APPENDIX V

TRANSPORTATION ACCOUNT CODE (TAC) PROCEDURES

A. PURPOSE

This appendix establishes guidance, provides direction, and assigns responsibility for the assignment, use, and maintenance of TACs and the associated processes and procedures for TACs. Attachment V1 provides Standard Transportation Billing Formats. Attachment V2 provides guidance on use of United States (U.S.) Navy TACs. Attachment V3 provides guidance on use of U.S. Coast Guard TACs. Attachment V4 provides guidance on use of U.S. Marine Corps TACs. Attachment V5 provides guidance on use of U.S. Air Force TACs. Attachment V6 provides guidance on use of U.S. Army TACs. Attachment V7 provides guidance on Security Cooperation Program (SCP) TACs. Attachment V8 provides guidance on the "H" TACs (other Department of Defense [DoD] and U.S. Government Agency TACs). Attachment V9 provides guidance on Defense Logistics Agency TACs.

B. TACS

1. TACs are used in the shipping and transportation process to link movement authority, funding approval, and accounting data for shipments of cargo and personal property in the Defense Transportation System (DTS). The United States Transportation Command (USTRANSCOM) administers general procedures, instructions and guides for cargo movement. This guidance and direction applies to the Military Departments and Services, the Joint Chiefs of Staff (JCS), and the Defense Agencies. The source for determining valid TACs and a list of TAC Coordinators is the Transportation Global Edit Table (TGET) on the Worldwide Web (WWW). Go to Internet address disa.mil/beis-html/frontpage-pki.html and select "TGET Web - Transportation Global Edit Table".

   NOTE: TGET access is available to .mil addresses only. First-time users must obtain username and password by selecting "First-Time Users Click Here". TGET username and password can be obtained by forwarding a completed DD Form 2875, System Authorization Access Request (SAAR), Figure V-2, and Business Transformation Agency Rules of Behavior form (both found on the Business Enterprise Information Services [BEIS] home page). In addition, the last question under the FAQ section on the BEIS Website has detailed instructions as to how to request a TGET user account.

2. TACs consist of a four-position alphanumeric code. The first position identifies the sponsoring Military Shipper Service, DoD/non-DoD Agency, or contractor who will be charged (billed) for all services performed incident to movements in the DTS. Sponsoring Service/Agency and contractor codes are:

Code	Assigned to
A	Army
B	Army (SCP)
C	Army (Personal Property)
D	Air Force (SCP)
E	Army
F	Air Force (Freight)
G	Air Force (Personal Property)
H	Other DoD and U.S. Government Agencies (Issued by the Defense Finance and Accounting Service [DFAS])

Code	Assigned to
J	Joint Task Force 8, Contractors Surface (Issued by the United States Army Transportation Command)
K	Marine Corps (SCP)
L	Marine Corps First Destination Transportation
M	Marine Corps Second Destination Transportation
N	Navy
P	Navy (SCP)
R	Defense Logistics Agency (SCP)
S	Defense Logistics Agency
T	Contractors Airlift (Issued by the Air Mobility Command [AMC])
V	Defense Contract Management Agency
W	Foreign Governments under Acquisition and Cross Servicing Agreements (Issued by AMC)
X	Defense Health Agency
Y	JCS Exercises (Issued by the Joint Staff)
Z	Coast Guard

3. Responsibilities for the management of the TAC program rest with various transportation and financial organizations:

   a. USTRANSCOM will:

      (1) Develop, publish, and maintain this regulation in a current status.

      (2) Evaluate all proposed change requests to this regulation prior to formal staffing with the Services/Agencies. After formal staffing, any unresolved issues will be referred to the Under Secretary of Defense for Acquisition, Technology, and Logistics for resolution.

   b. Service/Agency/JCS Financial Managers and Comptrollers will:

      (1) Provide a single Line of Accounting (LOA) to bill each transportation mode that is valid in the TGET; that is, at least one funding authorization citation for each TAC assigned to their cognizant Components or elements. The same LOA may be used for more than one TAC. Some TACs, called stand-alone TACS, are exempt from this requirement. Stand-alone TACs require a bill-to mailing address and are only authorized when a customer does not have a LOA.

      (2) Provide DFAS with an Alternate Line of Accounting/funding authorization citation for DoD shipper Service's default.

