

TA/TASO Manual

V2.04
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The Special Actions Security Office
DFAS
Indianapolis, IN

This instruction references:
SRP – V2.04
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Table of Contents

(Contents entries are Hypertext Linked to their location in the document)

TABLE OF CONTENTS	I
LIST OF FIGURES.....	III
LIST OF TABLES	IV
INTRODUCTION.....	1
Purpose	1
Getting Started.....	1
FORMS SUBMISSION.....	3
General	5
Method of Submission	5
Digital signature restrictions	6
SASO Team Mailbox	6
Unreadable encrypted eMail	6
SASO Team FAX.....	6
Unacceptable Documentation	7
THE SASO REQUEST PACKAGE (SRP).....	9
Overview.....	11
INITIAL or MODIFICATION SRP.....	11
DEACTIVATE SRP	20
THE SYSTEM AUTHORIZATION ACCESS REQUEST FORM (SAAR).....	25
General	27
SAAR Data Entry Details.....	27
MANAGED SYSTEM DETAILS	33
DJMS	35
Initial DJMS Account	35
Modify DJMS Account.....	37
Delete DJMS Account	39
Additional Information.....	40
DMO Corporate Mainframe	45
Initial DMO Corporate Mainframe Account	45
Modify DMO Account.....	47
Delete DMO Account.....	49
Additional Informaiton.....	49
DDMS	53
Initial DDMS Account.....	53
Modify DDMS Account	55
Delete DDMS Account	57
Additional Informaiton.....	57
CMS - Army Case Management System	59
New Army CMS Account.....	59
Modify Account.....	61
Delete Account	63
Additional Information.....	64
MilPayDS – MilPay Directory Service	67
Initial MilPayDS Account	67

Modify MilPayDS Account.....	69
Delete MilPayDS Account.....	71
Additional Information.....	71
Dev MilPayDS – Development MilPay Directory Service.....	73
Initial Dev MilPayDS Account.....	73
Modify Dev MilPayDS Account	75
SUPPORTED SYSTEM DETAILS.....	77
CORP2	79
CORP2 Directories.....	79
MTSDB	83
MPDSprod AIX	85
MPDSdev AIX.....	87
MPDSprod ORA	89
MPDSdev ORA.....	91
MPDSprod WIN	93
DISA-controlled Access Groups.....	93
MPDSdev WIN	95
DISA-controlled Access Groups.....	95
TA/TASO INFORMATION	97
General.....	99
TASO Appointment.....	99
TASO Responsibilities.....	102
Contacting SASO Team Members	102
Direct User Communication	102
Request Submissions.....	102
Individual Team Member Contact Information	102
Removal of TA/TASO rights/privileges.....	103
MISCELLANEOUS	105
PIN#s.....	107
IA – Information Security Awareness Training	107
Foreign National Users.....	107
Encrypted eMail Instructions for TA/TASOs.....	108
General.....	108
Configuration	108
Sending and Receiving encrypted eMail messages	109
FREQUENTLY ASKED QUESTIONS (FAQ).....	115
General.....	117
PIN Questions	117
Account Issues	118
Password Issues	120
Digital Signature Issues.....	120
Requests Submission Issues	121
ACRONYMS	123

List of Figures

(Figure #'s and Descriptions are Hypertext Linked to each Figure in the document)

Figure 1 – SRP, Initial View (no data)	12
Figure 2 – SRP, Initial View (with data)	13
Figure 3 – Part I, User Information.....	15
Figure 4 – Part II, Access Endorsement.....	16
Figure 5 – Box 27 (initial SRP)	18
Figure 6 – Box 27 (modification SRP)	18
Figure 7 – Part III, Security Validation	19
Figure 8 – Part IV, Account Action(s).....	20
Figure 9 – Box 27 (Deactivation SRP)	23
Figure 10 – SAAR, Page 1.....	28
Figure 11 – SAAR, Page 2.....	29
Figure 12 – Supplementary Data Sheet, New DJMS Account	36
Figure 13 – Supplementary Data Sheet, Modify DJMS Account.....	38
Figure 14 – Supplementary Data Sheet, Initial DMO Corporate Mainframe System Account	46
Figure 15 – Supplementary Data Sheet, Modify DMO Corporate Mainframe System Acct	48
Figure 16 – Supplementary Data Sheet, Initial DDMS Account.....	54
Figure 17 – Supplementary Data Sheet, Modify DDMS Account	56
Figure 18 – Supplementary Data Sheet, Initial Army CMS Account.....	60
Figure 19 – Supplementary Data Sheet, Modify Army CMS Account	62
Figure 20 – Supplementary Data Sheet, Initial MilPay Directory Service Acct	68
Figure 21 – Supplementary Data Sheet, Modify MilPay Directory Service Account.....	70
Figure 22 – Supplementary Data Sheet, Initial Development MilPay Directory Service Acct.....	74
Figure 23 – Supplementary Data Sheet, Modify Development MilPay Directory Service Acct	76
Figure 24 – Enabling TASO Appointment Letter.....	100
Figure 25 – TASO Appointment Letter	101
Figure 26 – Selecting the TO: address from the Contacts Folder.....	110
Figure 27 – Contacts and GAL Listings comparison.....	111
Figure 28 – Properly addressed message with Encryption selected	111
Figure 29 – Reply Message with incorrect To address.....	113
Figure 30 – Reply Message with corrected To address	113
Figure 31 – Set to Encrypt Message	114

List of Tables

(Table #'s and Descriptions are Hypertext Linked to each Table in the document)

Table 1 – Managed Systems	1
Table 2 – Supported Systems	1
Table 3 – Request Document Submission Guide.....	5
Table 4 – Guide for SRP User Information	15
Table 5 – Access Endorsement Guide	16
Table 6 – Optional Information Guide.....	19
Table 7 – Security Validation Guide.....	19
Table 8 – Links to Managed System Details	20
Table 9 – Delete Account Guide.....	21
Table 10 – SAAR Data Entry and Signature Responsibility	27
Table 11 – Guide for SAAR Information	30
Table 12 – Links to Managed System Details	33
Table 13 – Initial DJMS Account Guide.....	37
Table 14 – Modify DJMS Account Guide	39
Table 15 – DJMS Profiles	42
Table 16 – DMO Corporate Mainframe System Account Guide	47
Table 17 – Modify DMO Corporate Mainframe System Account Guide	49
Table 18 – DMO Profiles	51
Table 19 – Initial Army CMS Account Guide	61
Table 20 – Modify Army CMS Account Guide.....	63
Table 21 – Army CMS Rights	65
Table 22 – MilPay Directory Service Account Guide	69
Table 23 – Modify MilPay Directory Service Account Guide	71
Table 24 – Links to Supported System Details.....	77
Table 25 – Special Instructions for CORP2 Requests	79
Table 26 – Special Instructions for MTSDB Requests	83
Table 27 – Special Instructions for pMPDS AIX Requests.....	85
Table 28 – Special Instructions for pMPDS AIX Requests.....	87
Table 29 – Special Instructions for MPDS ORACLE Requests.....	89
Table 30 – Special Instructions for MPDS ORACLE Requests.....	91
Table 31 – Special Instructions for MPDS ORACLE Requests.....	93
Table 32 – Special Instructions for MPDS ORACLE Requests.....	95
Table 33 – SASO Contacts	102

Introduction

Purpose

The purpose of this manual is to guide *Trusted Agents*, also known as *Terminal Area Security Officers* (TA/TASOs) in assisting the personnel they support, with MilPay System account management.

Getting Started

The *Special Actions Security Office* (SASO) is tasked with the responsibility of providing TA/TASO support for a variety of DoD MilPay Information Systems. Depending on the system, the SASO acts as:

- **System Manager** – creating and managing accounts
- **System Support Agent** – forwarding request documents to other system management activities.

The SASO acts as a System Manager for the systems listed in Table 1. TA/TASOs formulate user account requests for Managed Systems using the [SASO Request Package](#) (SRP).

Table 1 – Managed Systems

DJMS	Defense Joint Military Pay System
DMO (Corporate Mainframe)¹	Defense MilPay Office, “Corporate” Mainframe System. (not to be confused with the “Local” DMO systems)
DDMS	Debt Management System
CMS	Army Case Management System
MilPayDS	MilPay Directory Service, Including the DMO “Corporate” Mid-Tier System and MilPay Repository Applications
Dev MilPayDS	Development and Test MilPay Directory Service

¹ The term DMO Corporate Mainframe applies to the legacy Mainframe-based DMO system. The new DMO Corporate Mid-Tier system is supported through the [MilPayDS](#) (MilPay Directory Service). Local DMO systems and their related accounts are not handled by SASO.

The SASO acts a System Support Agent, for the systems listed in Table 2. TA/TASOs formulate user account requests for Supported Systems using the DD Form 2875, [System Authorization Access Request](#) (SAAR).

