

# JTAPIC Analysis and Collaboration System (JACS)

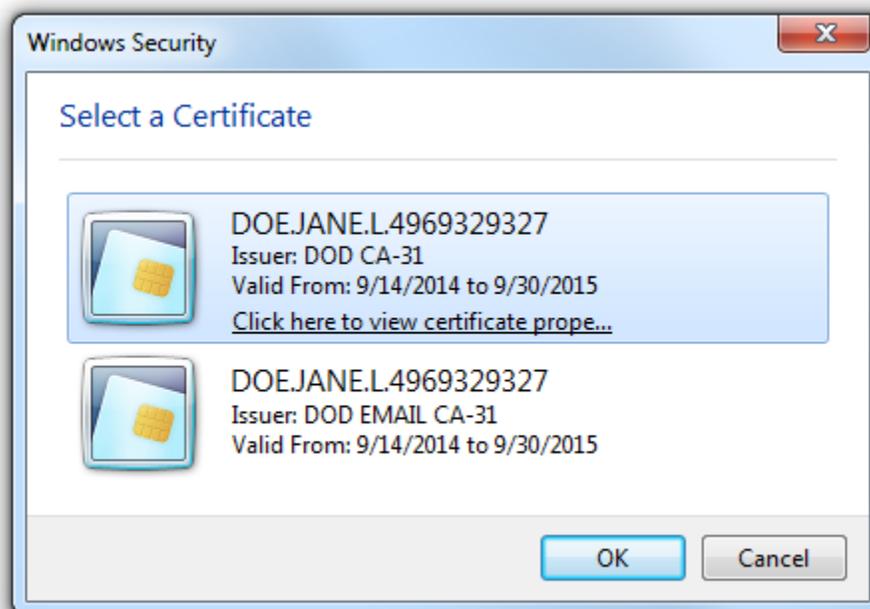
## Instructions for Submitting an Analysis Request

JACS is available for any user on the Department of Defense (DoD) network. The unclassified system uses Common Access Cards (CACs) to authenticate users. The classified system uses SIPR CACs or Intelink Passport IDs for authentication. Registration for Intelink is not required to use the unclassified version of JACS.

The **JTAPIC Analysis and Collaboration System (JACS)** is designed to work with any web browser. The instructions in this guide are illustrated with screenshots from Microsoft Internet Explorer.

## SUBMIT A NEW ANALYSIS REQUEST

1. Navigate to **https://jtapic.arl.army.mil/jacs** or click on "Submit RFI" on the JTAPIC Home page **http://jtapic.amedd.army.mil**
2. A prompt will appear asking you to select the certificate with which you would like to authenticate. **Do not select the email certificate.** Use the pre-selected certificate by pressing **OK**.



You will see the Terms and Agreements for accessing JACS, a U.S. Government Information System. Click **Accept** to continue to JACS.

3. You are now at the JACS home page. Hover over **Analysis Requests** in the navigation bar, and then click **Submit New Request**. You will be taken to the JTAPIC Analysis Request system.

NOTE: If you are not a registered user of JACS, you will need to click the **JACS Registration** option instead. On the following screen, click **Continue as a Guest**, complete the form, and **skip to step 7**.

4. Fill out the request form. Required fields are marked with a red asterisk (\*). When you are finished, click **Submit**.

The screenshot shows the 'New RFI' form in the JACS Analysis Request System. The form includes the following fields and controls:

- What specific question(s) do you want answered by this RFI? \*
- Parameters and Considerations
- How will this information be used? \*
- If suspense driven, please explain event details:
- End user of requested information if different than you:
- Final Product Classification Level: Unclassified
- Product Distribution Limitations and Instructions \*
- Government POC\*
- Files: Choose File | No file chosen (Maximum size: 100 MB)
- Submit (circled in red) | Cancel

5. When you click submit, a notification email will be sent to the JTAPIC Program Management Office so your request can be reviewed. The Program Management Office will contact you with any questions regarding your request. You will be notified once a determination has been made.

You can visit the Analysis Request system at any time to review the status of your request.