      (3) Revalidate and update the LOA(s) for each TAC before the start of each new Fiscal Year (FY), no later than 30 September of each year or as soon as funding authority is granted.

      (4) Issue funding allocations to support required transportation services and the use of TACs.

      (5) Ensure funds control and certification procedures are followed in the use of TACs and their associated allotments and fund citations. Ensure sufficient funds are obligated at all times during the FY to cover transportation charges.

c. Service/Agency/JCS TAC coordinators will:

(1) Ensure that each TAC is directly linked to at least one LOA, as supplied by the Comptroller(s), to include the default TAC for the Service/Agency. Stand-alone TACs are exempt from this requirement.

(2) Ensure that all TACs are revalidated annually and updated in the TACs tables.

(3) Develop and submit recommended change proposals to this regulation to the Defense Transportation Regulation (DTR) Administrator with justification and expected benefits and evaluate all suggested change proposals.

(4) Provide assistance with TAC assignments and ensure questionable, erroneous, or missing TAC applications are resolved within five working days of notification of TAC error.

(5) Provide a single, coordinated Service/Agency position on all proposed system changes.

d. All DoD Shippers, Transportation Managers, Contracting Officers (KO), and Transportation Officers (TO) will:

(1) Ensure that all cargo, personal property, and contracts procuring material that requires shipment within the DTS have a valid TAC assigned and included in applicable contract(s). If a TAC cannot be included at the time of award, the KO will include other methods in which the TAC will be obtained at the time of shipment (e.g., Government signed DD Form 1149, KO Letter). For Special Assignment Airlift Missions (SAAM) requests, refer to billing requirements in Appendix Q.

(2) Respond in a timely manner to requests for verification of TACs for all shipments they generate to prevent unnecessary frustration of cargo movements.

(3) For Army Second Destination Transportation (SDT) TACs, the Funds Verification & Use Authorization Submission Identification Number (ID) will be annotated into all shipper systems.

e. Component Transportation Clearance Authorities (TCA) will:

(1) Ensure that all personnel involved with transportation clearances have access to the current TAC tables.

(2) Respond in a timely manner to requests for verification of TACs for all shipments they process or control.

(3) Provide current, valid TACs to the Transportation Component Commands (TCC) and carriers when required to prevent unnecessary frustration of cargo movements.

(4) Develop and integrate transportation automated data management systems and an automatic TAC edit and control functionality.

f. TCCs will:

(1) Perform TAC edits at the TCCs and clearance authorities in accordance with the approved TAC edit procedures, to ensure valid TACs are associated with all cargo and personal property shipments.

(2) When performing TAC edits, if TACs are identified as invalid or missing, the TCC personnel will temporarily frustrate the cargo and will follow the approved procedures for contacting the shipper or cognizant TCA to obtain a current and valid TAC.

(3) If after following the TAC edit and correction procedures and time frames, a current and valid TAC has not been obtained or identified, the TCC personnel will contact the shipper Service Headquarters (HQ) designated point of contact (POC) for assignment of the TAC or authority to use the shipper Service's designated default TAC.

(4) When default TACs are used, the TCC reports these instances back to the cognizant Service/Agency POC or TCA on a monthly basis.

(5) Use the verified TAC(s) to assign LOA to billing/invoice documents that are provided, along with the TAC, to the DFAS for payment and collection.

(6) Develop and integrate transportation automated data management systems and an automatic TAC edit and control functionality.

g. DFAS personnel will process the bill/invoice and collect against the identified LOA, the valid TAC provided, or the default TAC assigned by the sponsoring Service.

4. The goals of the TAC program are to ensure that:

a. The valid TACs, individually linked to a current funding authorization or LOA, are provided for each transportation shipment or mode moving within the DTS.

b. In the event that sponsoring Services are unable to provide a valid and correct TAC for a shipment, they will authorize the TCC port to use their default TAC to ensure transportation bills can be processed and funds collected in a normal manner. Authorization to use default TACs will be granted by the shipper Service HQs designated POC to the TCC port on a case by case basis.

c. Implementation of the processes and procedures, as stated in Paragraph B.5 below, will significantly reduce the number of mismatched or other problem disbursements.

d. Normal funds control and funds availability certifications are used in conjunction with TACs.

e. Funds allocation and control procedures established under the TAC program facilitate implementation of new or long range financial processes or procedures for transportation services, or electronic data interchange technology, and are compatible with planned Automated Data Processing (ADP) systems.

f. TAC edit and correction procedures support the timely movement of cargo and elimination of frustrated cargo and associated costs.

