

***Agency Acronym:** (What agency will own this workspace? This may or may not be the requestors agency. The agency selected will define the prefix for the Teams workspace name.) Select from the dropdown list.

***Teams Workspace Title:** (The title should represent the purpose of the Teams workspace. Try to keep the title brief.)

***Data Classification:** (Select the most appropriate Data Classification for the type of content that will be maintained in this Teams workspace. Select the Data Classification Policy hyperlink to learn more about classification categories. [Data Classification Policy](#).)

Team name and ID: Verify the Agency Acronym and Workspace Title (below) are acceptable.
Note: to change the Teams name update the Agency Acronym and/or Teams Workspace Title entry fields above.

Team description: (Optional - add a brief Teams workspace description.)