

## DD Form 2875 Instructions

### **DD 2875 System Authorization Access Request (SAAR).**

The instructions provided below will be followed for the completion of all DD Form 2875 System Authorization Access Requests (SAAR) submissions. Supervisors or Trusted Agents (TA) must identify and provide justification for all requests to have TAMC network access. Instructions for the completion of DD Form 2875 are contained on page three of the form.

**NOTE:** Hand written forms are not accepted.

1. The Supervisor/TA completes the top portion of DD 2875 identifying the type of request, date, system name (TAMC), and location on the system.
2. The Requestor will complete Part I, blocks 1-12. The Supervisor/TA will assist the Requestor with any information with which the Requestor may be unfamiliar.
3. The Supervisor/TA will complete Part II, blocks 13-20b and instruct the Requestor to proceed to the command's Security Office.
4. Access to government networks requires the initiation of a Security Background Investigation. Information on the security requirements associated with a position may be obtained by calling your Security Manager or by visiting the Security Office.
5. Security personnel will determine whether or not personnel security investigative requirements have been met. If investigative requirements have not been met, the Requestor will be provided a computer disk containing the Electronic Personnel Security Questionnaire (EPSQ) to complete or may be provided a link to the online form. The Requestor will not be granted access to any system at TAMC until completing the EPSQ and security personnel have approved it. Security personnel will not sign the DD 2875 SAAR, Part III until the investigative paperwork has been initiated at a minimum.
6. Security personnel will complete Part III, blocks 28-32.
7. For External Requestors, All External requests for a TAMC network account are routed through IA for review and approval and then delivered to Systems Engineering for the creation of the TAMC account. These request packages include the DD2875 SAAR, a signed AUP, and proof of completion of IA training. IA staff will:
  - a. Verify the identity of the Requestor, Trusted Agent, if hand delivered, or verify the digital signature of the Trusted Agent if submitted as an attachment to a digitally signed email.
  - b. Review the package (DD2875 SAAR, AUP, IA training certificate) for completeness.

- c. Ensure the DD2875 SAAR has justification for the request provided in block 13.
- d. Route the DD2875 SAAR to the Security Office to initiate a Security Background Investigation or validate an investigation exists.
- e. Deliver the package (DD2875 SAAR, AUP, IA training certificate) to Systems Engineering for creation of the external account.
- f. System Engineering will review the package for completeness, create the External account, and notify the Requestor. If more information is required to create the account, System Engineering will return the request package to IA for follow up.

**NOTE:** External accounts are NOT to have expiration dates beyond one year from the date of creation or at end of contract, whichever occurs first.