Table 2 – Supported Systems

CORP2	CORP2 FTP server
MTSDB	ORACLE Mid Tier Staging Database system
MPDSprod AIX	Production MilPay Directory Service Creation, Modification, or Deletion of an AIX (UNIX) account.
MPDSprod ORA	Production MilPay Directory Service Creation, Modification, or Deletion of an ORACLE account.
MPDSprod WIN	Production MilPay Directory Service Modification of DISA-managed groups for Windows Domain Accounts.
MPDSdev AIX	Development & Test MilPay Directory Service Creation, Modification, or Deletion of an AIX (UNIX) account.
MPDSdev ORA	Development & Test MilPay Directory Service Creation, Modification, or Deletion of an ORACLE account.

MPDSdev WIN	Development & Test MilPay Directory Service Modification of DISA-managed groups for Windows Domain Accounts.
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Forms Submission

General

All request documents contain some form of Personally Identifiable Information (PII). To comply with Government/DoD PII restrictions, SRP documents must be sent via encrypted eMail. Other forms of submission, outlined in the SRP submission Guide, Table 2, do not necessarily comply with Government/DoD PII restrictions.

Method of Submission

All requests are to be sent to the [SASO Team Mailbox](#). Requests sent directly to SASO team member's personal mailboxes will be moved to the [SASO Team Mailbox](#).

The SRP and SAAR forms are provided in Adobe Acrobat (.pdf) format. Sites requesting access to DoD Information systems are expected to have the necessary *Personal Computer* (PC) resources to access Government Computing Systems. DoD PC's are equipped with Adobe Acrobat Reader. Acrobat Reader permits users to Read, Fill Out, Save and Digitally Sign Adobe Acrobat (.pdf) documents.

Most DoD PC's have an *electronic Mail* (eMail) application. This gives the ability to send an electronic copy of the filled out SRP/SAAR to the [SASO Team Mailbox](#).

An increasing number of DoD sites now have *Common Access Card* (CAC) authentication. CAC enhancement gives the user the ability to Digitally Sign Adobe Acrobat (.pdf) documents.

The table, below, gives a brief description of the preferred submission method, based on the site/user capabilities:

Table 3 – Request Document Submission Guide

Site/User Capabilities			Fill-Out and Submission Process
PC	eMail	Digital Signature	
Yes	Yes	Yes	Full Electronic Submission. (preferred) Fill out and save the request document with Acrobat Reader. Obtain digital signatures from each person in the approval chain, saving an updated version of the request document after each signature. To comply with Government/DoD requirements regarding Personally Identifiable Information (PII), send the completed request document to the SASO team mailbox by encrypted eMail. To set this up, see Encrypted eMail Instructions for TA/TASOs
Yes	Yes	No	Partial Electronic Submission. Fill out the request document with Acrobat Reader. Print the request document and obtain hand-written signatures for <u>all</u> persons in the approval chain. Scan the completed, hand-signed request document. eMail the scanned image of the request document to the SASO Team Mailbox . This method is not compliant with the Government/DoD requirements for handling documents containing PII.
Yes	No	No	Manual Submission. Fill out the request document with Acrobat Reader. Print the request document and obtain hand-written signatures for <u>all</u> persons in the approval chain. FAX the completed, hand-signed request document to the SASO Team FAX number.

Site/User Capabilities			Fill-Out and Submission Process
PC	eMail	Digital Signature	
			This method is not compliant with the Government/DoD requirements for handling documents containing PII.

Digital signature restrictions

To preserve the validity of the digital signatures, request documents with digital signatures must be kept in electronic (.pdf) format at all times.

1. Digitally signed documents can only be submitted to SASO as a .pdf attachment to an eMail message.
2. Printing a digitally signed document invalidates the digital signature(s). Documents with digital signatures can not be printed or scanned, then submitted for approval. Local sites may wish to keep printed copies of their requests but it's best to keep your archival copies in electronic format.
3. In order to use digital signatures **everyone** in the approval chain must digitally sign the document. **Documents with a combination of digital and hand-written signatures can not be accepted for approval regardless of the order in which the signatures were obtained.**

SASO Team Mailbox

All requests MUST be submitted to SASO through the SASO team mailbox at:

MILPAYSYSTEMSSECURITY (milpaysystemssecurity@dfas.mil)

Documents received in this mail box are processed by team members on a “first-in”, “first-out” basis.

Refer to [Encrypted eMail Instructions for TA/TASOs](#) for information on how to setup your Outlook client for the proper sending and receiving of encrypted eMail to/from the SASO team mailbox.

Unreadable encrypted eMail

Users should be aware that improper addressing can result in sending encrypted eMail that SASO team members can not open – without you knowing this. When SASO receives an encrypted message that can't be opened, the message can not be forwarded back to the sender. SASO will make every effort to let the sender know we've received an unreadable eMail message by:

1. Sending a separate message back to the 'From:' address, copied from the unreadable message.
2. Including the subject line from the unreadable message.

The unreadable message will then be destroyed. It's the TA/TASOs responsibility, as the originator of the message, to re-address and re-send the message, using proper addressing as described in [Encrypted eMail Instructions for TA/TASOs](#).

SASO Team FAX

Sending requests by FAX decreases legibility and should only be used when all other methods are not available. The SASO FAX numbers are:

Commercial: 317-275-0356

Unacceptable Documentation

Request documents form an integral part of the security for Government Information systems. As an agent of the Defense Information Systems Agency, SASO is charged with the management and support of proper request documentation. SASO can not accept documentation that we know will not meet our audit standards, regardless of the conditions. TA/TASOs are responsible for submitting proper and accurate request documents with **ALL** the mandatory information, as described in this instruction. Here are some (but not all) reasons why documents may be considered unacceptable:

1. Documents with incomplete mandatory information fields.
2. Documents with erroneous, or hand written information. No hand-written information can be accepted – No exceptions!
3. Marked up copies of previously submitted documents or documents consisting of cut-up, and copied parts.
4. Documents with no requestor's IA Training or a specified date over 1-year old.
5. Documents with a combination of hand-written and digital signatures. See [Digital signature restrictions](#).
6. Documents with instructions or other non-relevant marking in any of the information fields. TA/TASOs are reminded that, if “boiler-plate” or other instructions are added to request documents, this information must be REMOVED before submission.
7. Documents submitted to the personal eMail addresses of SASO team members.
8. Documents containing internal corruption that prevents SASO team members from applying their digital signature.

SASO will make every effort to return unacceptable documentation to the originator, listed on the eMail. Notes regarding the reason(s) for the return will be included. After returning the improper documentation, SASO will destroy the original eMail and all document attachments.

NOTE

SASO does not keep copies of, or records of returned documents. SASO can not be responsible for certifying the return of improper documents.

The SASO Request Package (SRP)

This section explains how to fill out the SASO Request Package

Overview

The *SASO Request Package* (SRP) is used by the TA/TASO to formulate user account requests for all SASO-managed systems. The SRP is a multi-form Adobe Acrobat® document, in .pdf format, with Digital Signature support.

The SRP has, imbedded in it, the latest *System Authorization Access Request SAAR* (DD-Form 2875) from the *Defense Information Systems Agency* (DISA). Instead of the general purpose Part V, continuation sheet, the SRP contains *Supplementary Data Sheets*. Supplementary Data Sheets become visible, based on the requested account action for the specified system(s). They use check-boxes to make selecting options simpler. All the forms have been enhanced to automatically fill in duplicate fields and automatically enter dates when digital signatures are applied.

The SRP was created to make it easier for the field TA/TASO to express exactly what is needed, in a format that's easier for everyone to understand. If it's a SASO-managed system – the SRP has all the necessary forms. There's no confusion or guessing about what forms are required. Built-in intelligence displays only those forms that are needed to complete the request.

The SRP supports three types of requests:

- INITIAL – [Creation of new accounts](#)
- MODIFICATION – [Modification of existing accounts](#)
- DEACTIVATE – [Deletion of existing accounts](#).

INITIAL or MODIFICATION SRP

The TA/TASO begins by selecting the type of request and one or more SASO-managed systems. To request a new account or modify an existing account the TA/TASO initiates an ***initial SRP*** or a ***modification SRP*** as follows:

1. Open the SRP form with Adobe Acrobat or Acrobat Reader.
 - a. If the form looks like Figure 1, it contains no data. The upper part is a title area which includes some basic information about the submissions process. The bottom of this area displays *on-the-fly* instructions that will change as you supply the initial information. The lower window area is where the initial choices are made. As you make these choices, the SRP configures itself to meet your request needs.
Proceed to Step 3
 - b. If the top part of the form looks like Figure 2, it contains data.
Proceed to Step 2.

