

DEAMS DD Form 2875 Submission Guide

(Last updated on 11 July 2022)

Locating Blank DEAMS DD Form 2875

Users should always obtain the most current version of the DEAMS DD Form 2875 from the DEAMS Outreach Portal.

DEAMS Outreach Portal Link: [DEAMS Outreach Portal \(dps.mil\)](https://dps.mil)

It can be found by following the path below:

DEAMS Outreach Portal > “Active DEAMS Users” Tile > “End-User Registration (post go-live) DD2875” Tile > Blank DEAMS_DD_FORM_2875

Be sure you have the latest Adobe update downloaded to your workstation to enable all the features contained in the DEAMS DD2875.

Step 1

Click on

“Active DEAMS Users” tile on the
DEAMS Outreach Portal Homepage



Step 2

Click on

“End-User Registration (post go-live)
DD2875” tile on the Active DEAMS
Users page



DEAMS Help Desk | Self Service Portal Link: <https://c1snow.cce.af.mil/saffm> | Email: deams.helpdesk@us.af.mil |
Phone: (937) 257-4377 or DSN (312) 787-4377 | Hours (Sun 1800 to Fri 2100 ET)

DEAMS DD Form 2875 Submission Guide

Sustainment DEAMS DD Form 2875 System Authorization Access Request Process

The Sustainment process differs from the Deployment process. A different version of the form is used during deployment. New DEAMS users or users requiring a modification to their current access must submit a Sustainment DEAMS DD Form 2875 to the DEAMS Help Desk. As part of completing the DD Form 2875, users work with their supervisor to identify roles needed in DEAMS to perform their current job and what their involvement will be in the Approval Workflow process. Once the DD Form 2875 is complete, the user coordinates the required signature process and submits the DD Form 2875 to the DEAMS Help Desk for processing via the ServiceNow Self Service Portal (SSP): <https://c1snow.cce.af.mil/saffm> or Email: deams.helpdesk@us.af.mil.

[NOTE: As of February 2015, SSNs are required to be entered into all existing and new DEAMS user's accounts. Users should NOT include their SSN on the DD Form 2875. However, once a 2875 has been accepted, the Help Desk will request the user to provide their SSN via the ServiceNow Self Service Portal (SSP), phone or encrypted email.]

End User	Supervisor	Security Manager	Information Owner
Step 1	Step 2	Step 3	Step 4
<ul style="list-style-type: none"> Complete DD Form 2875 Digitally Sign Twice Forward to Supervisor for signature 	<ul style="list-style-type: none"> Confirm user requires access to DEAMS Verify information, including roles & DAGs / WF Settings Digitally Sign Forward to Security Manager for signature 	<ul style="list-style-type: none"> Validate user's background investigation or clearance information Digitally Sign Forward to Information Owner for signature 	<ul style="list-style-type: none"> Confirm user requires access to DEAMS Digitally Sign (Locks Form) Forward to End User for submission to DEAMS Help Desk

Sustainment DEAMS DD Form 2875 SAAR Process

[Note: If additional AFAOC or FMO approval is required for access on the Other Accesses Addendum on Page 9, it should be obtained after Step 3 but prior to Step 4 because the form locks when the Information Owner (IO) signs Block 21 of the 2875.]

STEP 1: End User / DEAMS DD Form 2875 Applicant

Pre-Part I: In the section above Part I, there are three fields to complete: **Type of Request**, **User ID (DEAMS User Name)** and **Date**. If the applicant is a new DEAMS user, the **Type of Request** is *Initial*. If the applicant is a current or previous user that needs to modify or re-establish their access, then the **Type of Request** is *Modification*. **Modification 2875s replace/supersede any 2875s on file for that user and therefore MUST include all of the access the user requires (both continued access and new access).** The **User ID** field is the user's DEAMS User Name (for new accounts, leave this field blank).

TYPE OF REQUEST				DATE (YYYYMMDD)	
<input type="checkbox"/> INITIAL	<input type="checkbox"/> MODIFICATION	<input type="checkbox"/> DEACTIVATE	<input type="checkbox"/> USER ID	DEAMS User Name	
SYSTEM NAME (Platform or Applications)				LOCATION (Physical Location of System)	
Defense Enterprise Accounting and Management System (DEAMS)				DISA SMC Ogden	

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End User / DEAMS DD Form 2875 Applicant Continued

Part I: Blocks 1-12 are mandatory and self-explanatory. In Block 5, in order to ensure you receive DEAMS alerts and communications, please enter a valid "@us.af.mil" email address. (You will still need to manually register for DEAMS Alerts on the [DEAMS Outreach Portal](#) SharePoint site.) Note, in Block 9, Foreign Nationals must specifically identify if they are Civilian Direct or Indirect Hires. Foreign Nationals and Contractors should refer to the [DEAMS Foreign National & Contractor Assignment Matrix](#) and [DEAMS FN Assignment Waiver Template Feb 2022v1.0](#) for more information. After completing Block 9, verify that Block 8 still has a valid selection. The Information Assurance (IA) training completion date is no longer required on the DEAMS DD2875. Do not enter a date in Block 12. This field will autofill when the form has been digitally signed in Block 11.

PART I (To be completed by Requestor)		
1. NAME (Last, First, Middle Initial)		2. ORGANIZATION
3. OFFICE SYMBOL/DEPARTMENT		4. PHONE (DSN or Commercial)
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK
7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FN Direct Hire <input type="checkbox"/> FN Indirect Hire
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <i>Annual Information Awareness Training is tracked by AF myLearning; network access will be denied if not current. DEAMS does not need to monitor.</i>		
11. USER SIGNATURE		12. DATE (YYYYMMDD) Date will autofill when signed

Part II: In Part II, users will select their required access (both continued access and new access), enter their BPN, enter their Approver(s), and indicate their involvement in the Workflow Approval process.

Base Level Users are required to complete Block 13. DFAS Users are required to complete Block 27.

