National Industrial Security Program (NISP)
Enterprise Mission Assurance Support Service (eMASS)
System Authorization Access Request (SAAR)
Instructions

Type of Request:

☐ **Initial.**
  - ✓ Check box if this is the first eMASS account request or if the current eMASS account needs to be reactivated.

☐ **Modification.**
  - ✓ Check this box if you have an eMASS account but require a modification to the eMASS user role.

☐ **Deactivate.**
  - ✓ Check this box if you are requesting an eMASS account be deactivated.

Request Date. Provide the date of the request

System Name *(Platform or Applications)*
NISP-Enterprise Mission Assurance Support Service (eMASS)

PART I: *The following information is provided by the user when establishing or modifying their eMASS account.*

1. **Name**: User's last name, first name, and middle initial

2. **Organization:** Company name.

3. LEAVE BLANK

4. **Phone:** Office phone number.

5. **Official E-mail Address**: User's official e-mail address

6. **Job Title/Grade/Rank:** User's job title

7. **Official Mailing Address:** Facility address

8. **Citizenship:** User's citizenship status (US, Foreign National, or other)

9. **Designation of Person:** Contractor

10. **IA Training and Awareness Certification Requirements**: User must indicate if he/she has completed the Annual Information Awareness Training and provide the date of completion. **User must provide training certificate to the SAAR form.**

11. **User's Signature**: User must sign the SAAR.

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13. **Justification for Access**: In this section, provide Cage Code, Assigned ISSP, and Role information. Please see below:
    a. CAGE Code(s): List **ALL** Cage Codes within your area of responsibility/oversight.

    b. Identify assigned ISSP (First and Last Name) and Contact Information.

    c. Identify Role(s) in eMASS. Select all that apply:
        i. IAM (ISSM)
        ii. Artifact Manager
        iii. User Rep

Note: The information above MUST be entered in the Justification for Access section.

> *Role Clarification*
>
> *IAM (ISSM) - Permission to register system, assess, edit and modify the security controls and artifacts.*
>
> *Artifact Manager – View-only permissions, but can also create, edit, and delete artifacts related to an assigned record.*
>
> *User Rep- View Only permission.*

14. **Type of Access Required**: ✓ Select the **Authorized** check box.

15. **User Requires Access To:** ✓ Select the **Unclassified** check box.

16. LEAVE BLANK

17. **Supervisor's Name:** FSO First and Last Name.

18. **Supervisor's Signature:** FSO must sign the SAAR.

19. **Date:** YYYYMMDD

20. **Supervisor's Organization/Department:** FSO's Organization/Department

21. LEAVE BLANK

22. **Signature of IAO or Appointee:** Completed by NISP Authorization Office (NAO).

23. **Organization/Department:** Completed by NAO.

24. **Phone Number:** Completed by NAO.

25. **Date:** Completed by NAO.