

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



November 2025

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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

Use the Correct SAAR Form

- Download the **DCSA DD Form 2875 SAAR from the NCCS Training Materials website**: <https://www.dcsa.mil/Systems-Applications/National-Industrial-Security-Program-NISP-Contract-Classification-System-NCCS/NCCS-Training-Materials/>
- Only use the DCSA prefilled SAAR form. Do not use a blank SAAR form. Using the wrong form will create delays.
- Opening the SAAR in the browser will not allow you to complete this process.

Introduction

General Guidelines

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

- Use the **current version of the DCSA DD Form 2875 SAAR**.
- Complete the NCCS 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: <https://www.idmanagement.gov>

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**.

The screenshot shows the Adobe Acrobat interface with the 'Menu' dropdown open. The 'Preferences...' option is highlighted. The background document is the 'DD Form 2875, SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)'. The form is marked 'UNCLASSIFIED' and includes the OMB No. 0704-0630 and OMB approval expires: 20250531.

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

OMB No. 0704-0630
OMB approval expires: 20250531

tion of information, 0704-0630, is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and ing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington d.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 nation if it does not display a currently valid OMB control number.

PRIVACY ACT STATEMENT
450; and Public Law 99-474, the Computer Fraud and Abuse Act
ord names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of nation. NOTE: Records may be maintained in both electronic and/or paper form

information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

LOCATION ☐ DEACTIVATE ☐ USER ID ☐ DATE (YYYYMMDD)
20220610

APPLICATIONS ☐ LOCATION (Physical Location of System)
form - NCCS 2.0 Application AWS GovCloud

1. REQUESTER
(Initial)

2. ORGANIZATION

3. PHONE (DSN or Commercial)

4. PHONE (DSN or Commercial)

5. JOB TITLE AND GRADE/RANK

6. JOB TITLE AND GRADE/RANK

7. CITIZENSHIP ☐ US ☐ FN ☐ OTHER ☐ MILITARY ☐ CIVILIAN ☐ CONTRACTOR

8. DESIGNATION OF PERSON

9. DESIGNATION OF PERSON

10. CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)
Annual Cyber Awareness Training. DATE (YYYYMMDD)

11. DATE (YYYYMMDD)

12. DATE (YYYYMMDD)

ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR
Provide company name, contract number, and date of contract expiration in Block 16.)