Figure 1 – SRP, Initial View (no data)

<p>This document package uses Data Entry, Form/Data Saving, and Digital Signatures with Adobe Acrobat Reader.</p> <p>SASO REQUEST PACKAGE (SRP)</p> <p>Electronic submission of this form is supported by the <u>Special Actions Security Office</u> (SASO).</p> <p>Can <u>EVERYONE</u> in your approval chain DIGITALLY SIGN documents?</p> <p>YES:</p> <p>Each person in the approval chain must:</p> <ol style="list-style-type: none">1. Open the form with Acrobat Reader.2. Fill out their portion of the form and digitally sign the appropriate block - using only Acrobat Reader.3. Save a copy of the filled-out/signed form with Acrobat Reader. The digital signing process automatically forces a "save".4. Forward the saved electronic (.pdf) document to the next approver in the chain, as an e-Mail attachment. <p>After the final approver signs and saves an electronic (.pdf) copy of the form:</p> <ol style="list-style-type: none">5. E-mail it to the Special Actions Security Office. <p>NO:</p> <ol style="list-style-type: none">1. Fill out the entire form - using only Acrobat Reader. Do NOT enter anything in the signature fields. Do NOT print the form and enter hand-written information.2. Save the filled-in document with no signatures for future use (optional).3. Print the form4. Obtain hand-written signatures for all the appropriate signature fields5a. Scan the completed document and E-mail the scanned image to the Special Actions Security Office.or5b. Fax the completed document to the Special Actions Security Office <p style="text-align: center; color: red;">Once a document is <u>digitally signed</u> it CAN NOT be printed for submission. The submission MUST remain in electronic PDF form to preserve the validity of the digital signatures. Print digitally signed documents for your own information only.</p>		<p>V2.0 - 10.20.2009</p>															
<p>Select the Type of Request:</p> <table style="width: 100%;"><tr><td>INITIAL _____</td><td>to <u>create</u> a new account</td></tr><tr><td>MODIFICATION _____</td><td>to <u>change</u> an existing account</td></tr><tr><td>DEACTIVATE _____</td><td>to <u>delete</u> an account</td></tr></table>		INITIAL _____	to <u>create</u> a new account	MODIFICATION _____	to <u>change</u> an existing account	DEACTIVATE _____	to <u>delete</u> an account										
INITIAL _____	to <u>create</u> a new account																
MODIFICATION _____	to <u>change</u> an existing account																
DEACTIVATE _____	to <u>delete</u> an account																
<p style="text-align: center;">INSTRUCTIONS</p>																	
<p style="text-align: center;">SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR) <input type="checkbox"/></p> <table style="width: 100%;"><tr><td style="width: 20%;">AUTHORITY:</td><td>Executive Order 10450, 937; and Public Law 99-474, the Computer Fraud and Abuse Act.</td></tr><tr><td>PRINCIPAL PURPOSE:</td><td>To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.</td></tr><tr><td>ROUTINE USES:</td><td>None.</td></tr><tr><td>DISCLOSURE:</td><td>Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.</td></tr></table> <table style="width: 100%;"><tr><td colspan="2">TYPE OF REQUEST</td></tr><tr><td><input type="checkbox"/> INITIAL</td><td><input type="checkbox"/> MODIFICATION</td></tr><tr><td><input type="checkbox"/> DEACTIVATE</td><td><input type="checkbox"/> USER ID _____</td></tr><tr><td colspan="2">SYSTEM NAME (Platform or Applications)</td></tr></table>		AUTHORITY:	Executive Order 10450, 937; and Public Law 99-474, the Computer Fraud and Abuse Act.	PRINCIPAL PURPOSE:	To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.	ROUTINE USES:	None.	DISCLOSURE:	Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.	TYPE OF REQUEST		<input type="checkbox"/> INITIAL	<input type="checkbox"/> MODIFICATION	<input type="checkbox"/> DEACTIVATE	<input type="checkbox"/> USER ID _____	SYSTEM NAME (Platform or Applications)	
AUTHORITY:	Executive Order 10450, 937; and Public Law 99-474, the Computer Fraud and Abuse Act.																
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ROUTINE USES:	None.																
DISCLOSURE:	Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.																
TYPE OF REQUEST																	
<input type="checkbox"/> INITIAL	<input type="checkbox"/> MODIFICATION																
<input type="checkbox"/> DEACTIVATE	<input type="checkbox"/> USER ID _____																
SYSTEM NAME (Platform or Applications)																	

Figure 2 – SRP, Initial View (with data)

PRIVACY ACT - For Official Use Only			
SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR) [X]			
AUTHORITY: PRINCIPAL PURPOSE: ROUTINE USES: DISCLOSURE:		PRIVACY ACT STATEMENT Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act. To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. None. Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.	
		<input type="button" value="Reset Form"/> <input type="button" value="Clear Data"/> <input type="button" value="Print"/>	
TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID _____		DATE (YYYY-MM-DD) _____	
SYSTEM NAME (Platform or Applications) <input checked="" type="checkbox"/> DJS <input type="checkbox"/> DMO (Mainframe) <input type="checkbox"/> DMS <input type="checkbox"/> CMS <input type="checkbox"/> CORP2 <input type="checkbox"/> MiPayDS <input type="checkbox"/> MiPayDS (dev)		LOCATION (Physical Location of System) _____	
PART I (To be completed by Requestor)			
1. NAME (Last, First Middle Initial)		2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT		4. PHONE NUMBER (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS		8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER _____	
9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR			
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE: (YYYY-MM-DD) _____			
11. USER SIGNATURE		12. DATE (YYYY-MM-DD)	
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			
14. TYPE OF ACCESS REQUIRED <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER _____			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested <input type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.):	
17. SUPERVISOR'S NAME		18. SUPERVISOR'S SIGNATURE	
19. DATE (YYYY-MM-DD)		20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	
20a. SUPERVISOR'S E-MAIL ADDRESS		20b. PHONE NUMBER	
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER	
21b. DATE (YYYY-MM-DD)		22. SIGNATURE OF IAO OR APPOINTEE	
23. ORGANIZATION/DEPARTMENT		24. PHONE NUMBER	
25. DATE (YYYY-MM-DD)			

DD FORM 2875, AUG 2009


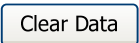
PREVIOUS EDITION IS OBSOLETE

Adobe Professional 8.0

PRIVACY ACT - For Official Use Only

SRP V2.02 - 12.03.2009

2. If the form contains data, you have two choices:

- a. Click  to go to the starting page and retain the form data. Reset Form keeps all the data that was previously input, however, it will NOT keep any Digital Signatures.
Reset Form can be used to save data entry time if you're creating a modification SRP.
- b. Click  to go to the starting page and clear all the data. Clear Data clears all the data that was previously entered in the SRP. All previously entered data is lost. Immediately saving the form after doing a 'Clear Data' effectively creates a new copy of the blank form.

3. In the TYPE OF REQUEST area:


Check ☐ INITIAL to request a new account. This is now referred to as an *initial SRP*.

or

Check ☐ MODIFICATION to request a change for an existing account. This is now referred to as a *modification SRP*.

4. After checking a box in the TYPE OF REQUEST area, a row of check-boxes, showing SASO-supported systems, will appear in the SYSTEM NAME area. Check the box(s) of each system you wish to formulate a request for.

Remember: If you initiated an *initial SRP* – all simultaneous requests must be for new accounts. If you initiated a *modification SRP* – all simultaneous requests must be to modify existing accounts.

5. Click  to lock in your choices and display the forms, associated with your request.

The DISA DD-Form 2875, Parts I through IV, and appropriate supplementary data sheet(s) are displayed – ready for data entry.

6. Part I can be filled out by the user/requestor or the TA/TASO. It requires the user's signature. Fill out Figure 3 – Part I, User Information, according to the guide, shown in Table 4

Figure 3 – Part I, User Information


PART I (To be completed by Requestor)		
1. NAME (Last, First Middle initial)		2. ORGANIZATION
3. OFFICE SYMBOL/DEPARTMENT		4. PHONE NUMBER (DSN or Commercial)
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK
7. OFFICIAL MAILING ADDRESS		8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER _____
		9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE: (YYYY-MM-DD) _____		
11. USER SIGNATURE 		12. DATE (YYYY-MM-DD)

Table 4 – Guide for SRP User Information

No	Box Name	Mandatory		Notes
		Init	Mod	
1	NAME	X	X	Enter the user's full name (last name, first name, middle initial). Applying information to this field causes the date, at the top of the document, to be automatically entered.
2	ORGANIZATION	X	X	Enter the user's organization name.
3	OFFICE SYMBOL /DEPARTMENT	X	X	Enter the user's office symbol, department name or UIC.
4	PHONE NUMBER	X	X	Enter the user's complete commercial or DSN phone number without any dashes or other formatting. When you move to another field, appropriate formatting is automatically applied to the Phone Number. Precede DSN phone number with 'DSN'.
5	OFFICIAL eMail ADDRESS	X	X	Enter the user's full work eMail address.
6	JOB TITLE AND GRADE/RANK	X	X	Enter the user's job title and grade or rank.
7	OFFICIAL MAILING ADDRESS			Enter the user's complete work postal address.
8	CITIZENSHIP	X		Place a check the appropriate box - (US is for a U.S. citizen, FN is for a <u>foreign (local) national</u>).
9	DESIGNATION OF PERSON	X		Place a check the appropriate box.
10	IA TRAINING	X		The user is responsible for indicating when they completed their <u>annual IA Training</u> . Clicking in the date entry area opens a date selector.
	DATE	X		
11	USER SIGNATURE	X	X	The user must sign this block. See <u>Digital Signature Restrictions</u> .
12	DATE	X	X	The user must enter the current date. Applying a digital signature to Box 11 causes this date to be entered automatically.

