Appendix C
DD Form 2875 Instruction

DD Form 2875 – System Authorization Access Request (SAAR) for the systems managed by the G-1 HR Systems Branch is to be completed and submitted via GA SAAR Manager application. Submission of PDF document is no longer accepted. This appendix provides instruction on how to complete a DD Form 2875 for GA G1 Systems using the GA SAAR Manager application.

C-1. Navigation: The GA SAAR Manager application is deployed via Microsoft Teams (GA Power App Catalog) to the employees of GAARNG. Within the GA Power App Catalog Teams, click GA SAAR MANAGER tab. See Figure C-1.

C-2. Requesting User: Submission of a SAAR starts from My SAAR page. To start submission of a new SAAR, click "**New SAAR**" button. The right half pane shows a list of all submitted SAARs and their current status. Complete required information as listed below and shown in Figure C-2. Once all information has been entered, click "**Sign and Submit**."

      a. System: A system to which access is requested.

      b. Unit you are assigned to: A UIC of the unit to which requesting user is assigned

      c. Office Symbol/Department: Office Symbol or name of the unit or office to which requesting user is assigned.

      d. Phone: Self-explanatory

      e. Job Title/Rank: Requesting user's job title and rank

      f. Citizenship: Country of citizenship

      g. Designation: Personnel category

      h. IA Training Date: Date of most recent completion of DoD Cyber Awareness Training

      i. System Level of access UIC or Rollup UIC: UIC to which system access is requested

      j. What is your position that requires this access request?: Brief explanation on reason for the submitted request

      k. Select Requested Role: A specific role requested within the system, if applicable

      l. Search Supervisor Email: Supervisor's email address to whom the requested is to be routed for approval

C-3. Supervisor: A submitted SAAR will be made available to the supervisor identified by the requesting user. Supervisor will review the content of the request, identify a security manager, and approve or deny as appropriate. Approved SAAR will be routed to the identified security manager for validation of security clearance, and if denied, the workflow will be terminated.