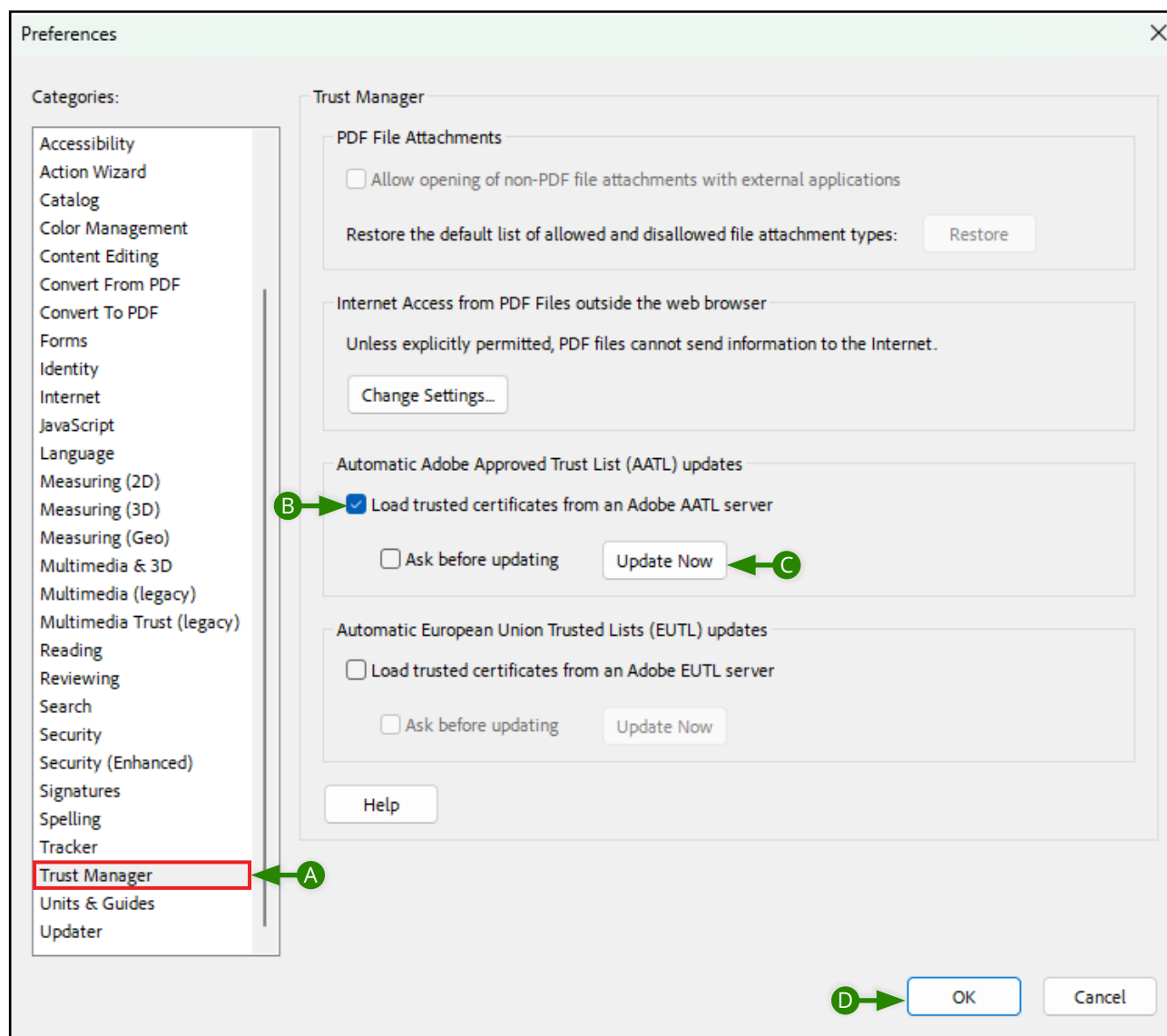
3. In the Preferences menu, select:

A. **Trust Manager**

B. **Load trusted certificates from an Adobe AATL server**

C. **Update Now**

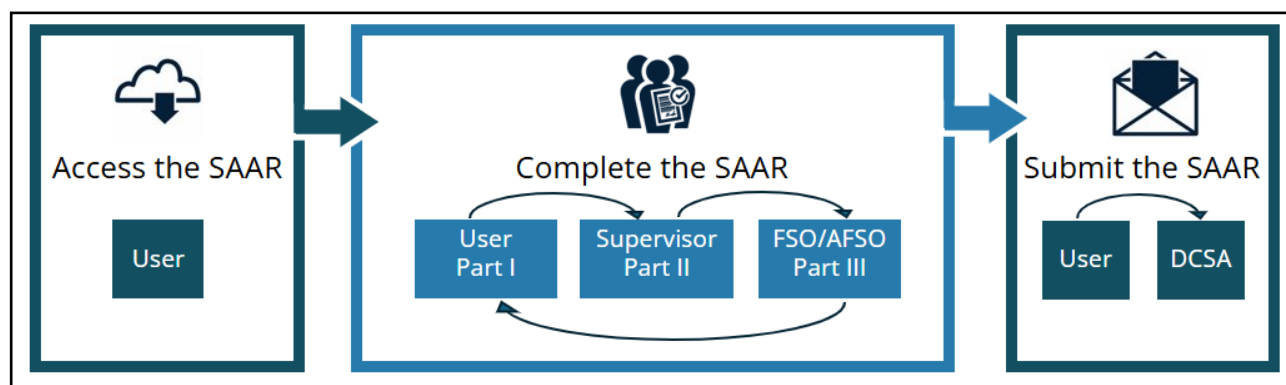
D. **OK**



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



Use the Correct SAAR Form

Download the **DCSA DD Form 2875 SAAR** from the **NCCS Training Materials website**: <https://www.dcsa.mil/Systems-Applications/National-Industrial-Security-Program-NISP-Contract-Classification-System-NCCS/NCCS-Training-Materials/>