In Block 13 (Base)/Block 27 (DFAS):

- 1) Enter the **BPN**. The Business Process Number (BPN) is a nine-digit code comprised of DOD + the user's Department of Defense Activity Address Code (DODAAC) [e.g., DODF3ST94]. The BPN provides the user's delivery location for products or services and is required for creation of Standard Document Numbers (SDNs). Users can validate their DODAAC at the following link: <https://dodaac.cce.af.mil/>. Users can ONLY be assigned to one BPN. Users who have multiple BPNs should enter the BPN they use most frequently. Contracting Officers should enter their Contracting Office DODAAC (e.g., DODFA4800). [Note: As of September 2019, ANG Contracting Officers should enter the W5 DODAAC rather than the FA DODAAC.] What access is available for a user to select in the 'Other Responsibilities' section on Page 2 and the 'DEAMS OBIEE Access' section on Page 9 is dependent upon what BPN is entered in Block 13/Block 27.
- 2) Select appropriate DEAMS Roles in Block 13 (Base) or Block 27 (DFAS).
 - a) Users **MUST** select at least **one** Role in order to be granted DEAMS access.
 - b) Base Users refer to Appendix A for additional information on Role Selection and Required Training. DFAS Users refer to Appendix B for additional information on Role Selection.
 - c) If DIMES Application is selected, complete the DIMES Addendum on Pages 4-6.
 - d) If Other is selected, complete the 'Other Responsibilities' section on Page 2. Do NOT request access to responsibilities already being requested via Roles in Block 13/Block 27. The 2875 will be rejected if duplicate access is requested.
 - e) If 'User Requires Advanced Workflow Profile Settings' is selected by a DFAS User, complete the Addendum on Pages 7-8.

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End User / DEAMS DD Form 2875 Applicant Continued

Part II (Continued):

- 3) Enter the **DEAMS User Name** of the user's **PO Approver** if applicable. Each user can only be assigned one PO Approver. The PO Approver is responsible for approving Invoices (JV/1081 Pay Groups Only), Purchase Orders, Releases, Etc. input by the user. A PO Approver is also required for any user who has access to input Requisitions. For Base Users, the PO Approver is typically someone in the FMA with an active DEAMS account. See Appendix A (Base) or Appendix B (DFAS) for complete list of Roles that require a PO Approver to be entered on the DEAMS 2875. The 2875 will be rejected if the PO Approver field is left blank or the listed PO Approver is not a valid PO Approver in DEAMS.
- 4) Enter the **DEAMS User Name** of the user's **Budget Approver** if applicable. A Budget Approver is ONLY required for Base Users with Funds Loading-Create & Modify access. Each user can only be assigned one Budget Approver. The Budget Approver is the Budget Analyst with Funds Loading-Create, Modify, & Approve access who is responsible for approving Target Loads input by a user with Funds Loading-Create & Modify access. The 2875 will be rejected if the Budget Approver field is left blank or the listed Budget Approver is not a valid Budget Approver in DEAMS.
- 5) In Block 13, Base Users enter **DEAMS Approval Groups (DAGs)** ONLY if the user approves Requisitions in that group (RA/BR/Contract/Certifier). Users can only enter/select a DAG if they have selected the corresponding Role first. If Contracting Officers check the Contract Group field, Contract Reviewer will automatically populate. Contracting Officers **MUST** have their Contracting Office DODAAC entered in the BPN field in order to receive the Contract Group Workflow Approval Notifications.
- 6) In Block 27, DFAS Users should ONLY select 'User Requires Advanced Workflow Profile Settings' if the user requires the ability to receive Worklist Notifications about errors or approvals. Users will indicate on the Addendum on Pages 7-8 what types of transactions they are responsible for reviewing and approving. Applicable transaction types are Advances, 1131s, 1080-IPAC Transactions, and certain Interface Error Correction Transactions.
- 7) In Block 13/27, ONLY select the 'User is a PO Approver' if the user is responsible for approving Invoices (JV/1081 Pay Groups Only), Purchase Orders, Releases, Etc. input by another user. Users cannot be designated as a PO Approver unless they have access to at least one of the following Roles/Responsibilities: Financial Accounting Role, DEAMS Payables Invoice Manager-No Pay, DEAMS Payables Invoice Manager, DEAMS Purchasing Buyer, DEAMS Purchasing Administrator, and/or DEAMS General Ledger Entry User.

13. JUSTIFICATION FOR ACCESS	
<input checked="" type="checkbox"/> User has completed required training for selected roles. <i>AF myLearning</i>	PO Approver <input type="text"/>
BPN <input type="text"/> <small>[BPN = DOD + 6-digit DODAAC. Contracting Officers enter DOD + 6-digit Contracting Office DODAAC.]</small>	<input type="checkbox"/> Resource Advisor <input type="checkbox"/> Requestor <input type="checkbox"/> RA Group <input type="text"/> RA Group <input type="text"/>
<input type="checkbox"/> Read Only	<input type="checkbox"/> Budget Analyst <input type="checkbox"/> Funds Loading
<input type="checkbox"/> Project Billing User	<input type="checkbox"/> View Only
<input type="checkbox"/> Travel & Supplier	<input type="checkbox"/> Create & Modify
<input type="checkbox"/> CIV-Pay AF (PII)	Budget Approver (Enter DEAMS User Name) <input type="text"/>
<input type="checkbox"/> DIMES Application <small>(Complete DIMES Addendum on pages 4-6)</small>	<input type="checkbox"/> Create, Modify, & Approve
<input type="checkbox"/> Other - Identify in Other Responsibilities on page 2	<input type="checkbox"/> Financial Accounting <input type="checkbox"/> User is a PO Approver
	<input type="checkbox"/> Contracting Office <input type="checkbox"/> Contract Group <input type="text"/>
	<input type="checkbox"/> Funds Certifier <input type="checkbox"/> Certifier Group <input type="text"/>

