

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.

PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.

ROUTINE USES: None.

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID DOD ID #				DATE (YYYYMMDD)	
SYSTEM NAME (Platform or Applications)				LOCATION (Physical Location of System)	

PART I (To be completed by Requestor)

1. NAME (Last, First, Middle Initial)		2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT		4. Phone (DSN or Commerical)	
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			
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD)			
11. USER SIGNATURE			12. DATE (YYYYMMDD)

PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)

13. JUSTIFICATION FOR ACCESS Describe Role: (I.E. PM / BFM / Div Chief / Branch Chief/Etc) Describe Ektropy Access to Required Divisions or MTF: (i.e. J6 SDD/JACKSONVILLE NAVAL HOSPITAL) Justification for each access type requested in section IV:			
14. TYPE OF ACCESS REQUIRED: AUTHORIZED PRIVILEGED			
15. USER REQUIRES ACCESS TO: UNCLASSIFIED CLASSIFIED (Specify category) OTHER			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested.		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name)		18. SUPERVISOR'S SIGNATURE	
19. DATE (YYYYMMDD)			
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT		20a. SUPERVISOR'S E-MAIL ADDRESS	
20b. PHONE NUMBER			
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER	
21b. DATE (YYYYMMDD)			
22. SIGNATURE OF IAO OR APPOINTEE		23. ORGANIZATION/DEPARTMENT	
24. PHONE NUMBER		25. DATE (YYYYMMDD)	

26. NAME (Last, First, Middle Initial)			
27. OPTIONAL INFORMATION (Additional information) Provide: Contract Information: Company: Contract # Contract Expiration: REQUIRED DOCUMENTS: (For Active Duty/Civilian/Contractors unless specified otherwise) Reactivation/Modification Existing Accounts Only - Original DD2875 SAAR - Original NDA (Complete Gov't or Contractor Verison accordingly) - Original DoD IA and Cybersecurity Awareness Training v4 Certificate Initial Access Request Only - DD2875 SAAR - NDA (Complete Gov't or Contractor Verison accordingly) - DoD IA and Cybersecurity Awareness Training v4 Certificate - Ektropy Training Request Form		Section IV INSTRUCTIONS A. Select the access type for the request module B. For each role you have requested a signature will be required from the corresponding module owner Signatory authorities are as follows #21 - J6 Chief of Staff or Designee #22 - J6 Chief of Staff signature #31 - Security Manager signature is required (FSO for Contractors or DD2875 for Gov/Mil/CTR) Module Owners -Human Capital Management: Lt Col William Lunsford (William.c.Lunsford.mil@mail.mil) -Acquisitions: Gary Stevens (Gary.f.Stevens1.civ@mail.mil) -Starting Controls: Tricia Cantu (Tricia.b.Cantu.civ@mail.mil) -AFP: Lt Col Beata Rosson (Beata.h.Rosson.mil@mail.mil) -Spend Plan Line Item: Dennis Alba (Dennis.a.Alba.civ@mail.mil) -Ektropy Analyzer's Daily Export Preet Bains (Preet.Bains.Civ@mail.mil)	
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 <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE (YYYYMMDD)
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
Title	Access	Module Owner Authorization	
Human Capital Management	Personnel	(Sign or Digital Signature)	Date :
	Positions	(Sign or Digital Signature)	Date :
Spend Plan	Spend Plan Line Item	(Sign or Digital Signature)	Date :
	Starting Controls	(Sign or Digital Signature)	Date :
	AFP	(Sign or Digital Signature)	Date :
Acquisitions	Contracts Enterprise	(Sign or Digital Signature)	Date :
	SDD IOD		
	PRMD CSD		
	AACE BOD		
Ektropy Analyzer's Daily Export	Ektropy Analyzer's Daily Export	(Sign or Digital Signature)	Date :
DD FORM 2875 (BACK), AUG 2009			PREVIOUS EDITION IS OBSOLETE. rev. 21 Oct 2019
			Reset

INSTRUCTIONS

The prescribing document is as issued by using DoD Component.