5. General Processes:

a. Financial and logistics processes will be designed to facilitate shippers (consignors or customers of the DTS) using the proper TAC at the time the original shipping documents and movement control documents are created. Ensuring the correct TAC is used at the front end of the system will help guarantee that default procedures are used only on an exception basis to correct errors, and that the efficiency of the entire system is enhanced from the initial order, through cargo movement, and finally, through the billing and collection process. To facilitate shippers using the correct TAC at the beginning of the shipment process, Service/Agency/JCS Financial Managers and TAC Coordinators will update the TGET as needed or at least on an annual basis and DFAS will make it available to all parties involved in the DTS.

b. The TGET TAC table will include mandatory minimum data on each TAC assigned for use by a DoD Service or Agency or the JCS. These mandatory items include:

(1) The TAC (e.g., four-digit alpha/numeric, with the first digit used to signify the Service/Agency, contractor).

(2) The "in the clear" address of the office to whom the transportation bill is to be charged. This will be used for billing stand-alone TACs. This requirement is not applicable to DLA TACs.

(3) The beginning and ending date of the TAC and LOA.

(4) Description of the use or purpose of the TAC.

(5) A fund citation will identify the account against which an obligation is posted when the TAC is used, and against which a disbursement can be made to liquidate the obligation (assigned by the cognizant Comptroller organization).

(6) The DoD Finance office responsible for accounting for the funds chargeable.

(7) A POC, name, and telephone number, for questions regarding use of the TAC.

(8) Other items determined necessary to include in the table.

c. The TAC tables are maintained by DFAS, in conjunction with the Service/Agency/JCS TAC coordinators. TAC coordinators will maintain their respective part of the data in the table.

d. DFAS must ensure that Services, Agencies, DTS carriers, and other required organizations have ready access to the automated TAC table. In establishing electronic access, the DFAS develops and implements built-in safeguards to prevent unauthorized changes to tables.

e. With the exception of stand-alone TACs, each TAC is associated with a LOA. Services/Agencies budget for transportation services in different methods and at varying organizational levels. Some Services/Agencies use centrally managed allotments, while others use fund allocation procedures that go down to individual activities. Cognizant Comptroller offices maintain the accounts used to pay these transportation charges and identify the proper LOAs for use by the shippers. Where possible, centrally managed allotments (at whatever organizational level is required, such as central Major Command, intermediate HQs field activity) using periodic (quarterly, monthly, or weekly) bulk obligations will be used based on budgeted and historical outlay patterns. In addition, the cognizant local Comptroller coordinating with logistics managers, will establish normal funds control procedures that, as a minimum, ensure:

(1) Obligations are posted when a TAC is used on any order for transportation services.

(2) Servicing financial accounting offices maintain current and accurate records of obligations and disbursements made against these accounts.

(3) Adequate obligation and execution oversight procedures are implemented to prevent over expending of funds.

(4) Default TAC accounts are valid and include sufficient funds to make the accounts usable as a default for disbursements when errors occur.

f. The following TAC edit and assignment criteria procedures will be followed to ensure that a valid TAC is assigned to all DTS shipments:

(1) Transportation personnel will validate TACs using the TGET prior to creating the shipping documentation. Assistance in determining the correct TAC will be provided to the shipper by the clearance authority, the TAC coordinator, or Service staff element as prescribed by the DTR.

(2) Clearance authorities will validate TACs prior to sending Advance Transportation Control and Movement Documents to the TCC port. TCC port automation systems will validate TACs using the TGET established as an "up-front edit" in their system. TCC

port automation system edits will include the Financial Billing Mode Code in order to prevent inappropriate use of TACs designated for specific modes. If the TAC is invalid or missing, the TCC personnel will consult Service/Agency-specific attachments to this Appendix. If that fails, the port will contact the shipper, clearance authority, or Service/Agency POC to obtain a valid TAC. If a valid TAC is not obtained within two government business days, the TCC personnel will contact the Service HQs designated POC for assignment of the TAC or authority to use the shipper Service's designated default TAC. The Service/Agency will authorize the use of the default TAC if a TAC has not been assigned. The same procedures, as stated above, will be used for "no hits" or shipments that arrive at the port without clearance or proper shipment documentation.

