

SAAR Instructions:

Please click **Enable All Features** on the SAAR to employ the fillable fields. No handwritten SAARs will be accepted.

Type of Request - check Initial

Date - Date you fill out the SAAR

System Name – ERPIMS (indicate if requesting access to ERPTOOLSX or ERPWebTools)

Location (Physical Location of System) - Lackland AFB, TX

PART I

Block 1 - Your Name

Block 2 – .mil users fill in with your Organization

External Contractors (to include Labs) Fill in with Your Company Name

Block 3 - If you are a contractor (to include Labs) fill in with department you work in, if you are a .mil user complete as indicated

Block 4 - Phone #

Block 5 - Your email address

Block 6 - Job Title (if you are .mil user add grade/rank)

Block 7 - Mailing address (if you are a contractor (to include Labs) use your Company's Mailing address)

Block 8 - Citizenship

Block 9 - Check appropriate box

Block 10 - Check you have completed the Cyber Awareness Training with the Date you completed the training

Block 11 - Your DIGITAL signature

Block 12 - Date you completed the SAAR

PART II

Block 13 - Block 16a

.mil users: your supervisor should complete these boxes as indicated

Prime contractors: your supervisor should complete these boxes as so:

Block 13 - Inform us why access is needed, for example 'Access Required to Perform Duties associated with ERPIMS'

Block 14 - Select Authorized

Block 15 - Select Unclassified

Block 16 - Your supervisor will check the box certifying that the user requires access

Block 16a - Your supervisor will input Company Name, Contract Number and expiration Date of Contract

** This needs to be submitted for EACH INSTALLATION you have a contract requiring ERPIMS work. If you have more than one contract, please put in the Company Name then SEE BLOCK 27.

Lab contractors: you will need to have the Prime Contractor who gave you the XML (Lab File) complete these boxes (13-16a) as so:

Block 13 - Inform us why access is needed, for example 'Access Required to Perform Duties associated with ERPIMS in the Lab'

Block 14 - Select Authorized

Block 15 - Select Unclassified

Block 16 - Your Prime Contractor will check the box certifying that the user requires access

Block 16a - Your Prime Contractor will input Company Name (Lab company Name) Contract Number and expiration Date of Contract (this is the contract the Prime Contractor has to do the work not the XML file information)

** This needs to be submitted for EACH INSTALLATION you have a contract requiring ERPIMS work from this Lab. If you have more than one contract, please put in the Company Name then SEE BLOCK 27.

Blocks 17-20b – To be completed by the individual's supervisor.

Block 21 -25 - Please leave Blank

Block 27 – List all installations you will need access to that have active ERPIMS contracted work, include the contract and task order numbers next to each installation.

PART III

Block 28- List Type of Investigation, Department of Homeland Security E-Verify is NOT acceptable. Needs to be a background check.

Block 28a.- Date the investigation was complete, not the date you filled out the SAAR.

Block 28b.- Please put Favorable, N/A is no longer accepted

Block 28c.- Choose Level III

Block 29-32- Have your companies security officer or corporate officer complete these boxes.

PART IV – Please leave blank (completed by ERPIMs System Administrator)

NOTE: If you have digitally signed your SAAR and then have made more modifications on your SAAR. All digital signatures need to be redone.