Accessing the SAAR: The User

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

Saving and Opening the SAAR

1. Download the SAAR from the **DCSA NCCS Training Materials website**.
2. Right-click on the **DD 2875** link and select **Save link as**.

Use the Correct SAAR Form

Download the **DCSA DD Form 2875 SAAR** from the **NCCS Training Materials website**: <https://www.dcsa.mil/Systems-Applications/National-Industrial-Security-Program-NISP-Contract-Classification-System-NCCS/NCCS-Training-Materials/>

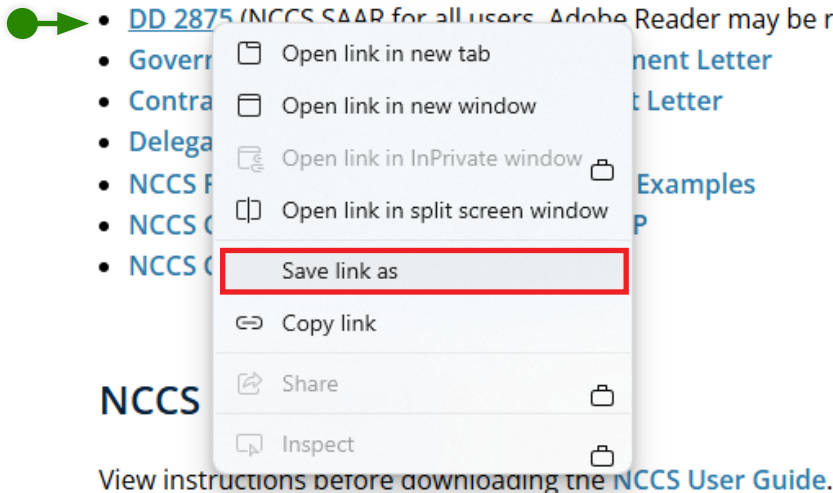
Resources

- [DD 2875 \(NCCS SAAR for all users. Adobe Reader may be required to open SAAR.\)](#)
- [Government Letter](#)
- [Contract Letter](#)
- [Delegation Letter](#)
- [NCCS Examples](#)
- [NCCS P](#)
- [NCCS C](#)

NCCS

View instructions before downloading the [NCCS User Guide](#).

- [NCCS Industry Roles User Guide](#)
- [NCCS Government Roles User Guide](#)