(3) DFAS, in conjunction with the Military Services and Defense Agencies, also establishes and coordinates procedures to obtain a valid TAC for reimbursement when necessary and for the use of the default TAC.

6. Contingency Transportation Reimbursement:

a. Contingency transportation consists of both dedicated missions for airlift associated with contingencies and more routine movement of contingency sustainment cargo over existing or newly established channels. The dedicated airlift missions are normally directed through command channels ordering the deployment of units to support a contingency or other operation.

b. Each Service is required to pay for transportation of their units and equipment in a contingency and USTRANSCOM is not to accept transportation orders without funding. Special Operations Command, which has its own funding, is an exception. However, a single Service can be designated as the bill payer of a mission when they are the predominant user. If these bills are not paid, they will result in a cash drain to USTRANSCOM and the Air Force, who manages USTRANSCOM funding.

c. The current system to bill for contingency dedicated airlift missions does not use TACs associated with cargo because charges are based on providing the entire aircraft for a designated mission. TACs are used for in transit visibility but it is the mission that is billed rather than the cargo (unless it is opportune cargo, incidental to the aircraft mission). To support in transit visibility, contingency mission associated cargo should be assigned non-billable TACs (e.g., ASAM, FSAM, MSAM, NSAM). Use of these TACs will prevent billing of contingency mission associated cargo yet allow for the valid billing of cargo moving on an opportune basis. Contingency billing problems stem from the fact that these missions are often not requested by the customer, but are ordered on the basis of the contingency planning system used. Unit identifiers are used to bill for the missions but this may not be the usual financial channel to collect for normal cargo transportation charges. Each Service will review their requirement to track and fund for contingencies so that transportation charges can be centrally collected and funds obligated for the payment of these bills.

d. Sustainment cargo for contingencies is processed through the DTS in accordance with normal transportation policies. TACs are required in the DTS for the movement of contingency sustainment cargo. The requirement for the use of valid TACs for this purpose is the same as for routine, peacetime cargo. The difference is the urgency and time constraints sometimes associated with contingency shipments. A predetermined TAC may be necessary to process these shipments in an emergency when there is no time to obtain a new TAC. A special contingency TAC may be established to keep these costs separate or, the Services may use their generic TAC with a project code if they believe a separate TAC is not required.

7. Special Assignment Airlift Mission (SAAM) Transportation Reimbursement:

   a. SAAM is a customer designated mission to move special requirements or fly to locations that are not normal channel stops. The DoD and non-DoD governmental organizations and national/international air organizations send the SAAM requirements to USTRANSCOM/TCJ3. The customer's SAAM airlift request will include a LOA that identifies the agency responsible for payment (reimbursement) of the appropriate flying hour costs for the mission.

   b. SAAM charges for airlift missions are provided by HQ AMC/FMFAB. HQ AMC/FMFAB gathers mission information from the Global Decision Support System (GDSS) and Consolidated Air Mobility Planning System (CAMPS), upon completion of the SAAM mission. Commercial SAAM missions are billed based upon data provided by the USTRANSCOM contracting office plus any administrative service charges. Billing is submitted to the DFAS Field Site for disbursing to the appropriate paying agency.

   c. In order to request a SAAM, a SAAM Request System (SRS) account is required. (See Appendix Q.) SAAM SRS accounts can be obtained by contacting a Service or theater validator, who will then contact USTRANSCOM via electronic mail (e-mail) requesting approval. Validators may fax the manual DD Form 1249, SAAM or JCS Exercise – Request for Airlift, Figure V-1, when the SRS and its backup are unable to be used.

   d. The current system to bill for SAAM dedicated airlift missions does not use TACs associated with individual items of cargo moved on a SAAM, because charges are based on providing the entire aircraft for a designated mission. TACs are used for In-Transit Visibility (ITV) but it is the mission that is billed rather than the cargo (unless it is opportune cargo, incidental to the aircraft mission). To support ITV, SAAM associated cargo should be assigned non-billable TACs (e.g., ASAM, FSAM, MSAM, NSAM). Use of these TACs will prevent billing SAAM associated cargo through the channel system, yet allow for the valid billing of cargo moving on an opportune basis.