7. Part II can be filled out by the user/requestor, TA/TASO, or Supervisor. It requires the TA/TASO's and Supervisor's signatures. Fill out Figure 4 – Part II, Access Endorsement, according to the guide, shown in Table 5.

Figure 4 – Part II, Access Endorsement

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			
14. TYPE OF ACCESS REQUIRED <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested <input type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.):	
17. SUPERVISOR'S NAME	18. SUPERVISOR'S SIGNATURE 	19. DATE (YYYY-MM-DD)	
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER	
21. SIGNATURE OF INFORMATION OWNER/OPR 		21a. PHONE NUMBER	21b. DATE (YYYY-MM-DD)
22. SIGNATURE OF IAO OR APPOINTEE 	23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER	25. DATE (YYYY-MM-DD)

Table 5 – Access Endorsement Guide

No	Box Name	Mandatory		Notes
		Init	Mod	
13	JUSTIFICATION FOR ACCESS	X	X	Brief justification as to why the access is needed.
14	TYPE OF ACCESS REQUIRED	X	X	Place a check the appropriate box. Authorized is normally a functional user. Privileged is normally a system programmer, application developer, system administrator, security administrator, etc.
15	USER REQUIRES ACCESS TO	X	X	Place a check the UNCLASSIFIED box.
16	VERIFICATION OF NEED TO KNOW	X	X	The supervisor MUST place a check in this box, certifying that the user requires the access being requested.
16a	ACCESS EXPIRATION DATE	Mandatory for Contractors		If the user is a contractor, the contractor's company name, contract number, and expiration date must be entered in this field.
17	SUPERVISOR'S NAME	X ¹	X ¹	If a digital signature is provided, in Box 18, this entry may be omitted. For hand-written signature, the supervisor's full name must be entered.
18	SUPERVISOR'S SIGNATURE	X	X	The supervisor must sign this block. See Digital Signature Restrictions

No	Box Name	Mandatory		Notes
		Init	Mod	
19	DATE	X	X	Applying a digital signature to Box 18 causes a date to be entered in this field automatically. For hand-written signature, the supervisor must enter the current date in this field.
20	SUPERVISOR'S ORGANIZATION /DEPARTMENT	X ¹	X ¹	If a digital signature is provided, in Box 18, this entry may be omitted. For hand-written signature, the supervisor's organization/department must be entered.
20a	SUPERVISOR'S eMail ADDRESS	X	X	If a digital signature is provided, in Box 18, this entry may be omitted. For hand-written signature, the supervisor's eMail address must be entered.
20b	PHONE NUMBER	X	X	If a digital signature is provided, in Box 18, this entry may be omitted. For hand-written signature, the supervisor's Telephone Number must be entered. Precede DSN phone number with 'DSN-'.
21	SIGNATURE OF INFORMATION OWNER	Leave these blocks blank		
21a	PHONE NUMBER			
21b	DATE			
22	SIGNATURE OF IAO OR APPOINTEE	X	X	The TA/TASO must sign this block. See Digital Signature Restrictions
23	ORGANIZATION /DEPARTMENT	X	X	Enter the TA/TASO's organization or department name.
24	PHONE NUMBER	X	X	Enter the TA/TASO's complete commercial or DSN phone number. Precede DSN phone number with 'DSN-'.
25	DATE	X	X	Applying a digital signature to Box 22 causes a date to be entered in this field automatically. For hand-written signature, the TA/TASO must enter the current date in this field.
26	NAME	Automatic		Entering data in Box 1 causes the user's name to be entered in this field automatically.

¹. Digital signatures contain the signer's name and department, therefore printed name and department fields, relating to the signature are not needed.

8. Box 27, contains fields that change, based on the type of request – Initial or Modification SRP. In either case, fill out the appropriate blocks in the section titled ‘Completed by TASO and/or Requestor.’ [Table 6 – Optional Information Guide](#) provides more detailed instructions.

Figure 5 – Box 27 (initial SRP)

27. OPTIONAL INFORMATION (Additional information)	Completed by TASO and/or Requestor	
	TASO's E-MAIL ADDRESS:	
	The requestor MUST enter a 4-6 digit PIN for use as a challenge, to reset passwords. It is the requestor's responsibility to remember their PIN.	PIN#
	Completed by Account Creator	
	DJMS UserID:	CMS UserID:
	DDMS UserID:	MilPay DS UserID:
	DMO UserID:	MilPay DSD UserID: (DEV)

Figure 6 – Box 27 (modification SRP)

27. OPTIONAL INFORMATION (Additional information)	Completed by TASO and/or Requestor	
	TASO's E-MAIL ADDRESS:	
	DJMS UserID:	CMS UserID:
	DDMS UserID:	MilPay DS UserID:
	DMO UserID:	MilPay DSD UserID: (DEV)
	The requestor MUST enter a 4-6 digit PIN for use as a challenge, to reset passwords. It is the requestor's responsibility to remember their PIN.	PIN#
	(Additional Modifications)	
	PIN CHANGE: (submit modification request using the NEW PIN #)	
	Old PIN #:	
	NAME CHANGE: (submit modification request using the NEW LAST NAME)	
Old Last Name:		

Table 6 – Optional Information Guide

No	Box Name	Mandatory		Notes
		Init	Mod	
27	OPTIONAL INFORMATION	This block can be used for adding additional information that will not fit in any of the other blocks; otherwise, leave this block blank.		
	TASO's eMail ADDRESS	X	X	(TASO) Enter the TA/TASO's full work eMail address.
	PIN#	X		Required for all NEW account requests.
			X	User's previously established PIN# must be entered here.
	DJMS User ID:	(SASO)	X	In a NEW SRP – SASO enters the UserID: for each newly created account. In a Modification or Delete SRP – the requestor enters the UserID for each account requiring modification or deletion.
	CMS User ID:			
	DDMS User ID:			
	MPDS User ID:			
	DMO User ID:			
	MPDSd User ID:			
	Old PIN #:	n/a		The user's Old PIN # is required, for verification, when requesting a PIN Change.
	Old Last Name:	n/a		Enter the user's old last name is required for a last name change. The modification SRP should be filed under the user's NEW LAST NAME.

9. The Security section must be filled out by a Security Manager and requires their signature. Security information is entered in Part III, according to the guide, shown in Table 7 – Security Validation Guide. **This section MUST be completed before submitting the request document to the SASO.**

Figure 7 – Part III, Security Validation


PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION	
		<input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name)	30. TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE (YYYYMMDD)
			

Table 7 – Security Validation Guide



No	Box Name	Mandatory		Notes
		Init	Mod	
28	TYPE OF INVESTIGATION	X		The security manager will enter the user's type of investigation. Follow DISA Field Security guidance for Foreign Nationals .
28a	DATE OF INVESTIGATION	X		The security manager will enter the user's date of investigation.
28b	CLEARANCE LEVEL	X		The security manager will enter the user's clearance level. Contact the System Manager for each system's required acceptable level of clearance.
28c	IT LEVEL DESIGNATION	X		The security manager will check the appropriate box.
29	VERIFIED BY	X ¹		If a digital signature is provided in Box 31 this entry may be omitted. For hand-written signature, the security manager's full name must be entered.

No	Box Name	Mandatory		Notes
		Init	Mod	
30	TELEPHONE NUMBER	X		Enter the security manager's complete commercial or DSN phone number. Precede DSN phone number with 'DSN-'.
31	SECURITY MANAGER SIGNATURE	X		The security manager must sign this block. See Digital Signature Restrictions
32	DATE	X		Applying a digital signature to Box 31 causes a date to be entered in this field automatically. For hand-written signature, the security manager must enter the current date in this field.

¹. Digital signatures contain the signer's name and department, therefore printed name and department fields, relating to the signature are not needed.

10. Figure 8 – Part IV, Account Action(s) should be left blank. This area is completed by personnel who create, modify, or delete the account.

Figure 8 – Part IV, Account Action(s)

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION		
TITLE	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	
DATE	PROCESSED BY 	
DATE	REVALIDATED BY 	

11. To complete the request, each of the visible supplementary data sheets must be filled out. Follow the links in Table 8 for the appropriate instructions.

Table 8 – Links to Managed System Details

System	Supplementary Data Sheets	
DJMS	Initial	Modification
DMO	Initial	Modification
DDMS	Initial	Modification
MilPayDS	Initial	Modification
MilPayDS(dev)	Initial	Modification

DEACTIVATE SRP

To request deletion of an existing account the TA/TASO must submit a *deactivate SRP* to the SASO.

