Department of Defense.

Mission

To provide the DOD and mission partners community spaces and collaborative tools to leverage information to effectively plan, train and respond to meet their business requirements and mission objectives. APAN makes these tools available over the open internet so individuals and organizations who do not have access to traditional DOD systems and networks can participate in information sharing and collaborative events.

AFSAC FLO Community Site

Virtual Space created for the Air Force Security Assistance and Cooperation Directorate (AFSAC) Foreign Liaison Officer(s) (FLOs) community where members may collaborate and share information with each other. Features include homepage, shared document library, shared calendar, lists and surveys.

What content can be posted on the Flo Community Site?

The AFSAC FLO Community Site is considered an open sharing environment as all members have the ability to view, read and contribute. Information that is country specific or that should not be seen by other countries than your own should not be posted on this site. This is an unclassified storage location, members are responsible for ensuring that only unclassified information is posted. If a classified information spillage occurs, it is the member's responsibility to immediately report the incident to the AFSAC Helpdesk (937-257-4390).

Document Markings

Due to unique differences in classification labels applied to information, it is imperative all FLO's pay close attention to the classification markings when storing data on any United States Government (USG) information system. Top Secret, Secret, or Confidential are not authorized on APAN and use of those labels will result in a security incident that requires an investigation.

Standard Air Force Requirements

- Users consent to monitoring at all times
- Do not permit any other individuals to use your credentials for access
- Submission of Systems Authorization Access Request (DD 2875) required

Rules of Engagement

- Be courteous and tasteful on posts
- No Copyright material
- No posting of personal information
- Don't disclose sensitive Information

How Do I Join the AFSAC FLO Community Site?

To join the AFSAC FLO community site an APAN account must first be established followed by a 2875 being submitted through AFSAC Online.

Obtaining an APAN account

1. Go to the APAN homepage: <https://apan.org>, and click Create Account on the top, right.
2. Complete the registration page.
3. Check your email, a **validate your email** message was sent.
4. Click the link in your email to complete your registration process.
5. Once your email is validated, finish the **Join** APAN form and select your password and security image.
6. Click **Create Account**, a system generated username will be provided to you. (This username will be required when submitting Systems Authorization Access Request (DD 2875)
7. Log into your account
8. Fill out your APAN profile information.

Two-Factor Authentication

Two-factor authentication adds an extra layer of security to your APAN account. Although this is not a requirement it is highly recommended for increased security of your account. When enabled, you will be required to enter an authentication code in addition to your username and password when you sign in for the first time. The code is sent to your preferred email address when you sign in from an unknown location.

How do I turn on/off two-factor authorization?

1. Click your avatar, a drop down will appear
2. Click My account
3. Toggle Two-Factor Authentication to on/off

Submitting a System Authorization Access Request (DD Form 2875)

These step-by-step instructions are intended to help you acquire access to the AFSAC managed information systems.

AFSAC ENCOURAGES FORMS TO BE ELECTRONICALLY COMPLETED TO ENSURE ACCURACY AND TIMELINESS FOR OBTAINING YOUR ACCOUNT

SUBMITTED FORMS NOT PROPERLY COMPLETED OR ILLEGIBLE WILL BE RETURNED.

ONLY THE TEMPLATES LOCATED ON THE AFSAC ONLINE HOMEPAGE (https://afsac.wpafb.af.mil/password_2.html) WILL BE ACCEPTED. ALL OTHER DD 2875s WILL BE RETURNED.

Select the APAN form for the system access. In the upper right-hand corner of the form, click on “Trust Form” to enable editing before beginning. All required blocks must be completed before the request will be processed. Follow the steps below to complete the form:

TYPE OF REQUEST:

- Initial: New user accounts and accounts that need to be re-established due to deletion.
- Modification: Changes to an existing account
 - Provide USER ID in the USER ID field.
- Deactivate: Delete the user account.
 - Provide USER ID in the USER ID field.

DATE:

Enter the date of the request. (All dates must be entered in YYYYMMDD format.)

SYSTEM NAME:

This block will be pre-populated with AFSAC Partners Collaboration Site (APAN). Ensure the system name matches the system you are requesting. If the system does not match the system you are requesting, download the correct template via AFSAC Online.

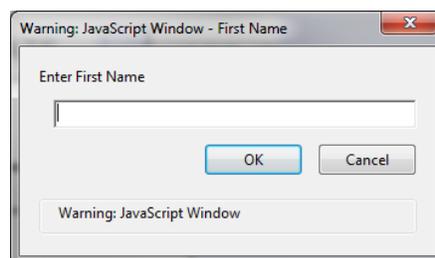
LOCATION:

Pre-populated. Do not change.

PART I (Blocks to be completed by Requestor):

Name (Block 1):

Enter full name in pop-up windows. Three pop-up windows will appear for First Name, Middle Initial, and Last Name.



Organization (Block 2):

Enter full unit name (e.g., Bandaria Air Force).

Office Symbol/Department (Block 3):

Enter unit office symbol or department name.

User's Phone Number (Block 4):

Check DSN (Defense Switched Network) or Commercial and then enter appropriate number including area code. (If providing a commercial number, include the country-code where appropriate.)

4. PHONE (DSN or Commercial)

<input type="checkbox"/>	DSN
<input type="checkbox"/>	COMM

User's Official Email Address (Block 5):

Enter individual e-mail address.

****Group or shared email addresses are not permitted.****

Job Title & Rank (Block 6):

Enter job title and **grade/rank**.

Official Mailing Address (Block 7):

Enter official postal mailing address.

Citizenship (Block 8):

Select FN (Foreign National).