27. OPTIONAL INFORMATION (Additional information)		DFAS ROLES ONLY	DEAMS Ver 1.9.1
<input type="checkbox"/> PTP Entitlement Invoicing <input type="checkbox"/>	<input type="checkbox"/> OTC Public Manuals <input type="checkbox"/>	BPN <input type="text"/> [BPN = DOD + 6-digit DODAAC]	
<input type="checkbox"/> PTP Funds Req. (Including Preval) <input type="checkbox"/>	<input type="checkbox"/> OTC Collections	PO Approver <input type="text"/>	
<input type="checkbox"/> DEAMS Certification	<input type="checkbox"/> OTC TBO <input type="checkbox"/>	<input type="checkbox"/> User is a PO Approver [User approves Invoices (JVs/1081s/Other), POs, & Releases]	
<input type="checkbox"/> PTP Maintenance (Interfund/IPAC) <input type="checkbox"/>	<input type="checkbox"/> OTC DFAS-LI TBO Reimb <input type="checkbox"/>	<input type="checkbox"/> Other - Identify in Other Responsibilities section below	
<input type="checkbox"/> PTP Maintenance (Travel) <input type="checkbox"/>	<input type="checkbox"/> BTR Payment Batching	<input type="checkbox"/> DIMES Application <small>(Complete DIMES Addendum on pages 4-6)</small>	
<input type="checkbox"/> PTP TBO Processing <input type="checkbox"/>	<input type="checkbox"/> BTR MAFR Processing/Recon	<input type="checkbox"/> User Requires Advanced Workflow Profile Settings <small>(Complete Addendum on pages 7-8)</small>	
<input type="checkbox"/> PTP Supplier Maintenance	<input type="checkbox"/> BTR 7113 Monthly Reports		
<input type="checkbox"/> DEAMS Supplier Approval	<input type="checkbox"/> BTR General Accounting <input type="checkbox"/>		
<input type="checkbox"/> DFAS Audit Team	<input type="checkbox"/> CIV-Pay DFAS (PII)		
<input type="checkbox"/> OTC 1080 Billings <input type="checkbox"/>	<input type="checkbox"/> Read Only		
<input checked="" type="checkbox"/> User has completed required training for selected roles			

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End User / DEAMS DD Form 2875 Applicant Continued

Part II (Continued):

Blocks 14 - 16, are pre-filled and cannot be changed. If the end user is a Contractor, Block 16a, **Access Expiration Date**, must be completed.

14. TYPE OF ACCESS REQUIRED: <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED	
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category)	
<input type="checkbox"/> OTHER _____	
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested and has completed required training. <input checked="" type="checkbox"/>	16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)

Block 26, **Name**, is pre-populated by the entry in Block 1.

Block 27, Optional Information (Additional Information)

When additional responsibilities not assigned under a Role are required, users will select the 'Other' box in Block 13 (Base) or Block 27 (DFAS) and then complete the **Other Responsibilities** section, on Page 2, by selecting "Click Here". From the Java script window, users will select the additional responsibilities they need access to. [Note: What access is available for a user to select in the 'Other Responsibilities' section is dependent upon what BPN is entered in Block 13/Block.] Do NOT request access to responsibilities already being requested via Roles in Block 13/Block 27. The 2875 will be rejected if duplicate access is requested.

The **User Justification** section on Page 2 will be blank for most users. However, it can be used to include additional notes such as name change information and justification for access. The 2875 will be rejected if access of any kind is requested in this section. The 2875 will be rejected if any verbiage related to DEAMS Deployment has been entered in this section.

The **Rules of Behavior (RoB)** section on Page 2 MUST be completed by the user. Users can locate the RoB attachment by Clicking on the Paperclip Icon along the left margin. The user acknowledges they have read the Rules of Behavior (RoB) by checking the RoB box and then applying their Digital **Signature** to the RoB section.

Once all required fields are completed correctly, user saves the DD Form 2875 and sends it to their Supervisor for review and digital signature.

Other Responsibilities	Click Here
<div></div>	
User Justification (Do NOT request access in this section)	
<div></div>	
NOTE: ALL USERS must acknowledge the Rules of Behavior	
<input type="checkbox"/> I acknowledge that I have read, understood, and accept the attached system Rules of Behavior, version 2.4, November 2020, (Click Paperclip icon on left border) for the Defense Enterprise Accounting and Management System (DEAMS) and DEAMS protection of Personally Identifiable Information (PII) Policy (Included as part of Rules of Behavior) and understand the consequences for behavior inconsistent with the rules. Check box to the left and then digitally sign below.	
Digital Signature	Date
<div></div>	Date will autofill when signed

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STEP 2: Supervisor

Part II (Continued): The Supervisor receives the completed DD Form 2875 from the applicant, verifies the applicant requires access to DEAMS in accordance with the principle of least privileged access and validates all required information is provided on the DD Form 2875. Specific attention is paid to the correctness of the selected DEAMS access (Block 13/Block 27/Other Responsibilities/Addendums) and the Approvers identified for the user. The Supervisor returns the form to the applicant for corrections if necessary.

Block 16a, **Access Expiration Date**, is a required field for Contractors only. The Supervisor must verify this information.

Once applicant information is confirmed, the Supervisor completes Blocks 16a-20b prior to applying digital signature in Block 18. Block 19 will autofill the date when the digital signature has been correctly applied to Block 18. Once signed, the Supervisor forwards the DD Form 2875 to the Security Manager for digital signature.

17. SUPERVISOR'S NAME <i>(Print Name)</i>	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD) Date will autofill when signed
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER

STEP 3: Security Manager

Part III: After the Supervisor signs the DD Form 2875, the Security Manager validates the user's background investigation or clearance information. The Security Manager completes Blocks 28-32. Please note, as of 14 May 2018, Block 28c **IT Level Designation** is no longer required. Then, the Security Manager digitally signs Block 31 and forwards the DD Form 2875 to the Information Owner (Host Comptroller or Director) or designee for review and digital signature. Block 32 will autofill once the digital signature has been correctly applied to Block 31.