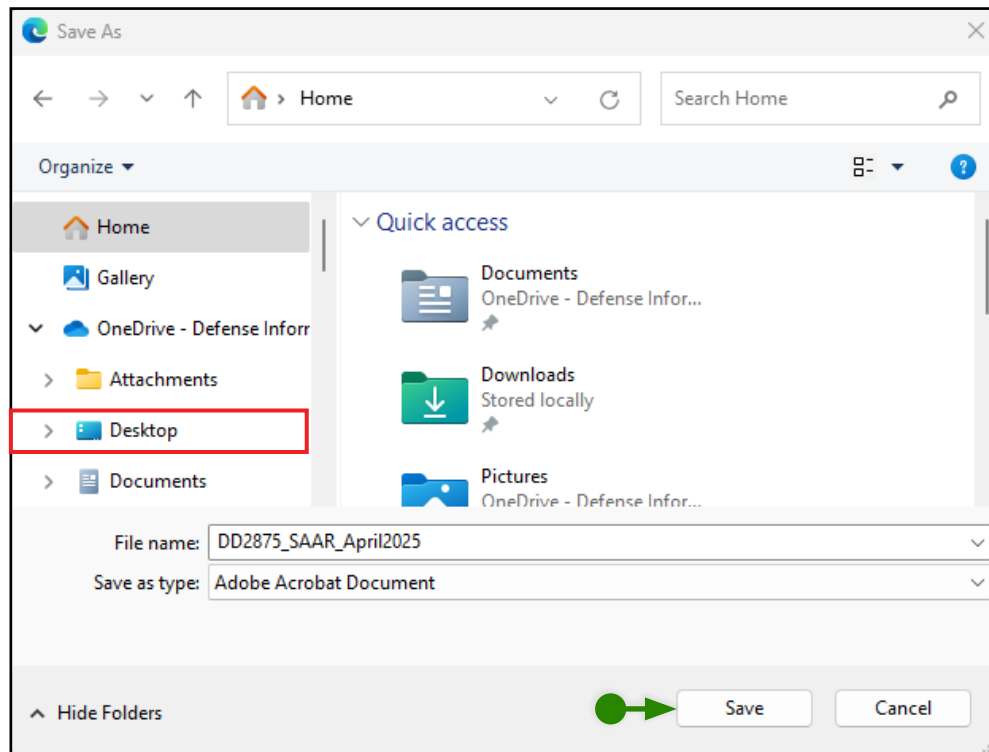


Note

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.

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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 ☐ US ☐ FN ☐ OTHER	9. DESIGNATION OF PERSON ☐ 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)

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.

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The screenshot shows a dialog box titled "Sign with a Digital ID" with a close button (X) in the top right corner. Below the title bar, the text "Choose the Digital ID that you want to use for signing:" is followed by a "Refresh" button. A list of digital IDs is shown, with the first one selected: "TRAINER.EXAMPLE.##### (Windows Digital ID)". Below this, it says "Issued by: DOD EMAIL CA-70, Expires: 2026.03.01" and a "View Details" link. At the bottom of the dialog, there are three buttons: "Configure New Digital ID" (disabled), "Cancel", and "Continue" (highlighted with a red box).

The screenshot shows a dialog box titled "Sign as TRAINER.EXAMPLE.#####" with a close button (X) in the top right corner. Below the title bar, there is an "Appearance" section with a dropdown menu set to "Standard Text" and a "Create" button. A large text area contains the text "Your credentials will be listed here with the signature and date." (highlighted with a red box). Below this, there is a "View Certificate Details" link. At the bottom, there is a section titled "Review document content that may affect signing" with a "Review" button. At the very bottom, there are two buttons: "Back" and "Sign" (highlighted with a red box).

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.