A. PART I: The following information is provided by the user when establishing or modifying their USER ID.

- (1) Name. The last name, first name, and middle initial of the user.
- (2) Organization. The user's current organization (i.e. DISA, SDI, DoD and government agency or commercial firm).
- (3) Office Symbol/Department. The office symbol within the current organization (i.e. SDI).
- (4) Telephone Number/DSN. The Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.
- (5) Official E-mail Address. The user's official e-mail address.
- (6) Job Title/Grade/Rank. The civilian job title (Example: Systems Analyst, GS-14, Pay Clerk, GS-5)/military rank (COL, United States Army, CMSgt, USAF) or "CONT" if user is a contractor.
- (7) Official Mailing Address. The user's official mailing address.
- (8) Citizenship (US, Foreign National, or Other).
- (9) Designation of Person (Military, Civilian, Contractor).
- (10) IA Training and Awareness Certification Requirements. User must indicate if he/she has completed the Annual Information Awareness Training and the date.
- (11) User's Signature. User must sign the DD Form 2875 with the understanding that they are responsible and accountable for their password and access to the system(s).
- (12) Date. The date that the user signs the form.

B. PART II: The information below requires the endorsement from the user's Supervisor or the Government Sponsor.

- (13) Justification for Access. A brief statement is required to justify establishment of an initial USER ID. Provide appropriate information if the USER ID or access to the current USER ID is modified.
- (14) Type of Access Required: Place an "X" in the appropriate box. (Authorized - Individual with normal access. Privileged - Those with privilege to amend or change system configuration, parameters, or settings.)
- (15) User Requires Access To: Place an "X" in the appropriate box. Specify category.
- (16) Verification of Need to Know. To verify that the user requires access as requested.
- (16a) Expiration Date for Access. The user must specify expiration date if less than 1 year.
- (17) Supervisor's Name (Print Name). The supervisor or representative prints his/her name to indicate that the above information has been verified and that access is required.
- (18) Supervisor's Signature. Supervisor's signature is required by the endorser or his/her representative.
- (19) Date. Date supervisor signs the form.
- (20) Supervisor's Organization/Department. Supervisor's organization and department.
- (20a) E-mail Address. Supervisor's e-mail address.
- (20b) Phone Number. Supervisor's telephone number.

(21) Signature of Information Owner/OPR. Signature of the functional appointee responsible for approving access to the system being requested.

(21a) Phone Number. Functional appointee telephone number.

(21b) Date. The date the functional appointee signs the DD Form 2875.

(22) Signature of Information Assurance Officer (IAO) or Appointee. Signature of the IAO or Appointee of the office responsible for approving access to the system being requested.

(23) Organization/Department. IAO's organization and department.

(24) Phone Number. IAO's telephone number.

(25) Date. The date IAO signs the DD Form 2875.

(27) Optional Information. This item is intended to add additional information, as required.

C. PART III: Certification of Background Investigation or Clearance.

(28) Type of Investigation. The user's last type of background investigation (i.e., NAC, NACI, or SSB).

(28a) Date of Investigation. Date of last investigation.

(28b) Clearance Level. The user's current security clearance level (Secret or Top Secret).

(28c) IT Level Designation. The user's IT designation (Level I, Level II, or Level III).

(29) Verified By. The Security Manager or representative prints his/her name to indicate that the above clearance and investigation information has been verified.

(30) Security Manager Telephone Number. The telephone number of the Security Manager or his/her representative.

(31) Security Manager Signature. The Security Manager or his/her representative indicates that the above clearance and investigation information has been verified.

(32) Date. The date that the form was signed by the Security Manager or his/her representative.

D. PART IV: This information is site specific and can be customized by either the DoD, functional activity, or the customer with approval of the DoD. This information will specifically identify the access required by the user.

E. DISPOSITION OF FORM:

TRANSMISSION: Form may be electronically transmitted, faxed, or mailed. Adding a password to this form makes it a minimum of "FOR OFFICIAL USE ONLY" and must be protected as such.

FILING: Original SAAR, with original signatures in Parts I, II, and III, must be maintained on file for one year after termination of user's account. File may be maintained by the DoD or by the Customer's IAO. Recommend file be maintained by IAO adding the user to the system.