NISP Contract Classification System (NCCS) System Authorization Access Request (SAAR) Process Job Aid



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Overview

To use the Defense Counterintelligence and Security Agency's (DCSA) National Industrial Security Program Contract Classification System (NCCS) application, all users must complete and submit a System Authorization Access Request (SAAR), DD Form 2875.

The SAAR serves three key functions:

- It grants the necessary permissions to access the NCCS application.
- It provides the NCCS team your digital signature so you can access the NCCS application.
- It validates the background investigation necessary to verify your eligibility to access the NCCS application.

This job aid provides step-by-step instructions to help you complete and submit the SAAR accurately and avoid delays.

Acronyms

Acronyms	Meaning
AFSO	Assistant Facility Security Officer
CAC/PIV/ECA	Common Access Card/Personal Identity Verification/External Certification Authority
DCSA	Defense Counterintelligence Security Agency
DD Form 2875	DoD System Authorization Access Request
DOD	Department of Defense
FPKI	Federal Public Key Infrastructure
FSO	Facility Security Officer
NCCS	National Industrial Security Program Contract Classification System
SAAR	System Authorization Access Request

Introduction

General Guidelines

Before you begin filling out the SAAR, review these guidelines:

- Use the current version of the DD Form 2875 SAAR.
- Complete the DD Form 2875 SAAR using Adobe Acrobat.
- Ensure Adobe's trust certificates are up to date.
- Use only CAC/PIV/ECA digital signatures; wet signatures or scanned documents are not accepted.
- Ensure your CAC/PIV/ECA ID card complies with the Federal Public Key Infrastructure (FPKI) standards: <u>https://www.idmanagement.gov</u>

How To Update Adobe Trust Certificates

The user, user's supervisor, and user's FSO or AFSO, must ensure Adobe trust certificates are updated. Follow these steps to ensure certificates are up to date.

- 1. Open the SAAR in Adobe Acrobat.
- 2. Go to Menu > Preferences.

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Open recent files	>							-	-
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Document properties	Ctrl+D								

- **3.** In the Preferences menu, select:
 - A. Trust Manager
 - B. Load trusted certificates from an Adobe AATL server
 - C. Update Now
 - D. **OK**

Preferences		×
Categories:	Trust Manager	
Accessibility	PDF File Attachments	
Action Wizard	Allow opening of non-PDE file attachments with external applications	
Catalog		
Color Management	Restore the default list of allowed and disallowed file attachment types:	
Content Editing		
Convert From PDF		
Convert To PDF	Internet Access from PDF Files outside the web browser	
Forms	Unless explicitly permitted, PDF files cannot send information to the Internet.	
Identity		
Internet	Change Settings	
JavaScript		
Language	Automatic Adobe Approved Trust List (AATL) updates	
Measuring (2D)		
Measuring (3D)	Load trusted certificates from an Adobe AATL server	
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Signatures	Help	
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Trust Manager		
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Updater		
		ancel

The SAAR Process

The SAAR Process consists of a simple workflow. First, accessing the SAAR form, then completing all required fields, and finally submitting the SAAR for approval. To ensure both efficiency and accuracy in completing the SAAR, please adhere to the steps outlined in this job aid.

- 1. Accessing the SAAR
- 2. Completing the SAAR
- 3. Submitting the SAAR



Accessing the SAAR: The User

To access the DD Form 2875 SAAR, follow these steps.

Saving and Opening the SAAR

- 1. Download the SAAR from the DCSA NCCS Training Materials website: <u>https://www.dcsa.mil</u>
- 2. Right-click on the DD 2875 link and select Save link as.

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 DD 2875 Govern Contra Delega NCCS F 	 (NICCS SAAR for all users Adobe Open link in new tab Open link in new window Open link in InPrivate window 	Reader may be required to open SAAR.) nent Letter t Letter Examples
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View instru • NCCS In • NCCS Go	dustry Roles User Guide	VCCS User Guide.

🖃 Note

You must download the SAAR. Opening the SAAR in the browser will not allow you to complete this process.