[**Note:** In Block 28 **TYPE OF INVESTIGATION**, it is not acceptable to leave the field blank or enter None, N/A, or NPA. Examples of acceptable responses include NACI, NACLC, T1, T5, Government of Japan, Etc. In Block 28a **DATE OF INVESTIGATION**, it is not acceptable to leave the field blank or enter N/A or None. In Block 28b **CLEARANCE LEVEL**, it is not acceptable to leave the field blank or to enter None, N/A, Host Nation Equivalent, or Non-Sensitive. Examples of acceptable responses include Favorable, Secret, Top Secret, Open-No Adjudication Yet In JPAS, Interim XXXXX, Open Investigation, Ongoing Investigation, Pending, Etc. If an investigation is pending then the Security Manager should enter "Pending-See User Justification" in Block 27. Then in the User Justification section, the Security Manager should include an explanation.]

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION	28a. DATE OF INVESTIGATION (YYYYMMDD)		
28b. CLEARANCE LEVEL	28c. IT LEVEL DESIGNATION <i>IT level not required for DEAMS</i> <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III		
29. VERIFIED BY <i>(Print name)</i>	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE (YYYYMMDD) Date will autofill



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STEP 4: Information Owner (Host Comptroller/Director or Designee)

Part II (Continued): The Host Comptroller or Director serves as the Information Owner, confirms requested access is appropriate for the user and completes Blocks 21-21b. Block 21b will autofill once the digital signature has been correctly applied to Block 21. The Information Owner digitally signs the form in Block 21, **Signature of Information Owner/OPR**. The form locks once Block 21 has been signed. Information Owner's digital signature indicates that they have validated the user's access is appropriate and necessary in accordance with the principle of least privileged access.

The Host Comptroller/Director can assign a designee to perform these tasks. The DEAMS Help Desk in coordination with the Air Force Accounting and Finance Office (AFAFO) recommends a delegation memo be done by all Host Comptrollers/Directors (template provided by the DEAMS Help Desk). A DD Form 2875 signed by someone acting on behalf of the Host Comptroller/Director in his or her absence will not be accepted unless named in the memo and authorized to sign for that user.

Once the DD Form 2875 is signed by the Host Comptroller/Director or designee, the form is forwarded to the end user for submission to the DEAMS Help Desk.

21. SIGNATURE OF INFORMATION OWNER/OPR 	21a. PHONE NUMBER 	21b. DATE (YYYYMMDD) Date will autofill when signed
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Guidance for submitting Information Owner Appointment Letters:

Currently the IO Appointment Letter template appoints designees for ALL Air Force FM systems (not just DEAMS). This document is to be submitted to the Help Desk in digital format with a digital signature from the Host Comptroller or Director that is appointing designees. Failure to meet these two requirements will result in the letter being rejected by the Help Desk.

For DEAMS, you must specify which BPN(s) or BPN prefix(s) the delegated IOs are responsible for authorizing access for. Remember to include your Contracting Office DODAACs. (Example: **FA**0413, **W9**11S8, **H9**2277, and for all BPNs beginning with F1G*.)

For DEAMS, the IO and appointed designees will be responsible for approving access for the following DoDAAC(s):

[List your DODAAC's/BPN's here]

The IOs are restricted to/only authorized to sign for the BPNs listed in Paragraph 2 of the IO Appointment Letter. Failure to list ALL BPNs that the appointed designees are authorized to sign for could result in DEAMS DD Form 2875s being rejected by the Help Desk and the letter needing to be updated to include missing BPNs before these forms can be accepted.



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DEAMS DD Form 2875 Checklists

Step 1: End User

- ☐ **Pre-Part I: Type of Request, User ID, Date**
User ID = DEAMS User Name
- ☐ **Part I: Blocks 1-12 and Part II: Block 13 (Base)/ Block 27 (DFAS)** Name, Organization, Office Symbol/Department, Phone, Official E-mail Address, Job Title and Grade/Rank, Official Mailing Address, Citizenship, Designation of Person, User **Signature**, User has completed required training for selected roles (must be checked), BPN, Roles, PO Approver/ Budget Approver, DEAMS Approval Groups, [Note: Role definitions are available in Appendix A (Base) and Appendix B (DFAS).]
- ☐ **Part II: Blocks 14–16** Pre-filled and cannot be changed
- ☐ **Part II: Block 16a (Contractors ONLY)** Access Expiration Date: Company Name, Contract Number, and Expiration Date
- ☐ **Part II: Block 22 through 25** Completed by the DEAMS Help Desk
- ☐ **Part II: Block 26 & Additional Sections on Page 2** Name, Other Responsibilities Section, User Justification Section, Rules of Behavior (must be checked), and User **Signature**
- ☐ **Save DD Form 2875 with the user's DEAMS User Name, if applicable, as the file name**
- ☐ **Forward DD Form 2875 to Supervisor for review and digital signature**
- ☐ **NOTE 1:** As of February 2015, SSNs are required to be entered into all existing and new DEAMS user's accounts. Users should NOT include their SSN on the DD Form 2875. However, once a 2875 has been accepted, the Help Desk will request the user to provide their SSN via the ServiceNow Self Service Portal (SSP), phone or encrypted email.

Step 2: Supervisor

- ☐ **Ensure user information is complete and accurate and complete Part II: Blocks 16–20b** Verification of Need to Know, Access Expiration Date (for Contractors ONLY), Supervisor's Name, Supervisor's **Signature**, Supervisor's Organization/ Department, Supervisor's E-mail Address, and Phone Number
- ☐ **Forward signed DD Form 2875 to Security Manager for review and digital signature**

Step 3: Security Manager

- ☐ **Part III: Blocks 28–32** Type of Investigation, Date of Investigation, Clearance Level, Verified By, Security Manager Telephone Number, Security Manager **Signature**. As of 14 May 2018, Block 28c, IT Level Designation, is no longer required.
- ☐ **Forward signed DD Form 2875 to Information Owner (Host Comptroller/Director) or designee for validation and digital signature**

Step 4: Host Comptroller/Director or Designee

- ☐ **Delegate Role to Designee(s)** A delegation memo is recommended for all Host Comptrollers/Directors (template provided by DEAMS Help Desk); a DD Form 2875 signed by someone acting on behalf of the Host Comptroller/Director in his or her absence will not be accepted unless named in the memo
- ☐ **Part II: Block 21–21b** **Signature** of Information Owner/OPR, Phone Number (The form locks when Block 21 is signed.)
- ☐ **Return DD Form 2875 to End User to submit to the DEAMS Help Desk for processing**

