

# SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

## PRIVACY ACT STATEMENT

Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and/or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your "System Authorization Access Request (SAAR)". Disclosure of records or the information contained therein may be specifically disclosed outside the DoD according to the "Blanket Routine Uses" set for at the beginning of the DISA compilation of systems of records, published annually in the Federal Register, and the disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act.

TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DELETION	DATE
---	------

### PART I (To be completed by User)

1. NAME (LAST, First, MI)		2. SOCIAL SECURITY NUMBER
3. ORGANIZATION	4. OFFICE SYMBOL/DEPARTMENT	5. ACCOUNT CODE
6. JOB TITLE/FUNCTION	7. GRADE/RANK	8. PHONE (DSN)

**STATEMENT OF ACCOUNTABILITY**  
 I undersigned my obligation to protect my password. I assume the responsibility for data and system I am granted access to. I will not exceed my authorized access.

SIGNATURE	DATE
-----------	------

### PART II (To be completed by User's Security Manager)

9. CLEARANCE LEVEL	10. TYPE OF INVESTIGATION	11. DATE OF INVESTIGATION
12. VERIFIED BY (Signature)	13. PHONE NUMBER	14. DATE

### PART III (To be completed by User's Supervisor)

15. ACCESS REQUIRED (Location) - i.e. DMC or DMC's		
16. ACCESS TO CLASSIFIED REQUIRED?	17. TYPE OF USER <input type="checkbox"/> FUNCTIONAL <input type="checkbox"/> SYSTEM	<input type="checkbox"/> SECURITY ADMINISTRATOR <input type="checkbox"/> APPLICATION DEVELOPER <input type="checkbox"/> OTHER (Specify)

18. JUSTIFICATION FOR ACCESS

ACCOUNTABLE UIC:

**VERIFICATION OF NEED TO KNOW**  
 I certify that this user requires access as requested in the performance of his/her job function.

19. SIGNATURE OF SUPERVISOR	20. ORG./DEPT.	21. PHONE NUMBER	22. DATE
23. SIGNATURE OF FUNCTIONAL DATA OWNER/OPR	24. ORG./DEPT.	25. PHONE NUMBER	26. DATE

### PART IV (To be completed by AIS Security Staff adding user)

27. USERID (Mainframe)	28. USERID (Mid-Tier)	29. USERID (Network)
30. SIGNATURE	31. PHONE NUMBER	32. DATE