# iFTDTL SAAR INSTRUCTIONS

Accounts are given to users based on written permission from the UIC's Commanding Officer. SAAR forms can be downloaded from https://ftdtl.health.mil/Home/HowToRegister

**\*THIS ENTIRE FORM HAS TO BE FILLED OUT AND SIGNED ELECTRONICALLY\***

Click "ENABLE ALL FEATURES" in the upper right hand corner to get started.
- In the top center of the form, ensure the "CUI" is selected.
- New users will select "Initial".
- Users with existing accounts will select "Modification".
- To delete your account select "Deactivation".
- "User ID" field is not used.
- All Dates will use the "4 digit YEAR, 2 digit MONTH, 2 digit DAY" format.
- System Name and Location are prefilled, **DO NOT CHANGE.**

## PART I
Enter the information in each block.
- Block 2 is for Command name and UIC.
- Block 6 example I.E: UPC/E7/MAC.
- Mark the appropriate boxes for blocks 8 and 9.
- Block 10: Check and date with the Cyber Awareness completion date on your most recent certificate.
- Block 11: **\*DO NOT DIGITALLY SIGN UNTIL AFTER BLOCKS 1 THROUGH 12 ARE COMPLETED\* \*SIGNING BEFOREHAND WILL LOCK THIS SECTION OF THE DOCUMENT\*.**


## PART II
- Block 13 "Justification for Access" is for user job description, example: "Required for duties as command UPC for RRU XXXXX. PRD (Military)/CAC Expiration Date (Non-Military) MM/DD/YYYY".
- All users check the following:
- Block 14 "Authorized"
- Block 15 "Unclassified"
- Block 16 (to certify granted access from Commanding Officer).
- Block 16a is for **contractors**.
- Blocks 17 through 17e are for Commanding Officer information and digital signature.
- Electronically signing in block 17d locks previous PART II information.
- Blocks 18 through 18b: **Is for OPNAV Administrator information**.
- Block 20: The Requestors name.
- Block 21: In "OPTIONAL INFORMATION" include the following that pertains to your request:
o WebDTP Application/Container: For importing rosters, performing test selections, producing testing products, and reports.
o Results: To see Urinalysis Testing Results for a specific RRU/UIC.
o List all UICs that are needed. For those that need to view an ARG, just the ARG 5 digit number is required.


## PART III
\*Must be completed by the account requestors Security Manager or representative.
- Type of background investigation: the user's last type of background investigation (i.e., NAC, NACI, or SSBI), Clearance Level if Secret or Top Secret, or None. IT Level Designation (I, II, III), and the Security Manager or representative information and electronic signature.
\*\*A digital signature in block 25 will lock all PART III fields.

**PART IV**

**\*NOTE: NEW users will upload and submit completed SAAR information directly to the iFTDTL web portal at https://ftdtl.health.mil and email Cyber Awareness Certificate to MILL_DTADMIN@NAVY.MIL**

**ESTABLISHED users will email SAAR and Cyber Awareness Certificate to MILL_DTADMIN@NAVY.MIL for processing.\***