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Common Reasons a DD Form 2875 is Rejected

- User submitted an outdated version of the DEAMS DD Form 2875 [The most current version of the DEAMS DD Form 2875 is v1.9.1. We are still accepting 1.9.0. Please note, the DEAMS Version number is in Block 27 on Page 2. The DD Form 2875 Version number is in the footer (AUG 2009).]
- User submitted Deployment version of the DEAMS DD Form 2875 (Only authorized to be used during deployment)
- Submitted DEAMS DD Form 2875 in a scanned PDF versus a digital PDF with active signature properties
- BPN (DODAAC) is missing or incorrect
- DEAMS PO Approver is missing or PO Approver listed in Block 13 or 27 is not a valid PO Approver
- Budget Approver is missing or Budget Approver listed in Block 13 is not a valid Budget Approver
- All required signatures are not on the form, are not digital, or contain graphics/embedded images
- Contractor did not complete Block 16a (need Company Name, Contract Number, and Expiration Date)
- Rules of Behavior (RoB) box is not checked and digitally signed
- IO Blocks 21-21b are blank or not signed by an authorized IO per location/BPN of IO appointment letter on file
- IAO Section (Blocks 22-25) not left blank/editable for DEAMS Help Desk to complete
- Access (Roles/Responsibilities) are incorrectly listed in the User Justification section on Page 2 (Per this guide, access should be requested in the correct blocks/addendums.)
- Access is requested in Block 27 "User Justification". All access should be requested in Block 13, Block 27, the 'Other Responsibilities' section or the Addendums
- Duplicate Responsibilities are requested in the Other Responsibilities section on Page 2 that are already being requested via Roles in Block 13/Block 27

Common Links/Contact Information

DEAMS Help Desk: Self Service Portal: <https://c1snow.cce.af.mil/saffm> | Email: deams.helpdesk@us.af.mil | Phone: (937) 257-4377 or DSN (312) 787-4377 | Hours (Sun 1800 to Fri 2100 ET)

DEAMS Outreach Portal: [DEAMS Outreach Portal \(dps.mil\)](https://dps.mil)

DODAAC Website: <https://dodaac.cce.af.mil/>

DEAMS Job Aids & Training Guides (Searchable Matrix): DEAMS Outreach Portal > DEAMS Job Aid Index > [DEAMS Job Aid Index \(Searchable Matrix\)](#)

myLearning for all Required Training: <https://lms-jets.cce.af.mil/moodle/>

Have Questions? E-mail the Strategic Communications Team at SAF.DEAMS.StratComms@us.af.mil



Appendix A: DEAMS DD Form 2875 Block 13

Base Roles and Required Training

Note: The following 6 Roles, marked with an *, indicate an Approver is required in Block 13 of the 2875: Requestor, Resource Advisor, Contracting Office, Budget Analyst, Funds Certifier and Financial Accounting.

Read Only

Description: Role with basic set of responsibilities that allow users to view, analyze, and share data as well as run reports. Role does not contain any transactional/update access. Recommended for QAM and IT (FM) personnel.

Required Training:

Training available on myLearning website

-SYS100c

8 Responsibilities Granted:

- DEAMS Discoverer Viewer
- DEAMS General Ledger Report User
- DEAMS Preferences SSWA
- DEAMS Project Billing Inquiry
- DEAMS Project Inquiry
- DEAMS PTP Inquiry
- DEAMS Receivables Inquiry
- DEAMS Reports

Requestor*

Description: Role allows users to create/submit Purchase Requisitions for approval. Role also includes the basic set of responsibilities that allow users to view, analyze, and share data as well as run reports.

Required Training:

Training available on myLearning website

-SYS100c and SYS101c

9 Responsibilities Granted:

- DEAMS iProcurement
- Includes the 8 Read Only Responsibilities

Resource Advisor*

Description: Role allows users to create/submit Purchase Requisitions, JVs, and 1081s for approval. Role also includes the basic set of responsibilities that allow users to view, analyze, and share data as well as run reports. [Note: If the user is entered in an RA Group, the user will also be able to review, approve, and reject Purchase Requisitions routed through the RA Group.]

Required Training:

Training available on myLearning website

-SYS100c and SYS101c

10 Responsibilities Granted:

- DEAMS iProcurement
- DEAMS Payables 1081 Entry
- Includes the 8 Read Only Responsibilities

Contracting Office*

Description: Role intended for Contracting Officers who manage and administer Contracts for commodities/services/construction. If needed, role allows users to view/create/submit Purchase Requisitions for approval. Role also includes the basic set of responsibilities that allow users to view, analyze, and share data as well as run reports. [Note: If the user is entered in a Contract Group, the user will also be able to review, approve, and reject Purchase Requisitions routed through the Contract Group.]

Required Training:

Training available on myLearning website

-SYS106c

9 Responsibilities Granted:

- DEAMS iProcurement
- Includes the 8 Read Only Responsibilities

Appendix A (continued): DEAMS DD Form 2875

Block 13 Base Roles and Required Training

Budget Analyst*

Description: Role gives users view only capability into how funds were loaded in DEAMS by allowing users to review Target Loads. If needed, role allows users to create/submit Purchase Requisitions for approval. Role also includes the basic set of responsibilities that allow users to view, analyze, and share data as well as run reports. [Note: If the user is entered in a BR Group, the user will also be able to review, approve, and reject Purchase Requisitions routed through the BR Group.]

Required Training:

Training available on myLearning website

-SYS100c and SYS101c

9 Responsibilities Granted:

-DEAMS iProcurement

-Includes the 8 Read Only Responsibilities

Funds Loading

Funds Loading-View Only

Description: Role gives users view only capability into how funds were loaded in DEAMS by allowing users to review Target Loads.