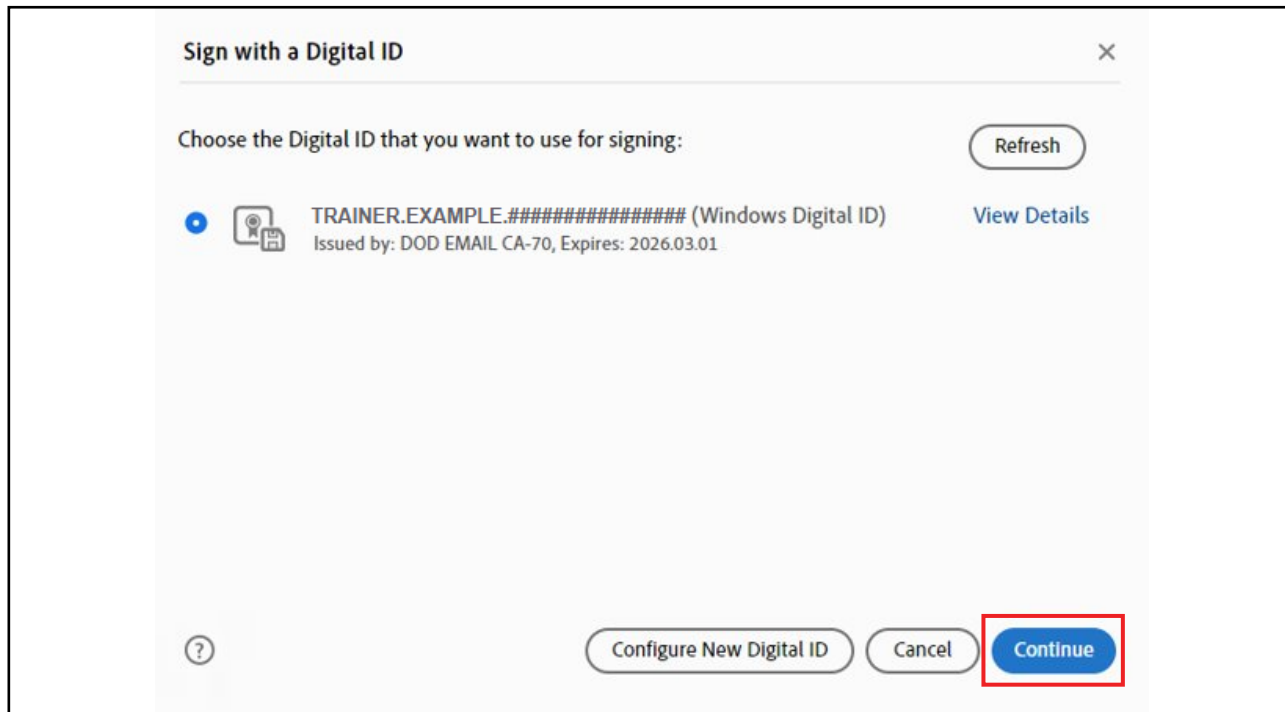
PART II ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)		
13. JUSTIFICATION FOR ACCESS The above named individual requires access to the TESSERACT BDP in the performance of their duties.		
1. TESSERACT PRODUCTION		
14. TYPE OF ACCESS REQUESTED ☒ AUTHORIZED ☐ PRIVILEGED		
15. USER REQUIRES ACCESS TO: ☐ UNCLASSIFIED ☐ CLASSIFIED (Specify category) ☒ OTHER CUI		
16. VERIFICATION OF NEED TO KNOW ☐ I certify that this user requires access as requested.	16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 21 if needed.)	
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		
DD FORM 2875, MAY 2022 PREVIOUS EDITION IS OBSOLETE.		
UNCLASSIFIED		
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.

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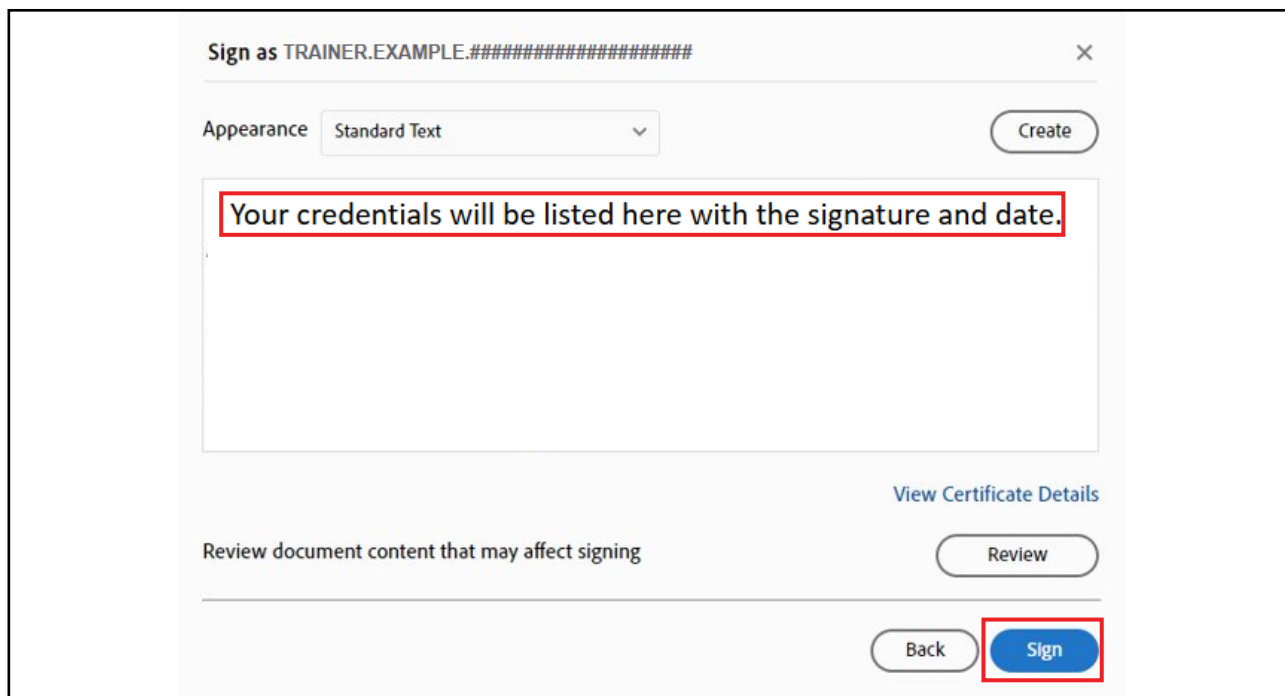
Sign with a Digital ID [X]