C-4. Security Manager: Security manager will review requesting user's security clearance status. Enter the requestor's current security clearance information appropriately, and sign the SAAR.
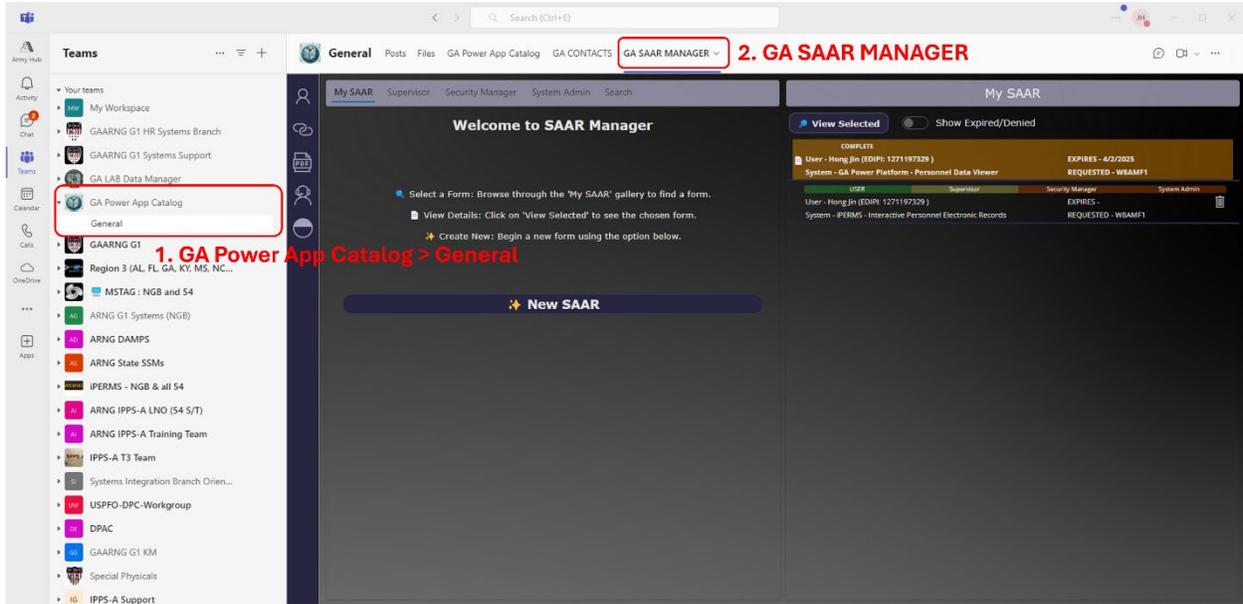
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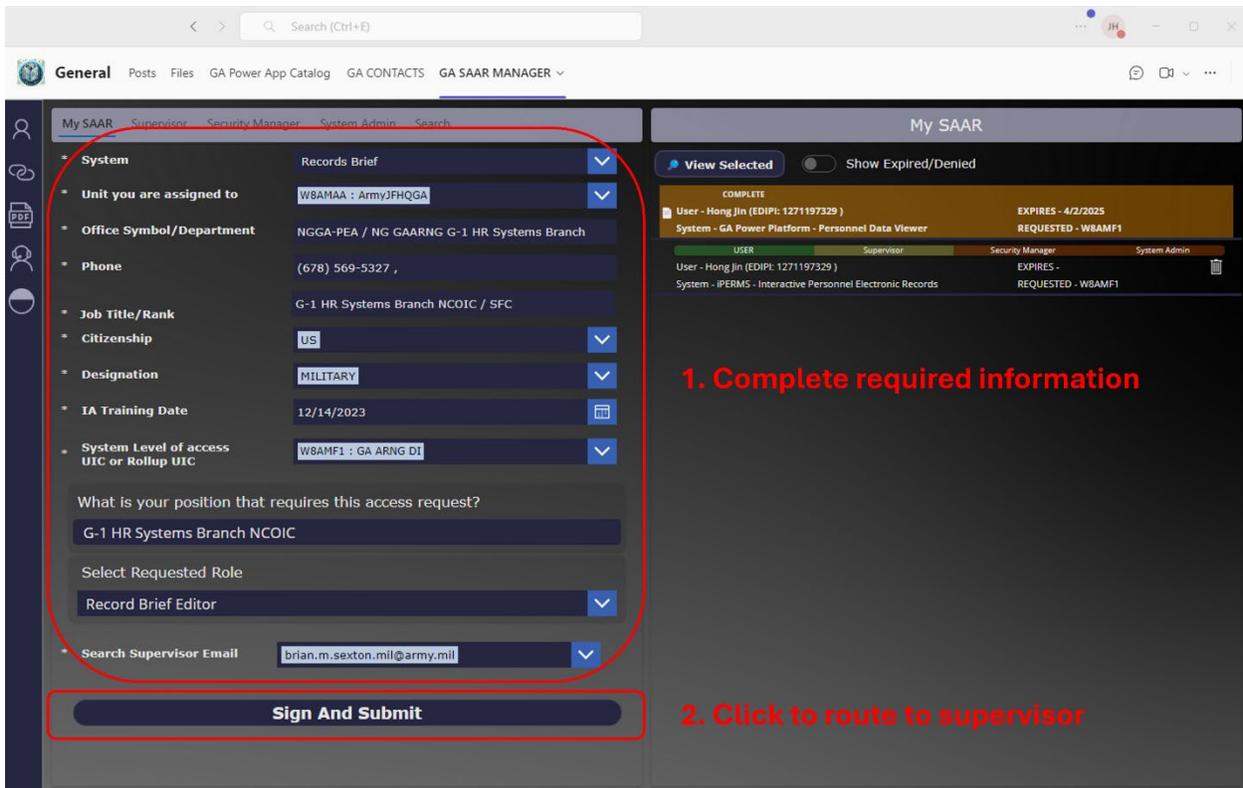Figure C-1: Navigation to GA SAAR Manager application

Figure C-2: Requesting User Information

C-5. System Admin: The system admin is the final approver of the submitted SAAR. The system admin will carefully review the content of the submitted SAAR, and sign the SAAR to

approve the request. Once approved, system admin will provision user access account in the requested system accordingly.

C-6. Record of Completed SAARs: Once completed and approved, copies of completed SAARs will be made available for view within the application. See figure C-3. The completed SAARs will also be available in the GA Contacts application.

Figure C-3: Record of completed SAARs