Required Training:

Training available on myLearning website

-SYS100c, SYS101c and SYS102c

9 Responsibilities Granted:

-DEAMS Budget User

-Includes the 8 Read Only Responsibilities

Funds Loading-Create/Modify

Description: Role allows users to load funds in DEAMS by creating and modifying Target Loads and then submitting/coordinating for them to be Approved by a Budget Analyst with Funds Loading-Create/Modify/Approve access. You must select a valid DEAMS Budget Approver with the following access;

“Create/Modify/Approve”.

Funds Loading-Create/Modify/Approve

Description: Role allows users to load funds in DEAMS by creating, modifying, and approving Target Loads.

Funds Certifier*

Description: Role intended for users who Certify Purchase Requisitions to Commit/Obligate funds. If needed, role allows users to create/submit Purchase Requisitions for approval. Role also includes the basic set of responsibilities that allow users to view, analyze, and share data as well as run reports. [Note: If the user is entered in a Certifier Group, the user will also be able to review, approve, and reject Purchase Requisitions routed through the Certifier Group.]

Required Training:

Training available on myLearning website

-SYS100c and SYS103c

9 Responsibilities Granted:

-DEAMS iProcurement

-Includes the 8 Read Only Responsibilities

Appendix A (continued): DEAMS DD Form 2875

Block 13 Base Roles and Required Training

Financial Accounting*

Description: Role intended for users in the FMA who supervise, manage, and direct financial management activities. Role allows users to create/submit JVs/1081s and transactions for DADR (Local Manual Payments/Local Manual Collections). Gives users ability to manually release holds on Invoices. Gives users ability to create, modify, & cancel Purchase Orders which is used for base level obligations, deobligations, and decommitments of MORDs, GPCs, and Manual Travel Orders. Role also includes the basic set of responsibilities that allow users to view, analyze, and share data as well as run reports.

Required Training:

Training available on myLearning website

-SYS100c and SYS103c

11 Responsibilities Granted:

-DEAMS Payables Invoice Manager-No Pay
-DEAMS Purchasing Buyer
-DEAMS Receivables Collections
-Includes the 8 Read Only Responsibilities

Project Billing User

Description: Role intended for users who manage the Reimbursable Programs. Role allows users to create/update Customer records, create/increase/decrease Agreements (baseline Agreement funding), create/modify/delete SF 1080 Billing Events, generate/delete Draft Invoice and Draft Revenue reports, Etc. Role also includes the basic set of responsibilities that allow users to view, analyze, and share data as well as run reports.

Required Training:

Training available on myLearning website

-SYS100c and SYS105c

9 Responsibilities Granted:

-DEAMS Project Billing User- Base
-Includes the 8 Read Only Responsibilities

Travel Supplier

Description: Role gives users the ability to create/modify Supplier records in DEAMS. Role also includes the basic set of responsibilities that allow users to view, analyze, and share data as well as run reports.

Required Training:

Training available on myLearning website

-SYS100c and TBD

9 Responsibilities Granted:

-DEAMS Supplier Maintenance and Creation
-Includes the 8 Read Only Responsibilities

CIV Pay AF (PII)

Description: Role intended for Base users who manage the CIV Pay process. Grants users access to the CIV Pay reports. Role also includes the basic set of responsibilities that allow users to view, analyze, and share data as well as run reports. [Note: This role contains access to PII data.]

Required Training:

Training available on myLearning website

-SYS100c and TBD

10 Responsibilities Granted:

-DEAMS CIV PAY AF
-DEAMS Discoverer Payroll
-Includes the 8 Read Only Responsibilities

DIMES Application

Description: DEAMS Interface Metrics, Error Handling and Status (DIMES) Application gives users the ability to view interface files/metrics and, as appropriate, correct erred interface transactions. Please refer to the [DIMES Role Matrix](#) for additional guidance on how to complete the 2875 DIMES Addendum and a matrix of what DIMES Roles you will be granted under each interface.

Appendix B:

DEAMS DD Form 2875 Block 27 DFAS Roles

Note: The following 10 Roles, marked with an *, indicate an Approver is required in Block 27 of the 2875: PTP Entitlement Invoicing, PTP Funds Requirement (Including Preval), PTP Maintenance (Interfund/IPAC), PTP Maintenance (Travel), PTP TBO Processing, OTC 1080 Billings, OTC Public Manuals, OTC TBO, OTC DFAS-LI TBO Reimb and BTR General Accounting.

Read Only

8 Responsibilities Granted

- DEAMS Discoverer Viewer
- DEAMS General Ledger Report User
- DEAMS Preferences SSWA
- DEAMS Project Billing Inquiry
- DEAMS Project Inquiry
- DEAMS PTP Inquiry
- DEAMS Receivables Inquiry
- DEAMS Reports

PTP Entitlement Invoicing*

9 Responsibilities Granted:

- DEAMS Payables Invoice Manager & DEAMS Purchasing Receiver
- Includes the 8 Read Only Responsibilities

PTP Funds Requirement (Including Preval)*

9 Responsibilities Granted:

- DEAMS Purchasing Administrator
- Includes the 8 Read Only Responsibilities

DEAMS Certification

10 Responsibilities Granted:

- DEAMS Payables Certification Entry
- DEAMS TDD Payment Certification Entry
- Includes the 8 Read Only Responsibilities

PTP Maintenance (Interfund/IPAC)*

12 Responsibilities Granted:

- DEAMS Payables Invoice Manager - No Pay
- DEAMS Purchasing Buyer
- DEAMS Purchasing Receiver
- DEAMS Receivables Collections
- Includes the 8 Read Only Responsibilities

PTP Maintenance (Travel)*

12 Responsibilities Granted:

- DEAMS Payables Invoice Manager - No Pay
- DEAMS Purchasing Buyer
- DEAMS Purchasing Receiver
- DEAMS Receivables Collections
- Includes the 8 Read Only Responsibilities

PTP TBO Processing*

10 Responsibilities Granted:

- DEAMS Payables Invoice Manager - No Pay
- DEAMS Purchasing Buyer
- Includes the 8 Read Only Responsibilities