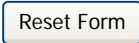
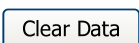
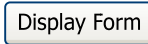
1. Open the SRP form with Adobe Acrobat Reader.
If the form contains no data the starting page, including brief instructions, will appear. If the form has data, the form, with previously filled in data will be visible. You have two choices:
 - a. Click  to go to the starting page and retain the form data. Reset Form keeps all the data that was previously input, however, it will NOT keep any Digital Signatures.
 - b. Click  to go to the starting page and clear all the data. Clear Data clears all the data that was previously entered in the SRP. All previously entered data is lost. Immediately saving the form after doing a ‘Clear Data’ effectively creates a new copy of the blank form.
2. In the TYPE OF REQUEST field, check ☐ DEACTIVATE to request an account deletion. The package is now referred to as a **deactivate SRP**.
A row of check-boxes, showing SASO-supported systems, will appear in the SYSTEM NAME field.
3. Check the box of the appropriate SASO-supported system(s).
4. Check any remaining box(s) to place a simultaneous request for account deactivation
Remember, this is a **deactivate SRP** so all requests must be for removing existing account(s).
5. Click  to lock in your choices and display the forms, associated with the **deactivate SRP**. The DISA DD-Form 2875 becomes visible.
6. Minimal information is required for the **deactivate SRP**. Refer to Table 9 – Delete Account Guide when completing a **deactivate SRP**.

Table 9 – Delete Account Guide

No	Box Name	Mandatory for Delete	Notes
1	NAME	X	Enter the user's full name (last name, first name middle initial). Applying information to this field causes the date, at the top of the document, to be automatically entered.
17	SUPERVISOR'S NAME	X ¹	If a digital signature is provided in Box 18 this entry may be omitted. For hand-written signature, the supervisor's full name must be entered.
18	SUPERVISOR'S SIGNATURE	X	The supervisor must sign this block. See Digital Signature Restrictions
19	DATE	X	Applying a digital signature to Box 18 causes a date to be entered in this field automatically. For hand-written signature, the supervisor must enter the current date in this field.
20	SUPERVISOR'S ORGANIZATION /DEPARTMENT	X ¹	If a digital signature is provided in Box 18 this entry may be omitted. For hand-written signature, the supervisor's organization/department must be entered.
20a	SUPERVISOR'S eMail ADDRESS	X	Enter the supervisor's full work eMail address.

No	Box Name	Mandatory for Delete	Notes
20b	PHONE NUMBER	X	Enter the supervisor's complete commercial or DSN phone number. Precede DSN phone number with 'DSN-'.
22	SIGNATURE OF IAO OR APPOINTEE	X	The TA/TASO must sign this block. See Digital Signature Restrictions
23	ORGANIZATION /DEPARTMENT	X	Enter the TA/TASO's organization or department name.
24	PHONE NUMBER	X	Enter the TA/TASO's complete commercial or DSN phone number. Precede DSN phone number with 'DSN-'.
25	DATE	X	Applying a digital signature to Box 22 causes a date to be entered in this field automatically. For hand-written signature, the TA/TASO must enter the current date in this field.
26a	NAME	Automatic	Entering data in Box 1 causes the user's name to be entered in this field automatically.
27	OPTIONAL INFORMATION	The general area of this block can be used to optionally document why the account is being deactivated.	
	TASO's eMail ADDRESS	X	Enter the TA/TASO's full work eMail address.
	DJMS User ID:	X	In the deactivate SRP, the TA/TASO must provide the User ID(s) for all systems being deactivated.
	DMO User ID:		
	DDMS User ID:		
	CMS User ID:		
	MPDS User ID:		
	MPDSd User ID:		

¹. Digital signatures contain the signer's name and department, therefore printed name and department fields, relating to the signature are not needed.

- The . Box 27, contains fields that change, based on the type of request. For the **deactivate SRP** Box 27 looks like the illustration in Figure 9. Fill out the appropriate blocks in the section titled 'Completed by TASO and/or Requestor.

Figure 9 – Box 27 (Deactivation SRP)

27. OPTIONAL INFORMATION (Additional Information)	Completed by TASO and/or Requestor	
	TASO's E-MAIL ADDRESS:	
	DJMS UserID:	CMS UserID:
	DDMS UserID:	MilPay DS UserID:
	DMO UserID:	MilPay DSD UserID: (DEV)

8. This completes the *deactivate SRP*. No supplementary data pages are required.

The System Authorization Access Request Form (SAAR)

This section explains how to fill out the standard DD Form 2875, System Authorization Access Request.

General

The *System Authorization Access Request* SAAR (DD-Form 2875), is used to make requests involving SASO-supported systems. SASO does not manage these systems, instead, we act in a support capacity – approving and forwarding requests to the appropriate system managers.

Managers of supported systems have individual filing requirements. The differing requirements make it necessary for TA/TASOs to submit each request on a separate SAAR form. This section provides the guidelines for filling out the SAAR.

SAAR Data Entry Details

The SAAR is a 2-page form, supporting three types of requests:

- INITIAL – Creation of new accounts
- MODIFICATION – Modification of existing accounts
- DEACTIVATE – Deletion of existing accounts.

The illustrations in [Figure 10](#) and [Figure 11](#) show Pages 1&2 of the SAAR form. The latest version of the SAAR has support for Digital Signatures. All information in the [Forms Submission](#) section applies to SAARs. The SAAR is divided into 4 parts. Data entry and Signature responsibility for each part is shown in the table below:

Table 10 – SAAR Data Entry and Signature Responsibility

Part #	Data Entry Responsibility	Signature Responsibility
I	Requestor or TA/TASO	Requestor
II	Requestor, TA/TASO, or Supervisor	Supervisor and TA/TASO*
III	Security Manager	Security Manager
IV	(leave blank when submitting)	System Administrators

* Some requests do not need a TA/TASO signature.

1. Fill out the general information in the SAAR according to the instructions in [Table 11 – Guide for SAAR Information](#). The certain blocks in the guide refer to [Supported System Details](#). These are entries that vary, depending on each supported system.

Figure 10 – SAAR, Page 1

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act. PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. ROUTINE USES: None. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID _____			DATE (YYYYMMDD) _____
SYSTEM NAME (Platform or Applications) _____ Refer to Supported System Details		LOCATION (Physical Location of System) _____	
PART I (To be completed by Requestor)			
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 <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER _____ 9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR	
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD) _____			
11. USER SIGNATURE _____		12. DATE (YYYYMMDD) _____	
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 _____			
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) _____ <input type="checkbox"/> OTHER _____			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.) _____	
17. SUPERVISOR'S NAME (Print Name) _____		18. SUPERVISOR'S SIGNATURE _____	
19. DATE (YYYYMMDD) _____		20. SUPERVISOR'S ORGANIZATION/DEPARTMENT _____	
20a. SUPERVISOR'S E-MAIL ADDRESS _____		20b. PHONE NUMBER _____	
21. SIGNATURE OF INFORMATION OWNER/OPR _____		21a. PHONE NUMBER _____	
21b. DATE (YYYYMMDD) _____		22. SIGNATURE OF IAQ OR APPOINTEE _____	
23. ORGANIZATION/DEPARTMENT _____		24. PHONE NUMBER _____	
25. DATE (YYYYMMDD) _____		26. SIGNATURE OF SAAR REVIEWER _____	

Figure 11 – SAAR, Page 2

26. NAME (Last, First, Middle Initial)		
27. OPTIONAL INFORMATION (Additional information)		
Refer to Supported System Details		
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION		
28. TYPE OF INVESTIGATION	28a. DATE OF INVESTIGATION (YYYYMMDD)	
28b. CLEARANCE LEVEL	28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
		32. DATE (YYYYMMDD)
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION		
TITLE:	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	DATE (YYYYMMDD)

Table 11 – Guide for SAAR Information

No	Box Name	Mandatory		Notes
		Init	Mod	
	TYPE OF REQUEST	X	X	Check the appropriate box. If this is a Modification or Deactivation you must enter the USER ID
	DATE	X	X	Enter the date of the request
	SYSTEM NAME	Refer to the Supported System Details		
	LOCATION			Enter the System Location
1	NAME	X	X	Enter the user's full name (last name, first name, middle initial). Applying information to this field causes the date, at the top of the document, to be automatically entered.
2	ORGANIZATION	X	X	Enter the user's organization name.
3	OFFICE SYMBOL /DEPARTMENT	X	X	Enter the user's office symbol, department name or UIC.
4	PHONE NUMBER	X	X	Enter the user's complete commercial or DSN phone number without any dashes or other formatting. When you move to another field, appropriate formatting is automatically applied to the Phone Number. Precede DSN phone number with 'DSN'.
5	OFFICIAL eMail ADDRESS	X	X	Enter the user's full work eMail address.
6	JOB TITLE AND GRADE/RANK	X	X	Enter the user's job title and grade or rank.
7	OFFICIAL MAILING ADDRESS	X	X	Enter the user's complete work postal address.
8	CITIZENSHIP	X	X	Place a check the appropriate box - (US is for a U.S. citizen, FN is for a foreign (local) national).
9	DESIGNATION OF PERSON	X	X	Place a check the appropriate box.
10	IA TRAINING	X	X	The user is responsible for indicating when they completed their annual IA Training . Clicking in the date entry area opens a date selector.
	DATE	X	X	
11	USER SIGNATURE	X	X	The user must sign this block. See Digital Signature Restrictions .
12	DATE	X	X	The user must enter the current date. Applying a digital signature to Box 11 causes this date to be entered automatically.
13	JUSTIFICATION FOR ACCESS	Refer to the Supported System Details		
14	TYPE OF ACCESS REQUIRED	X	X	Place a check the appropriate box. Authorized is normally a functional user. Privileged is normally a system programmer, application developer, system administrator, security administrator, etc.
15	USER REQUIRES ACCESS TO	X	X	Place a check the UNCLASSIFIED box.
16	VERIFICATION OF NEED TO KNOW	X	X	The supervisor MUST place a check in this box, certifying that the user requires the access being requested.
16a	ACCESS EXPIRATION DATE	Contractor only		If the user is a contractor, the contractor's company name, contract number, and expiration date must be entered in this field.
17	SUPERVISOR'S NAME	X ¹	X ¹	If a digital signature is provided, in Box 18, this entry may be omitted. For hand-written signature, the supervisor's full name must be entered.
18	SUPERVISOR'S SIGNATURE	X	X	The supervisor must sign this block. See Digital Signature Restrictions
19	DATE	X	X	Applying a digital signature to Box 18 causes a date to be entered in this field automatically. For hand-written signature, the supervisor must manually enter the current date in this field.