Choose the Digital ID that you want to use for signing:

[Refresh]

☒  **TRAINER.EXAMPLE.##### (Windows Digital ID)** [View Details](#)
Issued by: DOD EMAIL CA-70, Expires: 2026.03.01

[?] [Configure New Digital ID] [Cancel] **[Continue]**



Sign as TRAINER.EXAMPLE.##### [X]

Appearance: Standard Text [v] [Create]

Your credentials will be listed here with the signature and date.

[View Certificate Details](#)

Review document content that may affect signing [Review]

[Back] **[Sign]**

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 AFSSO 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, 23, and 24. Enter the correct information for each field.

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)

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.

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The screenshot shows a dialog box titled "Sign with a Digital ID" with a close button (X) in the top right corner. Below the title bar, the text "Choose the Digital ID that you want to use for signing:" is displayed. To the right of this text is a "Refresh" button. Below the text, there is a list of digital IDs. The first item is selected, indicated by a blue circle and a key icon. The text for this item is "TRAINER.EXAMPLE.##### (Windows Digital ID)" and "Issued by: DOD EMAIL CA-70, Expires: 2026.03.01". To the right of this item is a "View Details" link. At the bottom of the dialog, there are three buttons: a help button (question mark icon), a "Configure New Digital ID" button, a "Cancel" button, and a "Continue" button which is highlighted with a red rectangle.

Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

Refresh

TRAINER.EXAMPLE.##### (Windows Digital ID)
Issued by: DOD EMAIL CA-70, Expires: 2026.03.01

View Details

Configure New Digital ID Cancel Continue

The screenshot shows a dialog box titled "Sign as TRAINER.EXAMPLE.#####" with a close button (X) in the top right corner. Below the title bar, there is an "Appearance" section with a dropdown menu set to "Standard Text" and a "Create" button. Below this is a large text area containing the text "Your credentials will be listed here with the signature and date." which is highlighted with a red rectangle. Below the text area is a "View Certificate Details" link. At the bottom, there is a "Review document content that may affect signing" section with a "Review" button. At the very bottom, there are two buttons: a "Back" button and a "Sign" button which is highlighted with a red rectangle.

Sign as TRAINER.EXAMPLE.#####

Appearance Standard Text Create

Your credentials will be listed here with the signature and date.

View Certificate Details

Review document content that may affect signing Review

Back Sign

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 dcsa.quantico.is.mbx.nccs-support@mail.mil.

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: <https://public.cyber.mil>