3. Save the file to your desktop.



4. Navigate to your desktop and open the saved SAAR form.

Completing the SAAR

A Collaborative Process

The SAAR form's completion is a collaborative effort, requiring input from three distinct parties:

- The User: Part I
- The User's Supervisor: Part II
- The User's FSO or AFSO: Part III

User's Actions

The user completes Part 1, Boxes 1-12 of the SAAR. The user does not complete Part II or Part III.

1. Complete Part I, Boxes 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10. Enter the correct information for each field.

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	MILITARY CIVILIAN		
	OTHER	CONTRACTOR		
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Co.	mplete as required for user or functional l	evel access.)		
I have completed the Annual Cyber Awareness Training. DATE	(YYYYMMDD)			
11. USER SIGNATURE		12. DATE (YYYYMMDD)		

- 2. Complete Part I, Boxes 11 and 12.
 - A. Click inside **Box 11** to electronically sign with your CAC/PIV/ECA.
 - B. Select the Digital ID that you want to use for signing.
 - C. Select **Continue**.
 - D. Select Sign.

🖃 Note

- The user can only sign Part I of this document.
- Ensure Adobe trust certificates are updated.
- To be valid, your Cyber Security Awareness training must have been completed within the last 12 months.

Sign with a Digital ID	×
Choose the Digital ID that you want to use for signing:	Refresh
TRAINER.EXAMPLE.####################################	View Details
(?) Configure New Digital ID	Cancel

Appearance Standard Text ~	Create
Your credentials will be listed here w	ith the signature and date.
	View Certificate Details
Review document content that may affect signing	View Certificate Details
Review document content that may affect signing	View Certificate Details

🖃 Note

Upon completing the signature with the Digital ID, the date will automatically populate in Box 12.

3. Save the document and email it to your supervisor for Part II completion.

User's Supervisor Actions

The user's supervisor completes Part II, Boxes 17-17e of the SAAR that was emailed to them from the user. The user's supervisor does not complete Part I or Part III.

1. Complete Part II, Boxes 17, 17a, 17b, and 17c. Enter the correct information for each field.

PART II ENDORSEMENT OF ACCESS BY INFORMATIK (# individual is a contractor - provide company name, cont 13. JUSTIFICATION FOR ACCESS The above named individual requires access to the 7 1. TESSERACT PRODUCTION	ON OWNER, USER SUPERVISOR OR GOVERNMENT S tract number, and date of contract expiration in Block 16.) TESSERACT BDP in the performance of their duti	PONSOR es.
14. TYPE OF ACCESS REQUESTED AUTHORIZED PRIVILEGED 15. USER REQUIRES ACCESS TO: UNCLASSI	FIED CLASSIFIED (Specify category)	
OTHER CUI		
16. VERIFICATION OF NEED TO KNOW L certify that this user requires access as requested.	16a. ACCESS EXPIRATION DATE (Contractors must Expiration Date. Use Block 21 If needed.)	specify Company Name, Contract Number,
17. SUPERVISOR'S NAME (Print Name)	17a. SUPERVISOR'S EMAIL ADDRESS	17b. PHONE NUMBER
17c. SUPERVISOR'S ORGANIZATION/DEPARTMENT	17d. SUPERVISOR SIGNATURE	179. DATE (YYYY8400)
18. INFORMATION OWNER/OPR PHONE NUMBER	18a. INFORMATION OWNER/OPR SIGNATURE	18b. DATE (YYYYM/00)
19. ISSO ORGANIZATION/DEPARTMENT	19b. ISSO OR APPOINTEE SIGNATURE	19c. DATE (YYYYAAIDD)
13a. PHONE NUMBER		
DD FORM 2875, MAY 2022	UNCLASSIFIED PREVIOUS EDITION IS OBSOLETE.	Page 1 of 3

- **2.** Complete Part II, Boxes 17d and 17e.
 - A. Click inside **Box 17d** to electronically sign with your CAC/PIV/ECA.
 - B. Select the Digital ID that you want to use for signing.
 - C. Select Continue.
 - D. Select Sign.