No	Box Name	Mandatory		Notes
		Init	Mod	
20	SUPERVISOR'S ORGANIZATION /DEPARTMENT	X ¹	X ¹	If a digital signature is provided, in Box 18, this entry may be omitted. For hand-written signature, the supervisor's organization/department must be entered.
20a	SUPERVISOR'S eMail ADDRESS	X	X	If a digital signature is provided, in Box 18, this entry may be omitted. For hand-written signature, the supervisor's eMail address must be entered.
20b	PHONE NUMBER	X	X	If a digital signature is provided, in Box 18, this entry may be omitted. For hand-written signature, the supervisor's Telephone Number must be entered. Precede DSN phone number with 'DSN-'.
21	SIGNATURE OF INFORMATION OWNER	Refer to Supported System Details		
21a	PHONE NUMBER			
21b	DATE			
22	SIGNATURE OF IAO OR APPOINTEE			
23	ORGANIZATION /DEPARTMENT			
24	PHONE NUMBER			
25	DATE			
26	NAME	The requestor's Name, entered in Part I, Block 1, is automatically duplicated in this field.		
27	OPTIONAL INFORMATION	Refer to Supported System Details		
28	TYPE OF INVESTIGATION	X		The security manager will enter the user's type of investigation. Follow DISA Field Security guidance for Foreign Nationals .
28a	DATE OF INVESTIGATION	X		The security manager will enter the user's date of investigation.
28b	CLEARANCE LEVEL	X		The security manager will enter the user's clearance level. Contact the System Manager for each system's required acceptable level of clearance.
28c	IT LEVEL DESIGNATION	X		The security manager will check the appropriate box.
29	VERIFIED BY	X ¹		If a digital signature is provided in Box 31 this entry may be omitted. For hand-written signature, the security manager's full name must be entered.
30	TELEPHONE NUMBER	X		Enter the security manager's complete commercial or DSN phone number. Precede DSN phone number with 'DSN-'.
31	SECURITY MANAGER SIGNATURE	X		The security manager must sign this block. See Digital Signature Restrictions
32	DATE	X		Applying a digital signature to Box 31 causes a date to be entered in this field automatically. For hand-written signature, the security manager must enter the current date in this field.

¹. Digital signatures contain the signer's name and department, therefore printed name and department fields, relating to the signature are not needed.

2. Proceed to the appropriate section in the [Supported System Details](#) section to complete the SAAR.

Managed System Details

This section explains how to fill out each Supplementary Data Sheets that are contained in the SASO Request Package

Table 12 – Links to Managed System Details

System	Supplementary Data Sheets			Additional Information
DJMS	Initial	Modification	Delete	DJMS
DMO Corporate Mainframe	Initial	Modification	Delete	DMO
DDMS	Initial	Modification	Delete	DDMS
CMS	Initial	Modification	Delete	CMS
MilPayDS	Initial	Modification	Delete	MilPayDS
Dev MilPayDS	Initial	Modification		

DJMS

Initial DJMS Account

To request an initial DJMS account the TA/TASO must submit an [initial SRP](#) to the SASO, according to the information contained in the [Forms Submission](#) section.

The TA/TASO is expected to assist the user with the initial sign-on and with creating a personal password.

After the new account is created, the TA/TASO must sign on to DJMS and access the DJMS Printer and ADSN control application (JYBM). Failure to add the User ID may result in the user not being able to properly access various applications.

Note: The TA/TASO or user can add the appropriate printer address to this table via JYBY for the user and JYBM for the TA/TASO. A printer address is added by inputting the first position of the printer address and last three positions of the printer address (i.e., PXYZA123 = P123).

On an *initial SRP*, if the DJMS check-box is checked, the following *New DJMS Acct* Supplementary Data Sheet will be included in the SRP.

Figure 12 – Supplementary Data Sheet, New DJMS Account

26. NAME (Last, First Middle Initial)		
Supplementary Data Sheet Initial DJMS Acct		
Account: Site ID: _____		
Profiles:		
ARMY <input type="checkbox"/> MPJUMPSR JAAA, JLES, MBO, JTT, JUS, JOZA, JMM, JFRC, JPP, PRAA, WND, JCCM, JCLS <input type="checkbox"/> MPAGENTS JOLV (note 3) <input type="checkbox"/> MPREMOTE JLTR, JLTQ <input type="checkbox"/> MPPQE JOEV <input type="checkbox"/> MPPUPOR JUPD, JVBH, HCRR, JSTO, JSTA, JSTR <input type="checkbox"/> MPTLA JTLT, JTUM <input type="checkbox"/> FTPXFER FTP (note 3) <input type="checkbox"/> ARMY SAR SAR4 <input type="checkbox"/> MPEFTNP JPBB <input type="checkbox"/> MPEFTREL JPBB (note 2) <input type="checkbox"/> MPWHATIF JPAM <input type="checkbox"/> MPTSPINP JTSP <input type="checkbox"/> MPTSPREL JTSP <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	ARMY & AIR FORCE <input type="checkbox"/> JMPJUMPS JAAA, JLES, MBO, JTT, JUS, JOZA, JMM, JFRC, JPP, PRAA, WND, JCCM, JCLS <input type="checkbox"/> MJAGENTS JOLV (note 3) <input type="checkbox"/> JMPPE JOEV <input type="checkbox"/> JMPUPOR JUPD, JVBH, HCRR, JSTO, JSTA, JSTR <input type="checkbox"/> JMPBPFL JPBB <input type="checkbox"/> JMPXPFL JPBB <input type="checkbox"/> JMTSPINP JTSP <input type="checkbox"/> JMPJYBM JYBM (note 1) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	AIR FORCE <input type="checkbox"/> JJUMPSR JAAA, JLES, MBO, JTT, JUS, JOZA, JMM, JFRC, JPP, PRAA, WND, JCCM, JCLS <input type="checkbox"/> JAGENTS JOLV <input type="checkbox"/> JPQEPFL JOEV <input type="checkbox"/> JUUPDPFL JUPD, JVBH, HCRR, JSTO, JSTA, JSTR <input type="checkbox"/> AFSAR (Active) SAR4 <input type="checkbox"/> AFRGSAR (Guard & Reserve) SAR4 <input type="checkbox"/> ROTCSAR (ROTC) SAR4 <input type="checkbox"/> JPBBPFL JPBB <input type="checkbox"/> JPBPFL JPBB <input type="checkbox"/> WATIF2 JPAM <input type="checkbox"/> JTSPINPT JTSP <input type="checkbox"/> JTSPRLSE JTSP <input type="checkbox"/> JNPARMK5 JNA <input type="checkbox"/> JPJOP5 JOP5 <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
NOTES: 1. Requires TASO appointment document be on file or included with this request. 2. Must include a separate letter, appointing the user as a Certifying Officer, included with this request. E48xx Sites require FSO Authorization Signature. 3. Detailed Justification is required for ARMY access to certain profiles		
FSO Authorization (for E48xx site ID's only - See Note 3): <div style="background-color: #f0f0f0; padding: 2px; border: 1px solid #ccc;"> <input type="checkbox"/> _____ </div>		
Detailed Justification (see note 3): 		
Facilities: <input type="checkbox"/> TCPIP <input type="checkbox"/> TSO/BATCH <input type="checkbox"/> _____ <input type="checkbox"/> _____		
Additional Requirements: (PROFILES, individual OTRANS, Personal and Production DATA SETS & Access Levels) 		

The TA/TASO must complete the Supplementary Data Sheet according to the following table:

Table 13 – Initial DJMS Account Guide

Section	Field Name	Mandatory	Notes
Heading	NAME	Automatically	entered from Name information in SAAR
Account	Site ID	X	Enter the user's site ID, sometimes referred to as the site ADSN.
Profiles		At least (1) profile is required	The requestor shall place a check in the boxes to grant the appropriate DJMS permissions in accordance with the definitions provided in the DJMS Permissions, Rights, and Profiles table. If the Profile is not listed, place a check in the box in front of an appropriate blank line, then type the profile name in the line
	FSO Authorization	X (Note2)	Mandatory FSO signature approving profile: MPEFTREL for Army users in site ID E48xx
Detailed Justification		X (Note 3)	The requestor shall provide a detailed written justification, as indicated by Note 3, for certain noted profiles.
Facilities			The requestor shall request special facilities such as TCP/IP or TSOBATCH, etc. If the facility is not listed, place a check in the box in front of an appropriate blank line, then type the facility name in the line
Additional Requirements			The requestor shall use this area to describe any additional DJMS account changes that are not covered in other parts of this Supplementary Data Sheet.