Designation of Person (Block 9):

Select MILITARY, CIVILIAN or CONTRACTOR.

IA Training and Awareness Certification Requirements (Block 10):

This block is not required to be completed by foreign nationals. Instead, checkmark the area in block 13 indicating that you have read and understand the System Rules of Behavior and Notice and Consent documents which are attached to the DD 2875 form.

User Signature and Date (Block 11):

ATTENTION Prior to signing and dating the form, the user must ensure that blocks 13-16a are appropriately completed. Please follow the guidance below for the proper completion of those blocks.

After ensuring the completion of all necessary blocks, the user must then sign and date the DD 2875 with the understanding that they are responsible and accountable for the security of their password and access to the user account in their name for APAN.

PART II (Blocks to be completed by Requestor and CCM):

Justification for Access (Block 13):

Select one of the following:

- AFSAC Foreign Liaison Officer (FLO) or support staff working in bldg 209 WPAFB, OH
- Non AFSAC Foreign personnel (e.g. in-country personnel, FLO support other bases, System(s) Program office (SPO) foreign support)
 - Note: WPAFB FLO in bldg 209 of respective country must sign as supervisor in block 18

CCM endorsement: This part is NOT to be completed by the user. The CCM will endorse the DD 2875 verifying the justification for access after all portions of the form have been completed.

Terms of Use: Read and acknowledge understanding of Terms of Use. This can be found by clicking the hyperlink in block 13 on the form (see diagram below).

 By signing in box 11 above I am agreeing that I have read and understand the *Terms of Use* located [here](#)

Type of Access Required (Block 14):

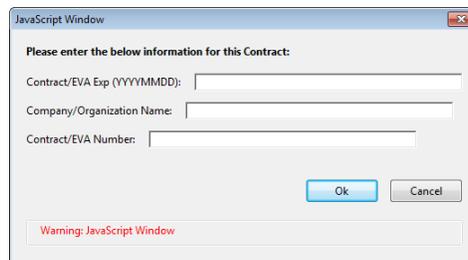
Do not change.

User Requires Access to (Block 15):

Do Not Change

Access Expiration Date (Block 16a):

Enter the date that access is to be terminated. Foreign nationals must include EVA/P (Extended Visit Authority/Permit) number and expiration date. Use block 27 if additional space is needed. Clicking in block 16a will bring up the pop-up window below.



A JavaScript Window dialog box titled "JavaScript Window" with a close button in the top right corner. The dialog contains the text "Please enter the below information for this Contract:" followed by three input fields: "Contract/EVA Exp (YYYYMMDD):", "Company/Organization Name:", and "Contract/EVA Number:". Below the input fields are "Ok" and "Cancel" buttons. At the bottom of the dialog, there is a red warning message: "Warning: JavaScript Window".

Verification of Need to Know (block 16):

Do Not Change

Supervisor's Name (Block 17):

Supervisor/CCM enters his/her name. *note Bldg 209 FLO signs as supervisor for non-AFSAC Foreign Personnel

Supervisor's Signature (Block 18):

Supervisor/CCM signs the form.

NOTE: Sign only after blocks 16-20b are completed.

Date (Block 19):

Supervisor/CCM enters the date the document was signed.

Supervisor's Organization/Department (Block 20):

Supervisor/CCM enters organization/department.

Supervisor's Email Address (Block 20a):

Supervisor/CCM enters email address.

Phone Number (Block 20b):

Supervisor/CCM enters phone number.

Processing of DD2875:

Send the completed DD 2875 package (DD 2875, Terms of Use) to CCM for processing into ASAR. For users that cannot submit directly to CCM may submit the form to afsac.computer.security.manager@us.af.mil.

Note: System Rules of Behavior and Notice of Consent are included with the DD 2875 found Here:

https://afsac.wpafb.af.mil/password_2.html

Support

I forgot my APAN username. How do I find it?

1. If you forgot your Username you can find it by searching your email for the Username sent to you by APAN Support during the registration process.
2. If that does not work, click forgot username when logging in - <https://passport.apan.org/apan/home/login>
3. You will be prompted to enter the email address you used during the APAN registration process

I forgot my APAN Password

If you forget your password follow these steps:

1. Log in to APAN.Org with your username.
2. Click *Forgot Password* link.
3. Enter your *username* or *registered email* address and complete the CAPTCHA form.
4. Click *Submit*.
5. An email will be sent to your registered email address with a link to continue the password reset process. If you are using a [recovery email](#), the email will also be sent this this address.
6. Check your registered email inbox for the reset email.
7. Click the link or copy and paste the link from the email you received into your browser. Make certain you copy the entire link.
8. Enter your *password*.
9. Confirm your *new password*.
10. Click *save*.

**If you are using the alternate email recovery, please also check your alternate email*

I don't remember my old password.

No need to panic! We make it easy for you. If you are being prompted for your *old password*, just click *forgot password* and go through the steps above.

How long is my password good for?

According to DOD IA regulations (STIG V-6130), all passwords must expire after 60 days

I'm having issues saving, reading, updating or accessing FLO Community Space

Submit a ticket to the AFSAC helpdesk utilizing feedback form located at the bottom of AFSAC Online homepage <https://afsac.wpafb.af.mil> . Include APAN username on form.

Acronym Listing

Acronym	Definition
AFSAC	Air Force Security Assistance Cooperation
APAN	All Partners Access Network
ASAR	AFSAC System Access Request
CCM	Command Country Manager
DSN	Defense Switch Network
FN	Foreign National
FLO	Foreign Liaison Officer
PSM	Program Support Manager
SPO	System(s) Program Office
USG	United States Government