🖃 Note

- The user's supervisor can only sign Part II of this document.
- Ensure Adobe trust certificates are updated.

Sign with a Digital ID	×
Choose the Digital ID that you want to use for signing:	Refresh
TRAINER.EXAMPLE.####################################	View Details
(?) Configure New Digital ID C	ancel

Appearance	Standard Text	~	Create
Your cr	redentials will be listed l	nere with the signature	and date.
1			
		Vie	w Certificate Details
Review docu	ment content that may affect signin	Vie	w Certificate Details

🖃 Note

Upon completing the signature with the Digital ID, the date will automatically populate in Box 17e.

3. Save the document and email it to the user's FSO or AFSO for Part III completion.

User's FSO or AFSO Actions

The user's FSO or AFSO completes Part III, Boxes 22-26, of the SAAR that was emailed to them from the user's supervisor. The user's FSO or AFSO does not complete Part I or Part II.

1. Complete Part III, Boxes 22, 22a, 22b, 22c, 22d, 23, and 24. Enter the correct information for each field.

PART III - SECURITY MANAGER VA	LIDATES THE BACKGROU	UND INVESTIG	GATION OR C	LEARANCE INFORMATION		
22. TYPE OF INVESTIGATION		22a. INVESTIGATION DATE (YYYYMMDD)		22b. CONTINUOUS EVALUATION (CE) DEFERRED INVESTIGATION		
					•	
22c. CONTINUOUS EVALUATION (CE) ENROLLMENT DATE (YYYYMMDD) 22d. ACCESS LEVEL						
23. VERIFIED BY (Printed Name)	24. PHONE NUMBER	25. SECURIT	Y MANAGER	SIGNATURE	26. VERIFICATION DATE (YYYYMMDD)	

- **2.** Complete Part III, Boxes 25 and 26.
 - A. Click inside **Box 25** to electronically sign with your CAC/PIV/ECA.
 - B. Select the Digital ID that you want to use for signing.
 - C. Select **Continue**.
 - D. Select Sign.

🖃 Note

- The user's FSO or AFSO can only sign Part III of this document.
- Ensure Adobe trust certificates are updated.

Sign with a Digital ID	×
Choose the Digital ID that you want to use for signing:	Refresh
TRAINER.EXAMPLE.####################################	ew Details
(?) Configure New Digital ID Cancel	Continue

Appearance	Standard Text 🗸	Create
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Your cre	edentials will be listed here with the	e signature and date.
		View Certificate Details
Review docum	nent content that may affect signing	View Certificate Details
Review docun	nent content that may affect signing	View Certificate Details

🖃 Note

Upon completing the signature with the Digital ID, the date will automatically populate in Box 26.

3. Save the document and email it to the user whose official email is in Part 1, Box 5.

Submitting the SAAR

The User's Actions

Once the user's supervisor and user's FSO/AFSO complete and return the SAAR with all three sections completed and signed, save the form and email it to <u>dcsa.quantico.is.mbx.nccs-support@mail.mil.</u>

Frequently Asked Questions

Q: Can I sign as both a supervisor and an FSO/AFSO?

A: Yes, you can sign as both FSO/AFSO and supervisor if you are both a supervisor and the user's FSO/AFSO.

Q: Can I sign as the user and the person verifying the clearance?

A: No, you cannot verify your own clearance. Please have your FSO/AFSO verify your clearance.

Q: I have a Public Trust Background Investigation (Tier 1 or Tier 2), what do I put in Block 22D?

A: If you have a Public Trust Background Investigation (Tier 1 or Tier 2) leave Block 22D blank.

Q: Who signs Blocks 18-19?

A: The NCCS Team as the information owner signs Blocks 18-19.

Q: What cybersecurity awareness training must I complete for access?

A: You must complete the annual Cyber Awareness Challenge. For information regarding the training, visit: <u>https://public.cyber.mil</u>