PTP Supplier Maintenance

9 Responsibilities Granted:

- DEAMS Supplier Maintenance and Creation
- Includes the 8 Read Only Responsibilities

DEAMS Supplier Approval

9 Responsibilities Granted:

- DEAMS Supplier Approval
- Includes the 8 Read Only Responsibilities

DFAS Audit Team

9 Responsibilities Granted:

- DEAMS DFAS Internal Review
- Includes the 8 Read Only Responsibilities

OTC 1080 Billings*

12 Responsibilities Granted:

- DEAMS IPAC Billing Preparation
- DEAMS Payables Invoice Manager
- DEAMS Receivables Collections
- DEAMS TWCF Billing User
- Includes the 8 Read Only Responsibilities

OTC Public Manuals*

10 Responsibilities Granted:

- DEAMS Payables Invoice Manager
- DEAMS Receivables Collections
- Includes the 8 Read Only Responsibilities

OTC Collections

11 Responsibilities Granted:

- DEAMS IPAC Billing Preparation
- DEAMS Receivables Collections
- DEAMS TWCF Billing User
- Includes the 8 Read Only Responsibilities

Appendix B (continued): DEAMS DD Form 2875 Block 27 DFAS Roles

OTC TBO*

10 Responsibilities Granted:

- DEAMS Payables Invoice Manager
- DEAMS Receivables Collections
- Includes the 8 Read Only Responsibilities

OTC DFAS-LI TBO Reimb*

10 Responsibilities Granted:

- DEAMS Payables Invoice Manager
- DEAMS Receivables Collections
- Includes the 8 Read Only Responsibilities

BTR Payment Batching

10 Responsibilities Granted:

- DEAMS Payables Payment Entry
- DEAMS TDD Payables Payment Entry
- Includes the 8 Read Only Responsibilities

BTR MAFR Processing/Recon

9 Responsibilities Granted:

- DEAMS Cash Accountability User
- Includes the 8 Read Only Responsibilities

BTR 7113 Monthly Reports

10 Responsibilities Granted:

- DEAMS Cash Accountability User
- DEAMS General Ledger Interface User
- Includes the 8 Read Only Responsibilities

BTR General Accounting*

10 Responsibilities Granted:

- DEAMS General Ledger Entry User
- DEAMS Period Open Close
- Includes the 8 Read Only Responsibilities

CIV Pay DFAS (PII)

10 Responsibilities Granted:

- DEAMS CIV PAY DFAS
- DEAMS Discoverer Payroll
- Includes the 8 Read Only Responsibilities

DIMES Application

DEAMS Interface Metrics, Error Handling, and Status (DIMES) Application gives users the ability to view interface files/metrics and, as appropriate, correct erred interface transactions. Please refer to the [DIMES Role Matrix](#) for additional guidance on how to complete the 2875 DIMES Addendum and a matrix of what DIMES Roles you will be granted under each interface.

Appendix C: Other Accesses Addendum

Page 9 on DEAMS DD2875

Other Accesses Addendum

If additional AFAOC or FMO approval is required for access on the Other Accesses Addendum on Page 9, the digital signature(s) should be obtained prior to submitting the form to your DEAMS Information Owner (IO) for final signature in Blocks 21-21b because the form locks when the IO signs Block 21 of the 2875.

If access is requested on the Other Accesses Addendum, but signature/approval is NOT obtained from a valid approver in the required Approval Group, the 2875 will be rejected.

Justification & Additional Approval Requirements:

- ◆ DEAMS View Concurrent Requests Role
 - * Justification **NOT REQUIRED**
 - * Additional Approval **NOT REQUIRED**
- ◆ DEAMS OBIEE Access
 - * Justification **REQUIRED** as outlined in OBIEE matrices
 - * Additional Approval (digital signature) **REQUIRED** from DEAMS FMO Approval Group as outlined in OBIEE matrices
 - * Users submit request to SAF.DEAMS.FMOApprovalGroup@us.af.mil
- ◆ DEAMS Discoverer User Access
 - * Justification **REQUIRED**
 - * Additional Approval (digital signature) **REQUIRED** from DEAMS FMO Approval Group
 - * Users submit request to SAF.DEAMS.FMOApprovalGroup@us.af.mil
- ◆ DEAMS Reports SAF Superuser Access
 - * Justification **REQUIRED**
 - * Additional Approval (digital signature) **REQUIRED** from DEAMS AFAOC Approval Group
 - * Users submit request to SAF.DEAMS.AFAOCApprovalGroup@us.af.mil

DEAMS View Concurrent Requests Role

The DEAMS View Concurrent Requests Role allows a user to view the output/results of a Request ID that was initiated/submitted by another user even if the user does not have access to the responsibility where the Request was initially submitted. It is considered a "View Only" access and, at this time, is authorized for any type of DEAMS users. Although there are currently no user restrictions, the DEAMS Help Desk is not aware of any specific scenarios where this would be particularly useful to a Base Level user. Typically most Base Level users only need to see the output/results of Requests they have submitted themselves. This access was created for DEAMS Compliance, though available to all users, the access is not typical of a Base Level user in DEAMS.

Users that require this access must select the 'User requires DEAMS View Concurrent Requests Role' checkbox. Justification and additional approval are NOT REQUIRED for this access.

User requires DEAMS View Concurrent Requests Role



Appendix C (continued): Other Accesses Addendum

Page 9 on DEAMS DD2875

DEAMS OBIEE Access (Digital Signature Required from FMO as outlined in OBIEE Matrices)

The DEAMS OBIEE Reports access requires additional approval because it has not been fully deployed yet and is only available to a limited number of users.

