

RF-ITV System Authorization Access Request (SAAR) – DD Form 2875 Instructions

The SAAR is divided into four parts.

Prior to Part I, Type of Request should be marked **Initial** unless the user is modifying a previous access request, e.g., the user is supporting a new contract, or the soldier has changed assignments, or information in block 21 requires updating. The System Name is **RF-ITV**. The system Location is **DISA OKC / SATX**.

Part I:

Blocks 1 – 12 are to be completed by the user requesting access to the RF-ITV application.

Part II:

Part II is completed by multiple persons. The requesting user is responsible for ensuring that each of the following blocks are completed by the person identified.

- Block 13 is completed by the user requesting access
- Block 14 is always **Authorized**
- Block 15 is always **Unclassified**
- Block 16 and 16a are to be completed by the user requesting access
- Block 17 – 17e are to be completed by the user's Supervisor (government or contractor)
- Block 18 – 18b are to be left blank (not required)
- Block 19 – 19c are to be completed by the user's ISSO or security manager
- Block 21 must be completed by the user requesting access and must be completed prior to the form being signed by the user

Part III:

The requesting user is responsible for ensuring that the following blocks are completed by the person identified.

- Blocks 22 – 26 must be completed by the user's security manager or Field Security Officer (FSO), with access to DISS to verify the user's security clearance information.

Part IV:

- **Date Processed** and **Processed By** are completed by the Service Desk upon fulfillment of the access request.