8. Channel Cargo Transportation Reimbursement:

   a. Channel cargo provides regularly scheduled transportation for movement of sustainment cargo, depending on volume of workload, between designated Port of Embarkation and Port of Debarkation over validated distribution channel routes.

   b. As a general rule, the transportation of traffic on missions financed through the Transportation Working Capital Fund (TWCF) is reimbursable. When transportation is on a mission financed by the TWCF, approval actions and customer orders must specify the organization, or other entity or individual responsible for reimbursement. In addition:

      (1) When transportation is on a mission financed by the TWCF, provided at no cost or on a non-reimbursable basis to a non-DoD customer pursuant to a statute, international agreement or arrangement, or exception to policy, approval actions and customer orders must specify the DoD Component responsible for reimbursement to the TWCF.

      (2) When transportation of DoD cargo on a mission financed by the TWCF in support of operations designated by the Secretary of Defense pursuant to Section 127a of Title 10, United States Code, Operations for Which Funds Are Not Provided in Advance: Funding Mechanism, special rules will be promulgated separately in conjunction with the designation.

   c. The transportation of DoD cargo on missions not financed by the TWCF, to include Service-operated non-channel cargo/passenger missions (e.g., Operational Support Airlift missions operating Outside the Continental United States), are generally not reimbursable by the DoD

Component concerned when the traffic moves between locations that are not serviced by AMC channels (i.e., does not duplicate an existing channel). The transportation of non-DoD cargo on such missions may or may not be reimbursable, depending on the terms of the governing statute, international agreement, or exception to policy granted.

d. The current system to bill for channel airlift missions uses a TAC associated with individual items of cargo moved on a channel, because charges are based upon the weight and cubic dimensions of the item shipped. TACs are used for ITV and to identify the customer for bill payment. Non billable channel cargo should be assigned non-billable TACs (e.g., ASAM, FSAM, MSAM, NSAM). Use of these TACs will prevent billing channel cargo through the channel system, yet allow for the valid billing of cargo moving on an opportune basis.

e. Service-sponsored missions moving cargo between locations serviced by AMC channels (i.e., duplicates an existing channel) are in effect channel traffic and must utilize a valid billable TAC for reimbursement to the TWCF.

SAAM OR JCS EXERCISE - AIRLIFT REQUEST

AUTHORITY: 10 U.S.C. 8012
PRINCIPAL PURPOSE(S): Your home phone number is required in order that contact can be made during off-duty hours.
ROUTINE USES: Your home phone number will be used to obtain information regarding the mission or to advise you of unexpected changes to previous arrangements.
DISCLOSURE IS VOLUNTARY: The requirement for your home phone number is voluntary. IMPACT IF NOT FURNISHED: The airlift mission could be delayed and additional cost incurred.

OVERALL SECURITY CLASSIFICATION	DATE (YYMMDD)	NAME OF VALIDATOR (Last, First, M.I.)	OFFICE SYMBOL

SAAM NUMBER	PRIORITY	UNIT PROJECT NAME OR NICKNAME

EXERCISE NAME	PRIORITY	UNIT

ONLOAD TO OFFLOAD

R	LINE	NUMBER	POE	POD	PAX	BAG	CGO-ST	CUBE

TIMING

R	LINE	NUMBER	AVAILABILITY	PICKUP	EAD	LAD

AIRCRAFT MISSION REQUIREMENTS

R	LINE	NUMBER	NO. TYPE ACFT	CONFIGURATION	MISSION SUPPORT REQUIREMENTS

COMMODITY DESCRIPTION - ONE

R	LINE	NUMBER	DESCRIPTION	QTY	WEIGHT	CUBE	DIMENSIONS	NEW	RS

COMMODITY HAZARDOUS - TWO

R	LINE	NUMBER	HAZARDOUS PARA	HAZARDOUS SHIPPING NAME

CONTACTS

R	TYPE	LOCATION	NAME	DUTY PHONE	HOME PHONE

BILLING INSTRUCTIONS

REMARKS

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Figure V-1. DD Form 1249, SAAM or JCS Exercise – Airlift Request

UNCLASSIFIED

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

OMB No. 0704-0630
OMB approval expires: 20250531

The public reporting burden for this collection of information, 0704-0630, is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.