Modify DJMS Account

To request modification to an existing DJMS account the TA/TASO must submit a [modification SRP](#) to the SASO, according to the information contained in the [Forms Submission](#) section.

On a **modification SRP**, if the DJMS check-box is checked, the following Modify *DJMS Acct* Supplementary Data Sheet will be included in the SRP.

Figure 13 – Supplementary Data Sheet, Modify DJMS Account

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Supplementary Data Sheet Modify DJMS Acct																																																																																																																																						
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Additional Changes: (PROFILES, individual OTRANS, Personal and Production DATA SETS & Access Levels)																																																																																																																																						

The TA/TASO must complete the Supplementary Data Sheet according to the following table:

Table 14 – Modify DJMS Account Guide

Section	Field Name	Mandatory	Notes
Heading	NAME	Automatically	entered from Name information in SAAR
Account Changes	Remove TDY		If the modification is to request removal of TDY status, check the Remove TDY box.
	Start TDY With Site Processing ID		If the modification is to request a change to TDY status, check the Start TDY box and enter the site processing ID of the TDY site.
	Change Site ID to		If the modification is to reflect an administrative change in the user's current Site ID, the requestor shall enter the new site ID in the Change Site ID to field. This is NOT to be used for PCS or other TRANSFER situations.
Profile Changes			Two check-boxes precede each profile in a column labeled A or D. A check in the box in column A requests that the indicated profile be ADDED user's account. A check in the box in column D requests that the indicated profile be DELETED from the user's account. The requestor shall place a check in the appropriate box(es) to grant or remove the appropriate DJMS permissions in accordance with the definitions provided in the DJMS Permissions, Rights, and Profiles table. If the Profile is not listed, place a check in the A or D check-box in front of an appropriate blank line, then type the profile name in the line.
	FSO Authorization	X (Note2)	Mandatory FSO signature approving the addition of profile: MPEFTREL for Army users in site ID E48xx
Detailed Justification		X (Note 3)	The requestor shall provide a detailed written justification, as indicated by Note 3, for certain added profiles.
Facilities Changes			The requestor shall use this area to request special facilities changes, such as addition or deletion of TCP/IP or TSOBATCH, etc. If the facility is not listed, place a check in the appropriate box in front of a blank line, then type the facility name in the line
Additional Changes			The requestor shall use this area to describe any additional DJMS account changes that are not covered in other parts of this Supplementary Data Sheet.

Delete DJMS Account

To request deletion of an existing account the TA/TASO must submit a DJMS [deactivate SRP](#) to the SASO. No supplementary data sheets are included in a *deactivate SRP*.

After submitting the *DJMS deactivate SRP*, the TA/TASO must sign on to DJMS and access the DJMS Printer and ADSN Control application (JYBM) – then delete the User ID (option 4). The TA/TASO will be notified, by eMail when the account has been deleted.

Additional Information

Input & Release Profiles

Users can not be granted Input and Release Profiles for the same branch of service. While it's not prohibited, it's not recommended that Users be granted Input and Release profiles for differing branches of service.

Special DJMS Situations

EFT Release Profile – MPEFTREL

If an Army user requires the profile to release EFT or separation payments, a letter, prepared and endorsed by the activity, appointing the user as a Certifying Officer must accompany the SRP being sent to SASO.

Reserve/National Guard Annual Training

A minimum of 15 days prior to arrival of a unit, the training site will submit the following documentation to the SASO:

1. Memorandum or message naming the unit and the period of training (starting and ending dates).
2. A ***DJMS initial SRP*** for each training account. If a DMO account is also required it may be requested on the same SRP.
3. If TA/TASO privileges are required, A TA/TASO Appointment Letter should be included with the SRP.

DJMS User IDs will be created and provided to the training site TA/TASO no later than five working days prior to the arrival of the unit. Normal [DJMS Account Holder Responsibilities](#) apply to these User IDs.

1. No later than five working days before departure of the unit, the site TA/TASO shall submit a ***DJMS deactivate SRP***, specifying the deletion of the DJMS and any associated DMO account(s).

TDY – Temporary Duty Deployment

If a user is deployed to a remote location on TDY orders and will return to the parent site:

The TA/TASO will send the SASO a ***DJMS modification SRP***. On the Supplemental Data Sheet, under Additional Requirements, the TA/TASO shall list the TDY location and site processing ID or ADSN.

The SASO will change the user's DJMS User ID to reflect the ADSN assignment within JYBM.

The user will remain assigned to the parent site and not require a new User ID. The parent site TA/TASO will still be able to view the User ID and continue to be responsible for maintenance of the User ID.

When the user returns from deployment, the TA/TASO must send another ***DJMS modification SRP*** reversing the process

PCS – Permanent Change of Station Deployment

A PCS or transfer is a two-part process:

When the user departs the activity, is reassigned, or otherwise changes permanent duty station, the departing site TA/TASO must submit a ***DJMS deactivate SRP***, removing the User ID.

The arriving site TA/TASO is responsible for submitting a ***DJMS initial SRP***, creating a new User ID with the appropriate access to perform their new job. This is necessary because the supervisor of the arriving site must validate the profile needs of the user at the new position.

DJMS Account Holder Responsibilities

The User must sign onto DJMS within 14 days from the date of creation. New accounts that are not accessed for 14-days are automatically deleted by the system. Re-creating the account requires the TA/TASO to submit a new ***DJMS initial SRP***. Re-submitting the original SRP is not acceptable.

The user must access DJMS at least once every 90-days. Accounts that are inactive for over 90-days are automatically deleted. Re-creating the account requires the TA/TASO to submit a new ***DJMS initial SRP***. Re-submitting the original SRP is not acceptable.

DJMS Passwords

User accounts are given an *Initial Password* when the account is first created or when the password is reset. Initial passwords have the following format:

Xnn\$zzzz

Where:

X = E (Army), J or P (Air force), Y (ROTC)

nn = the characters in the second and third position of the user's Login ID

zzzz = the first four numbers of the user's PIN#.

Although TA/TASOs can reset a password with something other than the above, it is suggested that, for uniformity, they use this format.

The user must change the Initial Password to a *Personal Password* within 14-days for newly created accounts. Personal passwords must conform to the following complexity requirements:

Must be exactly 8-characters long

Must have at least 1 UPPER CASE character

Must have at least 1 lower case character

Must have at least 1 number

Must have at least one of the following characters: @ # \$

Must NOT have any repeating characters

Must NOT be similar to any of the last 10 passwords, used for this account

DJMS Permissions, Rights, and Profiles

Access is granted, based on the user's need to perform their duties. Listed below are commonly requested profiles and authorized verbs/otrans inside these profiles. Only the SASO can grant profiles to a User ID.

Table 15 – DJMS Profiles

Profile	OTRAN	Description
MPAGENTS (Army) JAGENTS (Air Force) MJAGENTS (Army & Air Force)	JOLV	Upload/Download JDC III ¹
MPJUMPSR (Army) JJUMPSR (Air Force) JMPJUMPS (Army & Air Force)	JJAA	DJMS MMPA Inquiries
	JLES	LES History Print
	MSO	Table Inquiry
	JJTT	1/3 rd Calculation
	JJSS	VSI/SSB Separation Calculation
	JOZA	On-line Error Code
	JWMM	On-line Table Inquiry
	JFRC	Recertification System
	JJPP	Acquire Printer Session
	PRAA	Jumps RC Inquiries
	WNDO	CICS Windows
	JCCM	Field Menu for ACCS
	JCLS	Closed ACCS cases
MPREMOTE (Army)	JLTR JLTQ	Download AC & RC LES'S & NPA's
MPPQE (Army) JPQEPFL (Air Force) JMPPQE (Army & Air Force)	JQEV	Quality Examination Menu
MPPUPDR (Army) JJUPDPFL (Air Force) JMPUPDR (Army & Air Force)	JUPD	Update Results
	JVSN	Receive Different DSSN's Update Results
	HCFR	Unit Commander Finance Report Module
	JBTO	Off-line Reporting Results
	JBTA	Receive Different DSSN's Off-line Results
	JBTR	Upload Off-line Reporting
MPTLA (Army)	JTLT	Upload TLA Transactions
	JTLM	Receive TLA Output Results
FTPXFER (Army)	FTP	FTP for Reserve Pay Transactions ¹
ARMYSAR (Army) AFSAR (Air Force - Active) AFRGSAR (Air Force – Guard and Reserve) ROTCSAR (Air Force - ROTC)	SAR4	SYSOUT Archives and Retrieval
MPEFTINP (Army) JPBBPFL (Air Force) JMPBPFL (Army & Air Force)	JPBB	Input CP/AP
MPEFTREL (Army) JPBXPFL (Air Force) JMPXPFL (Army & Air Force)	JPBX	Release CP/AP
MPWHATIF (Army) WATIF2 (Air Force)	JPAM	What IF System for Separations
MPTSPINP (Army) JTSPINPT (Air Force) JMTSPINP (Army & Air Force)	JTSP	Input TSP Transactions
MPTSPREL (Army) JTSPRLSE (Air Force)	JTSV	Release TSP Transactions

