Quick Start SAAR-2875 Guide for Check-In

SYSTEM AUTHORIZATION ACCESS REQUEST// DD2875 (MAY 2022)	
TYPE OF REQUEST	REQUIRED: Initial or Modification
USER ID	Enter User ID or EDIPI
DATE BLOCK	REQUIRED: Enter date (*within 60 days of submission*)
SYSTEM NAME	REQUIRED: "All command networks, systems and IT resources" is the standard verbiage unless access to a specific system is being requested. System specific requests are processed via ISSF: https://issf.dc3n.navy.mil/issf-saarn-ui.
LOCATION (*Physical Location*)	REQUIRED: NIWC LANT
PART I – REQUESTOR/USER	
1. NAME	REQUIRED: Enter your Legal Name (Last, First, MI) No nicknames; if no middle name, do not list "NMN."
2. ORGANIZATION	REQUIRED: Civilians and Military - NIWC LANT; Contractors enter company name
3. OFFICE SYMBOL/DEPARTMENT	REQUIRED: Enter Five-character competency code
4. PHONE	REQUIRED: Contractors enter company or personal phone number; CIV/MIL enter desk number, main line, or personal number
5. OFFICIAL EMAIL	REQUIRED: Enter GOV email address, CTR email address. Interns can use .edu. ***"NO PERSONAL EMAIL ADDRESSES ARE ACCEPTED (gmail, yahoo, etc)"*** If the above are not applicable, block must be left blank.
6. JOB TITLE AND GRADE/RANK	REQUIRED: Enter job title
7. OFFICIAL MAILING ADDRESS	REQUIRED: NIWC Civilians or Military must list NIWC LANT address. Contractors must list company address. Non-NIWC Command Civilians/Military use command address ***NO RESIDENTIAL ADDRESSES***
8. CITIZENSHIP	REQUIRED: "US" is the only acceptable input
9. DESIGNATION OF PERSON	REQUIRED: Select ONLY one
10. (IA) AWARENESS TRAINING REQUIREMENTS	REQUIRED: Select checkbox. Add date IA training completed in this format: **DDMMYYYY**
11. USER SIGNATURE	Must be digitally signed with user's CAC credentials. If user does not have a valid government issued CAC, block must be left blank. **Refer to flow chart on page two.**
12. DATE	Date must be filled in prior to digitally signing by the user. Format (YYYYMMDD).
PART II – ENDORSEMENT OF ACCESS – TO BE COMPLETED BY SUPERVISOR/COR	
REQUIRED: ALL Blocks 15-16b are to be completed by GOV staff (COR or Supervisor)	
13. JUSTIFICATION FOR ACCESS	REQUIRED: "Access required to perform job duties"
14. TYPE OF ACCESS REQUIRED	REQUIRED: AUTHORIZED must **ALWAYS** be checked. Priv requests are not processed via Check-In or Move/Add/Change.
15. USER REQUIRES ACCESS TO	REQUIRED: Select access requested: **UNCLASSIFIED** only for check-in. Classified access requests are not processed via Check-In. **CLASSIFIED** requests are processed via ISSF. **NOTE: If CLASSIFIED is checked your request will be returned.** TS/SCI category is NOT approved for this SAAR
16. VERIFICATION OF NEED TO KNOW	REQUIRED: **Must ALWAYS be checked by supervisor or COR**
16a. ACCESS EXPIRATION DATE	REQUIRED: Contractors: Company (prime) name, contract number, and contract expiration date must be listed. Task order number and expiration can be entered in block 21.
17. SUPERVISOR'S NAME	
17a. SUPERVISOR'S E-MAIL ADDRESS	NOTE: All the information in these blocks should be for the same person. If an individual is signing on behalf of another, they must state that in Block 15. (ex. John Smith signing for Jane Doe)
17b. SUPERVISOR'S PHONE NUMBER	
17c. SUPERVISOR'S COMPETENCY CODE	
17d. SUPERVISOR'S SIGNATURE	
17e. DATE	
18. INFORMATION OWNER/OPR PHONE NUMBER	Block 18-18b are reserved for "SYSTEM OWNER" **Do Not Complete**
18a. SIGNATURE OF INFORMATION OWNER	
18b. DATE	
19. IAM COMPETENCY CODE	Blocks 19-19c to be completed by NIWC LANT ISSM **Do Not Complete**
19a. IAM PHONE NUMBER	
19b. IAM SIGNATURE	
19c. DATE	
20. NAME	REQUIRED: Information should populate from block 1. If not, enter your Legal Name (Last, First, MI) No nicknames; if no middle name, do not list "NMN."
21. OPTIONAL INFORMATION	NOT REQUIRED: Can be used if needed.
PART III – SECURITY MANAGER VALIDATION/CLEARANCE INFORMATION	
22-26. SECURITY MANAGER VALIDATION	Blocks 26-30 – NIWC Command Security Manager to complete (**FSOs are not authorized to complete this section**). **Non-NIWC users**: User's command Security Manager must complete user security clearance validation and forward copy of Security Manager Designation letter to our ISSM office.

****User Agreement and Current Cyber Awareness Challenge are also required for check-in***

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                    │             │                    │ Must be ink/ │
                    │Ink signature│●───────────────────│wet signature.│
                    │  required   │                    │(not generated)│
                    │             │                    ╰──────────────╯
                    └──────▲──────┘
              ┌────────────┤────────────┐
              │          NO │            │
            ╭────╮          │          ╭────╮
            │ NO │          │          │ NO │
            ╰────╯          │          ╰────╯
              ▲             │            ▲
          ◇───┴───◇       │        ◇───┴───◇
         Does user have a  │       VALID .MIL email
  ╭──────╮  VALID CAC?     │       associated to their
  │START │──▶ Not revoked  │            CAC?
  ╰──────╯  ◇───────◇      │        ◇────────◇
              │            │            │
            ╭────╮         │          ╭────╮
            │YES │─────────┘          │YES │
            ╰────╯                    ╰────╯
                                        │
                                ┌───────▼────────┐
                                │Digitally Sign the│
                                │      SAAR       │
                                └─────────────────┘
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START → Does user have a VALID CAC? Not revoked

- NO → Ink signature required (Must be ink/wet signature. (not generated))
- YES → VALID .MIL email associated to their CAC?
  - NO → Ink signature required
  - YES → Digitally Sign the SAAR