Request for an AERO Account

INSTRUCTIONS: Completely fill out and sign this form. The form must also be signed by the CO, OIC, Department Head or Senior Medical Officer. A copy of the applicant's current HIPAA certificate (please make sure it is not expired) and OPNAV 5239/14 (page 3 only and must be filled out by the security officer) must be provided with this request. An AKO e-mail address is also required. If you don't have an AKO account go to https://www.us.army.mil. You will need a CAC card and a CAC card reader.

Name of Applicant:	Rank	SSN

I request access to AERO with the following role. This access is required to complete my duties.

External Use

◯ Flight Surgeon ◯ AVT/Corpsman ◯ Read-only	Duty Position: Site Location:

NAMI Use Only

◯ Mailroom ◯ ICD Coder ◯ Reviewer ◯ Data Entry ◯ Waiver Authority	Duty Position: Site Location:

AKO Account

I've registered on the AKO website (https://us.army.mil) and my e-mail address is:	@us.army.mil

Enclosures

I understand that I must follow all HIPAA guidelines in reference to patient confidentiality and maintain my annual HIPAA training. My current HIPAA certificate is attached.
I understand that I must have a security clearance (at least an interim) and OPNAV 5239 (page 3) is attached.

Applicant Signature:		Date:

Contact e-mail

E-mail address where I can be notified of approval for access:

CO, OIC, Department Head or SMO signature

I verify that the requestor requires access to AERO to complete their duties.

CO, OIC, DH or SMO Signature:		Date:

You must include a copy of your most current HIPAA certificate. HIPAA expires every year. Please forward a copy of your HIPAA whenever you complete the refresher. HIPAA is completed through MHS Learn (https://mhslearn.csd.disa.mil).

OPNAV 5239 is required in order to show evidence of a security clearance. A secret clearance is not required. However, you must have at least an interim clearance. Page 3 is the only page required. Questions 33-36 should be filled out by the applicant's security officer.

Please give the user manager two business days in order to create an account in AERO. An e-mail will be sent once an account has been created.

Your request should be e-mailed to pamela.greuling@med.navy.mil (preferred) or faxed to 850-452-2708.