Step-by-Step SAAR Submission Process

1. Click the "Download SAAR" Button located on the SAAR Submission Page.

2. Fill out the SAAR.

-A Fill out the YELLOW highlighted portions of the SAAR with the customer's information. Only sign after the entire yellow portion is filled out!

-B Change the classification icon (Section 15) based on if you're doing a NIPR or SIPR SAAR. If classified, input "SIPR" in the box after "(Specify Category)" -D DON'T FORGET TO SIGN *AFTER* THE YELLOW PORTION IS FILLED OUT AND DON'T FORGET THE SECOND TO LAST PAGE WITH THE CUSTOMER'S SIGNATURE. -E The RED section is to be filled out and signed by the customer's immediate supervisor AFTER the completion of the User's portion (Yellow) -F SAAR's require the following certificates to be completed, based on the platform's classification (NIPR/SIPR), and they will be Denied if the certificates are not attached.

NIPR requires the CYBERM000 Certificate from MarineNet.

SIPR requires the CYBERM000 Certificate and Derivative Classification.

	SYSTEM AUT	HORIZATION ACCESS	REQUEST	(SAAR)
AUTHORITY: PRINCIPAL PURPOSE	Executive Order 10450, 9397 To record names, signatures, access to Department of Defe and/or paper form.	PRIVACY ACT STATEM 7; and Public Law 99-474, the , and other identifiers for the p ense (DoD) systems and infor	ENT Computer Fraud urpose of validati mation. NOTE: 1	and Abuse Act. ing the trustworthiness of individuals requesting Records may be maintained in both electronic
ROUTINE USES: DISCLOSURE:	None. Disclosure of this information prevent further processing of	is voluntary; however, failure this request.	to provide the re-	quested information may impede, delay or
INITIAL MODIFICATION DEACTIVATE USER D 1234567890			DATE Feb 28, 2019	
SYSTEM NAME (Platfon NIPR or SIPR	m or Applications)		L	OCATION (Physical Location of System) WC500
PART I (To be complete	d by Requeator)			
I. NAME (Last, First, M	iddle Initial)	2. ORGANIZA	TION	
Motivated, Very F		USMC		
3. OFFICE SYMBOL/DE	PARTMENT	4. PHONE (DS	N or Commercia	0
	H&S	and the second second		910-451-4464
. OFFICIAL E-MAIL AD	DRESS	8. JOB TITLE	AND GRADE/RA	ANK .
VA		0211 Sgt/ E-	2	
. OFFICIAL MAILING	NDORESS	8. CITIZENSH	IP	9. DESIGNATION OF PERSON
d Intel Bn		US US	C FN	MILITARY CIVILIAN
SC BOX 20139	47	OTHER		CONTRACTOR
0. IA TRAINING AND A	WARENESS CERTIFICATION	REQUIREMENTS (Complete	as required for u	per or functional level access.)
X I have com	pleted Annual Information Awar	eness Training.		DATE Oct 1, 2018
1. USER SIGNATURE	(e	•		12
				DATE Feb 28, 2019
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3. The SAAR will need to be sent to the customer's immediate supervisor so they can filled out sections 17-20b.

- 4. Click the "Submit NEW SAAR" button on the SAAR Submission Page, Attach the SAAR and its proper certificates. This is the best practice so that you don't lose the SAAR and so that it can be verified by the S-6 Help Desk.
- 5. Inform the S-6 Help Desk that these steps have been completed.
- 6. The SAAR will be sent to the Security Manager by the S-6 to have their portion filled out. The tracker on SharePoint will be moved to the appropriate SAAR list to show where in the process your SAAR is currently.