

SUPPORTING STATEMENT - PART A

System Authorization Access Request Form – 0704-0630

1. Need for the Information Collection

The DD Form 2875 “System Authorization Access Request (SAAR)” is utilized to document the data elements necessary for validating the trustworthiness of individuals requesting access to Department of Defense systems and information. Executive Order 10450 “Security Requirements for Government Employment” establishes the security requirements for government employment. The requestor’s security requirements (background investigation and clearance information) are identified on the DD Form 2875 and validated by the cognizant Security Manager. Collection of the requestor’s security requirements information ensures that any system access granted is consistent with the interests of national security. Public Law 99-474 “Computer Fraud and Abuse Act of 1986” provides penalties for fraud and related activities in connection with access to government computers/systems.

2. Use of the Information

When an initial determination is made that an individual requires access to one or more DoD information systems, applications, databases, etc. to perform assigned duties and responsibilities, he/she retrieves the DD Form 2875 from the official website for DoD Forms at https://www.esd.whs.mil/Directives/forms/dd2500_2999/DD2875/. The DD Form 2875 may be utilized by any DoD civilian, military, contractor, or other authorized individual with the need for access to a DoD information system, application, database, etc. It is in adobe pdf. (fillable) format and may be completed electronically or manually. A DD Form 2875 is completed for each individual and often for each system owner. Disclosure of the requested information is voluntary however, failure to provide the requested information may impede, delay, or prevent further processing of the request.

The individual will complete Part I of the DD Form 2875 and submit it to his/her supervisor or government sponsor. The supervisor/government sponsor will review the request, complete Part II (through block 20b.) of the form, and return the form to the individual. The individual submits the form to the cognizant Security Manager to complete Part III. Once completed, the Security Manager returns the form to the individual. The individual submits the form to the Information Assurance Officer (IAO) or other authorized system administrator via upload, email, fax or manually, according to locally established procedures. The individual may be required to provide supporting documentation such as training completion certificates as requested by the IAO. The IAO or other authorized system administrator will review the request, grant/deny the requested access(es) and complete Part IV and blocks 21 through 25 of the form. The IAO notifies the individual of the approval/rejection and provides a copy of the completed DD Form 2875 via locally established procedures. The original DD Form 2875, with original signatures in Parts I, II and III, must be maintained on file for one year after termination of the individual’s account. The file may be maintained by the DoD, or the cognizant IAO. The result of this collection is the Department’s ability to make informed decisions regarding an

individual's trustworthiness prior to granting access to DoD systems and information, and the record of these decisions in an auditable format.

3. Use of Information Technology

DISA estimates approximately 95% of agency responses are collected electronically. The DD Form 2875 is available for download directly from the DoD Forms Management Program website and can therefore be accessed at any time. The DD Form 2875 is in adobe pdf. (fillable form) format so the individual can immediately begin completing the form. The DD Form 2875 also supports electronic signatures. Electronic signatures are encouraged and preferred, however, ink signatures are still accepted. The form may be submitted via upload, email, fax or manually, according to locally established procedures.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

The DD Form 2875 collection frequency is as required. Each individual requesting access to DoD systems or information must complete his/her own DD Form 2875, or they will not be granted access. An individual requesting access to multiple systems may be required to submit separate DD Form 2875s as well. The DD Form 2875 accommodates one Information Assurance Owner (IAO) signature, therefore requests for multiple systems must be separated for processing and file maintenance. Varying DoD information systems and access levels may have different trust requirements too. Lastly everyone's justification for access is unique to his/her assigned duties and responsibilities.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice for the collection published on Monday, January 6, 2025. The 60-Day FRN citation is 90 FRN 620.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Thursday, May 22, 2025. The 30-Day FRN citation is 90 FRN 21907.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

The Privacy Act Statement is in the header on page 1 of the DD Form 2875.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

Records Retention and Disposition Schedule. Each DoD Component is responsible for retaining and disposing of DD Form 2875 "System Authorization Access Request (SAAR)" records.

General Records Schedule 3.2 Information Systems Security Records.
Item 030 and 031. System access records. These records are created as part of the user identification and authorization process to gain access to systems. Records are used to monitor inappropriate systems access by users. Includes records such as:

- User profiles
- Log-in files
- Password files
- Audit trail files and extracts
- System usage files
- Cost-back files used to assess charges for system use

Exclusion 1. Excludes records relating to electronic signatures.

Exclusion 2. Does not include monitoring for agency mission activities such as law enforcement.

Systems not requiring special accountability for access. These are user identification records generated according to preset requirements, typically system generated. A system may, for example, prompt users for new passwords every 90 days for all users.

Temporary. Destroy when business use ceases. DAA-GRS-2013-0006-0003

Systems requiring special accountability for access. These are user identification records associated with systems which are highly sensitive and potentially vulnerable.

Temporary. Destroy 6 years after password is altered or user account is terminated, but longer retention is authorized if required for business use. DAA-GRS-0006-0004

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s)

DD Form 2875 System Authorization Access Request (SAAR)

- a) Number of Respondents: 900,000
- b) Number of Responses Per Respondent: 8
- c) Number of Total Annual Responses: 7,200,000
- d) Response Time: 5 minutes
- e) Respondent Burden Hours: 600,000 hours

2) Total Submission Burden

- a) Total Number of Respondents: 900,000
- b) Total Number of Annual Responses: 7,200,000
- c) Total Respondent Burden Hours: 600,000 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

DD Form 2875 System Authorization Access Request (SAAR)

- a) Number of Total Annual Responses: 7,200,000
- b) Response Time: 5 minutes
- c) Respondent Hourly Wage: \$27.07
- d) Labor Burden per Response: \$2.26
- e) Total Labor Burden: \$16,242,000

2) Overall Labor Burden

- a) Total Number of Annual Responses: 7,200,000
- b) Total Labor Burden: \$16,242,000

The respondent hourly wage was determined by using the Department of Labor Wage Website (https://www.bls.gov/oes/current/oes_nat.htm).

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) Collection Instrument(s)
DD Form 2875 System Authorization Access Request (SAAR)
 - a) Number of Total Annual Responses: 7,200,000
 - b) Processing Time per Response: 20 minutes
 - c) Hourly Wage of Worker(s) Processing Responses: \$27.07
 - d) Cost to Process Each Response: \$9.02
 - e) Total Cost to Process Responses: \$64,968,000
- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 7,200,000
 - b) Total Labor Burden: \$64,968,000

The hourly wage of workers processing responses was determined by using the Department of Labor Wage Website (https://www.bls.gov/oes/current/oes_nat.htm).

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: \$0
 - e) Licensing Costs: \$0
 - f) Other: \$0
- 2) Total Operational and Maintenance Cost: \$0

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$64,968,000
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$64,968,000

15. Reasons for Change in Burden

There has been no change in burden since the last approval.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to “Certification for Paperwork Reduction Submissions”

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.