GUIDANCE FOR COMPLETING THE AUTHORIZATION ACCESS REQUEST (SAAR) DD FORM 2875

<mark>(Please ensure that the user completes the DD FORM 2875 link provided in NAVADMIN 259/23)</mark>

The current Fiscal Year Cyber Awareness certificate and User Agreement must be submitted with all SAAR forms.

SELECT CLASSIFICATION AT THE TOP AND BOTTOM OF PAGE: CUI (Refer to DoDI 5200.48, March 6, 2020, Page 16 figure 2 for instructions on completing the bottom portion of the form)

Must be marked CUI. If SAAR is not marked CUI, it will be rejected.

TYPE OF REQUEST: ****Select from the dropdown type of request:**
- Initial: New user or someone deactivated who needs access again
- Modification: Change to existing in form (name, agency, supervisor, access type, etc.)
- Deactivate: Access is no longer needed; must also indicate why access is no longer needed in box 13

Date: List date the form was begun. If the SAAR form is over 60 days old, when it is submitted, it is considered expired and will be disapproved.

SYSTEM NAME: Enter each application or NPC system you are requesting. Only applications listed on the SAAR will be approved for access.

Location: Millington, TN

PART I:

(1) NAME: The last name, first name, and middle initial of the user. (Please follow naming convention)

(2) ORGANIZATION: The user's current organization and onboard Navy UIC.

(3) OFFICE SYMBOL/DEPARTMENT: The office symbol within the current organization (i.e. PERS-41, PERS-9, BUPERS, 3, etc.).

(4) PHONE (COMMERCIAL): At least one 10-digit phone number must be listed.

(5) Official E-MAIL ADDRESS: The user's official e-mail address (e-mail addresses ending in ".com" cannot be accepted).

Blocks 5 & 11: The email address at block 5 must match the email address on your certificate at block 11. If it does not, the SAAR will be disapproved.**To check, click on Signature Properties, Show Signer's certificate and move the scroll bar to the right.**

(6) JOB TITLE/GRADE/RANK: The civilian job title and grade (e.g., Systems Analyst, GS-14, Pay Clerk, GS-5); military rank (e.g., CAPT, USN, ITCM, USN, 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): Place an "X" in the appropriate box.

(9) DESIGNATION OF PERSON (MILITARY, CIVILIAN, CONTRACTOR): Place an "X" in the appropriate box.

(10) IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS: User is required to attest to the completion of the Cyber Awareness Training" and provide the training completion date. Per BUPERSINST 5230.13C Para 4a signed on 24 August 2022, members must complete the latest version of the DOD Cyber Awareness Challenge training within the current fiscal year. **Current fiscal year is from October 1st -September 30th.**

(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). **Requestor must be the first person to sign the document. If not, the form will be rejected.**

(12) DATE: Do not enter the date. This information should populate automatically once block 11 is signed.

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

(13). JUSTIFICATION FOR ACCESS: A brief sentence is required to justify establishment of an INITIAL USER ID and role MODIFICATION. Include reason for access and system names. (Ex. BOL, OMPF, etc.)

- Example: "As a *Detailer (insert job title)*, access is required to perform tasks assigned to role requested.

(14) TYPE OF ACCESS REQUIRED Select Authorized. If box is not selected, SAAR will be rejected.

(15) USER REQUIRES ACCESS TO: Select Unclassified. If box is not selected, SAAR will be rejected.

(16) VERIFICATION OF NEED TO KNOW: To verify that the user requires access as requested. If box is not selected, SAAR will be rejected.

(16a) EXPIRATION DATE FOR ACCESS: The user must specify expiration date if less than 1 year. Contractors must specify Company Name, Contract Number, Expiration Date. **This block is for contractors only.** If you are not a contractor, it must remain blank.

(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. **Supervisor can be same person as Unit Security Manager or ISSO/IAM****

(17a) SUPERVISOR'S EMAIL: Supervisor's e-mail address.

Blocks 17a & 17d: Email at block 17a must match the email on the certificate at block 17d. If not, the SAAR will be disapproved by IA. To check, click on Signature Properties, Show Signer's certificate and move the scroll bar to the right.

(17b) PHONE NUMBER: Supervisor's telephone number. 10-digit phone number must be listed.

(17c) SUPERVISOR'S ORGANIZATION/DEPARTMENT: Supervisor's organization and department.

(17d SUPERVISOR'S SIGNATURE: SUPERVISOR MUST SIGN.

(17e) DATE: Do not enter the date. This information should populate automatically once block 17d is signed.

(18-18b) INFORMATION OWNER/OPR PHONE NUMBER: Must be left blank.

(19) ISSO ORGANIZATION/DEPARTMENT

(19a) PHONE NUMBER: ISSO or Appointees phone number.

(19b) ISSO OR APPOINTEE SIGNATURE: ISSO/IAM cannot be same person as Unit Security Manager. If no ISSO is available, the Supervisor can sign as the ISSO.

(19c) Date: Do not enter the date. This information should populate automatically once block 19b is signed.

(20) NAME (Last, First, Middle): * No action needed will self-populate from box 1

(21) Optional Information: *Leave blank unless additional information is required by the information owner.

C. PART III:
Security Manager validates the background investigation or clearance information. Security Manager cannot be same person as ISSO/IAM.

(22) TYPE OF INVESTIGATION: The user's last type of background investigation (i.e., NAC, NACI, or SSBI).

(22a) INVESTIGATION DATE: DATE of last investigation.

(22b) CONTINUOUS EVALUATION (CE) ENROLLMENT DATE:

Blocks 22a & 22b: One of these dates must be within a 5-year scope or else SAAR will be disapproved.

(22c) ACCESS LEVEL: The user's current security clearance level

(23) VERIFIED BY: The Security Manager or representative prints his/her name to indicate that the above clearance and investigation information has been verified.

(24) PHONE NUMBER: The telephone number of the Security Manager or his/her representative. 10-digit phone number must be listed.

(25) SECURITY MANAGER SIGNATURE: The Security Manager or his/her representative indicates that the above clearance and investigation information has been verified.

(26) VERIFICATION DATE: Do not enter the date. This information should populate automatically once block 25 is signed.

SAAR must be marked CUI at the top and bottom of each page. If SAAR is marked UNCLASSIFIED, it will be rejected. You should see CUI at the top and bottom of the first and second page. All of the blocks should be white and you should not be able to select a drop down arrow on any of the blocks. By clicking Enable all features on the SAAR, you will be able to see if there are any unlocked blocks. If I submit the form to IA and any of the blocks on the SAAR are not locked or if CUI is not shown on the top and bottom of each page, it will be rejected. DD2875 SAAR must be completed in the following order. First the User, then the Supervisor and then the ISSO or Security manager. Blocks 18-18b and Part IV must be left blank. User ID and Optional information can be left blank or not. Block 16a is only for contractors. If you are not a contractor it must be left blank. If any other block is left blank or is unlocked, SAAR will be disapproved.