Please refer to the [DEAMS OBIEE Reports OID Groups Assignment Restrictions Matrices](#) for the following info:

- ◆ Current list of DEAMS OBIEE Reports OID Groups
- ◆ Matrix of restrictions within the OBIEE Groups
- ◆ Matrix of BPN restrictions for each OBIEE Group
- ◆ Matrix indicating which OBIEE Groups require or do not require additional justification/FMO approval at this time
- ◆ Inherent Granting Crosswalk from OBIEE OID Group to OBIEE EBS Responsibility
- ◆ Inherent Granting Crosswalk from EBS Responsibility/UMX Indirect Role to OBIEE EBS Responsibility & OBIEE OID Group

Users that require this access MUST:

- 1) Verify their accurate BPN is entered in Block 13/Block 27 [Note: What access is available for a user to select in the 'DEAMS OBIEE Access' section is dependent upon what BPN is entered in Block 13/Block 27]
- 2) Select the groups they require access to from the 'OBIEE Groups' dropdown
 - a) The selected groups will automatically populate in the 'OBIEE Groups' text box
 - b) The corresponding responsibilities will automatically populate in the 'OBIEE Responsibilities' text box
 - c) If the user selects the incorrect groups, they can select the 'Click to Clear OBIEE Groups' checkbox to clear their selections and make necessary corrections to the access being requested
 - d) In addition to the BPN restrictions, the "DEAMS_BI_USAGE_TRACKING" OBIEE Group is only available for a user to select after at least one other BI Consumer, Author or Administrator Group has been selected
- 3) Enter a valid justification for the requested OBIEE access [if required for OBIEE Group(s) being requested]
- 4) Submit the 2875 to SAF.DEAMS.FMOApprovalGroup@us.af.mil to obtain additional approval and digital signature from the DEAMS FMO Approval Group [if required for OBIEE Group(s) being requested]
 - a) The digital signature should be obtained prior to submitting the form to your DEAMS Information Owner (IO) for final signature in Blocks 21-21b because the form locks when the IO signs Block 21 of the 2875
 - b) **If DEAMS OBIEE Access is requested on the Other Accesses Addendum, but signature/approval is NOT obtained from a valid approver in the DEAMS FMO Approval Group, the 2875 will be rejected**

DEAMS OBIEE Access		OBIEE Responsibilities:	
OBIEE Groups:	<div>Select</div>		
Click to Clear OBIEE Groups	<input type="checkbox"/>		
User Justification for OBIEE Group access:			
<div></div>			
FMO Approval of OBIEE Access Request: Send form to SAF.DEAMS.FMOApprovalGroup@us.af.mil for signature/approval		<div></div>	

Appendix C (continued): Other Accesses Addendum

Page 9 on DEAMS DD2875

DEAMS Discoverer User Access (Digital Signature Required from FMO)

The DEAMS Discoverer User access requires additional approval because this access allows users to create, modify, schedule and share Discoverer reports.

Access to this responsibility is restricted to a limited number of users.

Base Level Users are not authorized to have access to DEAMS Discoverer User.

[Note: If Base Level Users need to request a report to be created/modified, they can open a ticket with the DEAMS Help Desk. The ticket will be elevated to the DEAMS Reporting Team for further review, approval, and possible action.]

DFAS/Internal DEAMS Users may be authorized access to DEAMS Discoverer User pending additional approval from the DEAMS FMO.

[Note: The IOs and users should be aware that users with access to DEAMS Discoverer User are NOT AUTHORIZED to share any reports they create with the public (Example: Discoverer Viewer) without prior approval from the DEAMS FMO.]

Users that require this access MUST:

- 1) Select the 'DEAMS Discoverer User Access' checkbox
- 2) Enter a valid justification for the requested DEAMS Discoverer User access
- 3) Submit the 2875 to SAF.DEAMS.FMOApprovalGroup@us.af.mil to obtain additional approval and digital signature from the DEAMS FMO Approval Group
 - a) The digital signature should be obtained prior to submitting the form to your DEAMS Information Owner (IO) for final signature in Blocks 21-21b because the form locks when the IO signs Block 21 of the 2875
 - b) If DEAMS Discoverer User Access is requested on the Other Accesses Addendum, but signature/ approval is NOT obtained from a valid approver in the DEAMS FMO Approval Group, the 2875 will be rejected

DEAMS Discoverer User Access	<input checked="checked" type="checkbox"/>
User Justification for DEAMS Discoverer User access:	
<div></div>	
FMO Approval of DEAMS Discoverer User Access Request:	
Send form to SAF.DEAMS.FMOApprovalGroup@us.af.mil for signature/approval	<div></div>

Appendix C (continued): Other Accesses Addendum

Page 9 on DEAMS DD2875

DEAMS Reports SAF Superuser Access (Digital Signature Required from AFAOC)


The DEAMS Reports SAF Superuser access requires additional approval because this access allows users to run SAF level (system-wide) reports from the DEAMS Reports module.

Access to this responsibility is restricted to a limited number of users.

Base/DFAS/Internal DEAMS Users may be authorized access to DEAMS Reports SAF Superuser pending additional approval from the DEAMS AFAOC.

Users that require this access MUST:

- 1) Select the 'User requires DEAMS Reports SAF Superuser Access' checkbox
- 2) Enter a valid justification for the requested DEAMS Reports SAF Superuser access
 - a) Typically Base Level users do NOT require this access
 - b) Please ensure your justification provides the necessary detail to warrant access
- 3) Submit the 2875 to SAF.DEAMS.AFAOCApprovalGroup@us.af.mil to obtain additional approval and digital signature from the DEAMS AFAOC Approval Group
 - a) The digital signature should be obtained prior to submitting the form to your DEAMS Information Owner (IO) for final signature in Blocks 21-21b because the form locks when the IO signs Block 21 of the 2875
 - b) If DEAMS Reports SAF Superuser Access is requested on the Other Accesses Addendum, but signature/ approval is NOT obtained from a valid approver in the DEAMS AFAOC Approval Group, the 2875 will be rejected

User requires DEAMS Reports SAF Superuser Access		
User Justification for DEAMS Reports SAF Super User access:		
<div style="border: 1px solid black; height: 50px; width: 100%;"></div>		
AFAOC Approval of DEAMS Reports SAF Super User Access Request:		
Send form to SAF.DEAMS.AFAOCApprovalGroup@us.af.mil for signature/approval		<div style="border: 1px solid black; height: 30px; width: 100%;"></div>