PRIVACY ACT STATEMENT

AUTHORITY: Public Law 99-474, the Computer Fraud and Abuse Act
PRINCIPAL PURPOSE(S): To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form
ROUTINE USE(S): None.
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST	USER ID	DATE *(YYYYMMDD)*

SYSTEM NAME *(Platform or Applications)*	LOCATION *(Physical Location of System)*

PART I *(To be completed by Requester)*

1. NAME *(Last, First, Middle Initial)*	2. ORGANIZATION
3. OFFICE SYMBOL/DEPARTMENT	**4. PHONE** *(DSN or Commercial)*
5. OFFICIAL E-MAIL ADDRESS	**6. JOB TITLE AND GRADE/RANK**

7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP	9. DESIGNATION OF PERSON
	☐ US ☐ FN ☐ OTHER	☐ MILITARY ☐ CIVILIAN ☐ CONTRACTOR

10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS *(Complete as required for user or functional level access.)*

☐ I have completed the Annual Cyber Awareness Training. DATE *(YYYYMMDD)*

11. USER SIGNATURE	12. DATE *(YYYYMMDD)*

PART II ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR
(If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)

13. JUSTIFICATION FOR ACCESS

14. TYPE OF ACCESS REQUESTED

☐ AUTHORIZED ☐ PRIVILEGED

15. USER REQUIRES ACCESS TO: ☐ UNCLASSIFIED ☐ CLASSIFIED *(Specify category)*

☐ OTHER

16. VERIFICATION OF NEED TO KNOW	16a. ACCESS EXPIRATION DATE *(Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 21 if needed.)*
☐ I certify that this user requires access as requested.	

17. SUPERVISOR'S NAME *(Print Name)*	17a. SUPERVISOR'S EMAIL ADDRESS	17b. PHONE NUMBER
17c. SUPERVISOR'S ORGANIZATION/DEPARTMENT	**17d. SUPERVISOR SIGNATURE**	**17e. DATE** *(YYYYMMDD)*
18. INFORMATION OWNER/OPR PHONE NUMBER	**18a. INFORMATION OWNER/OPR SIGNATURE**	**18b. DATE** *(YYYYMMDD)*
19. ISSO ORGANIZATION/DEPARTMENT	**19b. ISSO OR APPOINTEE SIGNATURE**	**19c. DATE** *(YYYYMMDD)*
19a. PHONE NUMBER		

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Figure V-2. DD Form 2875, System Authorization Access Request (SAAR)

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20. NAME *(Last, First, Middle Initial)*			
21. OPTIONAL INFORMATION			
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
22. TYPE OF INVESTIGATION		**22a. INVESTIGATION DATE** *(YYYYMMDD)*	
22b. CONTINUOUS EVALUATION (CE) ENROLLMENT DATE *(YYYYMMDD)*		**22c. ACCESS LEVEL**	
23. VERIFIED BY *(Printed Name)*	**24. PHONE NUMBER**	**25. SECURITY MANAGER SIGNATURE**	**26. VERIFICATION DATE** *(YYYYMMDD)*
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
TITLE:	**SYSTEM**	**ACCOUNT CODE**	
	DOMAIN		
	SERVER		
	APPLICATION		
	FILES		
	DATASETS		
DATE PROCESSED *(YYYYMMDD)*	**PROCESSED BY** *(Print name and sign)*	**DATE** *(YYYYMMDD)*	
DATE REVALIDATED *(YYYYMMDD)*	**REVALIDATED BY** *(Print name and sign)*	**DATE** *(YYYYMMDD)*	

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Figure V-2. DD Form 2875, System Authorization Access Request (SAAR) (Cont'd)

INSTRUCTIONS

The prescribing document is as issued by using DoD Component.

A. PART I: The following information is provided by the user when establishing or modifying their USER ID.

(1) Name. The last name, first name, and middle initial of the user.

(2) Organization. The user's current organization (i.e. DISA, SDI, DoD and government agency or commercial firm).

(3) Office Symbol/Department. The office symbol within the current organization (i.e. SDI).

(4) Telephone Number/DSN. The Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.

(5) Official E-mail Address. The user's official e-mail address.

(6) Job Title/Grade/Rank. The civilian job title (Example: Systems Analyst, GS-14, Pay Clerk, GS-5)/military rank (COL, United States Army, CMSgt, USAF) or "CTR" if user is a contractor.

(7) Official Mailing Address. The user's official mailing address.

(8) Citizenship (US, Foreign National, or Other).

(9) Designation of Person (Service Member (SM), Government Employee (GOV), Contractor (CTR)) (Military, Civilian, Contractor).

(10) IA Training and Awareness Certification Requirements. User must declare the Annual Cyber Awareness Training and Date.

(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).

(12) Date. The date that the user signs the form.

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

(13) Justification for Access. A brief statement is required to justify establishment of an initial USER ID. Provide appropriate information if the USER ID or access to the current USER ID is modified.

(14) Type of Access Required: Place an "X" in the appropriate box. (Authorized - Individual with normal access. Privileged - Those with privilege to amend or change system configuration, parameters, or settings.)

(15) User Requires Access To: Place an "X" in the appropriate box. Specify category.

(16) Verification of Need to Know. To verify that the user requires access as requested.

(16a) Expiration Date for Access. The user must specify expiration date if less than 1 year.

(17) Supervisor's Name (Print Name). The supervisor or representative prints their name to indicate that the above information has been verified and that access is required.

(17a) E-mail Address. Supervisor's e-mail address.

(17b) Phone Number. Supervisor's telephone number.

(17c) Supervisor's Organization/Department. Supervisor's organization and department.

(17d) Supervisor's Signature. Supervisor's signature is required by the endorser's representative.

(17e) Date. Date the supervisor signs the form.

(18) Phone Number. Functional appointee telephone number.

(18a) Signature of Information Owner/Office of Primary Responsibility (OPR). Signature of the Information Owner or functional appointee of the office responsible for approving access to the system being requested.

(18b) Date. The date the functional appointee signs the DD Form 2875.

(19) Organization/Department. ISSO's organization and department.

(19a) Phone Number. ISSO's telephone number.

(19b) Signature of Information Systems Security Officer (ISSO) or Appointee. Signature of the ISSO or Appointee of the office responsible for approving access to the system being requested.

(19c) Date. The date the ISSO or Appointee signs the DD Form 2875.

(21) Optional Information. This item is intended to add additional information, as required.

C. PART III: Verification of Background or Clearance.

(22) Type of Investigation. The user's last type of background investigation (i.e., Tier 3, Tier 5, etc.).

(22a) Investigation Date. Date of last investigation.

(22b) Continuous Evaluation Enrollment Date. Date of CE enrollment. Leave blank if user is not enrolled in CE.

(22c) Access Level. The access level granted to the user by the sponsoring agency/service (i.e. Secret, Top Secret, etc.). Access level refers to the access determination made on the basis of the user's individual need for access to classified information to perform official duties; a determination separate from the user's eligibility determination.

(23) Verified By. The Security Manager or representative prints name to indicate that the above clearance and investigation information has been verified.

(24) Phone Number. Security Manager's telephone number.

(25) Security Manager Signature. The Security Manager or designated representative indicates that the above clearance and investigation information has been verified.

(26) Verification Date. Date the Security Manager performed the background investigation and clearance information verification.

D. PART IV: This information is site specific and existing blocks can be used to collect account-specific information. This information will specifically identify the access required by the user.

E. DISPOSITION OF FORM:

TRANSMISSION: Form may be electronically transmitted, faxed, or mailed. Adding a password to this form makes it a minimum of CONTROLLED UNCLASSIFIED INFORMATION" and must be protected as such.

FILING: Original SAAR, with original signatures in Parts I, II, and III, must be maintained on file for one year after termination of user's account. File may be maintained by the DoD or by the Customer's ISSO. Recommend file be maintained by ISSO adding the user to the system.

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PREVIOUS EDITION IS OBSOLETE.

Figure V-2. DD Form 2875, System Authorization Access Request (SAAR) (Cont'd)