JMPJYBM (Army & Air Force)	JYBM	TA/TASO Only Profile – Modify JYBM Table ²
JNPARMKS (Air Force)	JLNA	Process Net Pay Advice Remarks
JPJOPS (Air Force)	JOPS	Update JDC II Transactions

Notes:

¹ Detailed justification is required for ARMY and AIR FORCE access to these profiles

² Requires a TASO appointment document be on file or included with this request

DMO Corporate Mainframe

Note

The term Corporate Mainframe System applies to the legacy Mainframe-based DMO system. To generate a request for the new Mid-Tier-based DMO system, select the [MilPayDS](#) (MilPay Directory Service). Local DMO systems and their related accounts are not handled by SASO.

Initial DMO Corporate Mainframe Account

To request an initial DMO Corporate Mainframe account the TA/TASO must submit an [initial SRP](#) to the SASO, according to the information contained in the [Forms Submission](#) section.

The TA/TASO is expected to assist the user with the initial sign-on and with creating a personal password.

If the DMO check-box is checked, on an ***initial SRP***, the *Initial DMO Corporate Mainframe System Account* Supplementary Data Sheet will be included in the SRP.

Figure 14 – Supplementary Data Sheet, Initial DMO Corporate Mainframe System Account

26. NAME (Last, First Middle initial)		
Supplementary Data Sheet Initial DMO Corporate Mainframe System Acct		
Account: Site ID: _____		
Profiles:		
<p style="text-align: center;">ARMY</p> <p>Active</p> <p><input type="checkbox"/> DMOFLRCA - Inquiry</p> <p><input type="checkbox"/> DMOFLWCA - Upload/Download</p> <p><input type="checkbox"/> DMOFLDCA - Delete Upload Cycle</p> <p>Reserve</p> <p><input type="checkbox"/> DMOFLRCB - Inquiry</p> <p><input type="checkbox"/> DMOFLWCB - Upload/Download</p> <p><input type="checkbox"/> DMOFLDCB - Delete Upload Cycle</p> <p>Active & Reserve</p> <p><input type="checkbox"/> DMOFLRCC - Inquiry</p> <p><input type="checkbox"/> DMOFLWCC - Upload/Download</p> <p><input type="checkbox"/> DMOFLDCC - Delete Upload Cycle</p> <p style="text-align: center;">SERVER</p> <p><input type="checkbox"/> Army (DMOFLRCC)</p> <p><input type="checkbox"/> Air Force (DMOFLRCH)</p> <p><input type="checkbox"/> Navy (DMOFLRCQ)</p> <p>NOTES:</p> <p>1. Requires TASO appointment document be on file or included with this request.</p> <p>2. Detailed Justification is required for any of the ALL SERVICES profiles</p>	<p style="text-align: center;">NAVY</p> <p>Active</p> <p><input type="checkbox"/> DMOFLRCN - Inquiry</p> <p><input type="checkbox"/> DMOFLWCN - Upload/Download</p> <p><input type="checkbox"/> DMOFLDCN - Delete Upload Cycle</p> <p>Reserve</p> <p><input type="checkbox"/> DMOFLRCO - Inquiry</p> <p><input type="checkbox"/> DMOFLWCO - Upload/Download</p> <p><input type="checkbox"/> DMOFLDCO - Delete Upload Cycle</p> <p>Active & Reserve</p> <p><input type="checkbox"/> DMOFLRCQ - Inquiry</p> <p><input type="checkbox"/> DMOFLWCQ - Upload/Download</p> <p><input type="checkbox"/> DMOFLDCQ - Delete Upload Cycle</p> <p style="text-align: center;">TASO (Note1)</p> <p><input type="checkbox"/> VRAPASS - TASO Privileges</p> <p><i>Requires TASO appointment document be on file or included with this request.</i></p>	<p style="text-align: center;">AIR FORCE</p> <p>Active</p> <p><input type="checkbox"/> DMOFLRCF - Inquiry</p> <p><input type="checkbox"/> DMOFLWCF - Upload/Download</p> <p><input type="checkbox"/> DMOFLDCF - Delete Upload Cycle</p> <p>Reserve</p> <p><input type="checkbox"/> DMOFLRCG - Inquiry</p> <p><input type="checkbox"/> DMOFLWCG - Upload/Download</p> <p><input type="checkbox"/> DMOFLDCG - Delete Upload Cycle</p> <p>Active & Reserve</p> <p><input type="checkbox"/> DMOFLRCH - Inquiry</p> <p><input type="checkbox"/> DMOFLWCH - Upload/Download</p> <p><input type="checkbox"/> DMOFLDCH - Delete Upload Cycle</p> <p style="text-align: center;">ALL SERVICES (Note2)</p> <p>Active</p> <p><input type="checkbox"/> DMOFLRCX - Inquiry</p> <p><input type="checkbox"/> DMOFLWCX - Upload/Download</p> <p><input type="checkbox"/> DMOFLDCX - Delete Upload Cycle</p> <p>Reserve</p> <p><input type="checkbox"/> DMOFLRCY - Inquiry</p> <p><input type="checkbox"/> DMOFLWCY - Upload/Download</p> <p><input type="checkbox"/> DMOFLDCY - Delete Upload Cycle</p> <p>Active & Reserve</p> <p><input type="checkbox"/> DMOFLRCZ - Inquiry</p> <p><input type="checkbox"/> DMOFLWCZ - Upload/Download</p> <p><input type="checkbox"/> DMOFLDCZ - Delete Upload Cycle</p>
Detailed Justification (see note 2):		
Additional Requirements: (PROFILES, individual OTRANS, Personal and Production DATA SETS & Access Levels)		

The TA/TASO must complete the Supplementary Data Sheet according to the following table:

Table 16 – DMO Corporate Mainframe System Account Guide

Section	Field Name	Mandatory	Notes
Heading	NAME	Automatically	entered from Name information in SAAR
Account	Site ID	X	Enter the user's site ID, sometimes referred to as the site ADSN.
Profiles		At least (1) profile is required	The requestor shall place a check in the boxes to grant the appropriate DMO permissions in accordance with the definitions provided in the DMO Permissions, Rights, and Profiles table.
	Server		If the DMO account is for a server, the requestor shall check the appropriate branch of service box within the Server group. Servers use a single profile, dependent on the branch of service. The profile is described in the DMO Permissions, Rights and Profiles table.
Detailed Justification		(see notes)	A Detailed Justification is Mandatory if requesting any of the ALL SERVICES profiles
Additional Requirements			The requestor shall use this area to request special profiles OTRANS, Data Sets, and/or access levels.

Modify DMO Account

To request modification to an existing DMO Corporate Mainframe System Account the TA/TASO must submit a [modification SRP](#) to the SASO, according to the information contained in the [Forms Submission](#) section.

If the DMO check-box is checked, on a **modification SRP**, the *Modify DMO Corporate Mainframe System Acct* Supplementary Data Sheet will be included in the SRP.

Figure 15 – Supplementary Data Sheet, Modify DMO Corporate Mainframe System Acct

26. NAME (Last, First Middle Initial)		
Supplementary Data Sheet Modify DMO Corporate Mainframe System Acct		
Account Changes: <input type="checkbox"/> Remove TDY <input type="checkbox"/> Start TDY - With Site Processing ID: _____ Change Site ID to: _____		
Profile Changes:		
<p style="text-align: center;">ARMY</p> <p>A D Active</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLRCA - Inquiry</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLWCA - Upload/Download</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLDCA - Delete Upload Cycle</p> <p>Reserve</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLRCB - Inquiry</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLWCB - Upload/Download</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLDCB - Delete Upload Cycle</p> <p>Active & Reserve</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLRCC - Inquiry</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLWCC - Upload/Download</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLDCC - Delete Upload Cycle</p>	<p style="text-align: center;">NAVY</p> <p>A D Active</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLRCN - Inquiry</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLWCN - Upload/Download</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLDCN - Delete Upload Cycle</p> <p>Reserve</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLRCO - Inquiry</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLWCO - Upload/Download</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLDCO - Delete Upload Cycle</p> <p>Active & Reserve</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLRCQ - Inquiry</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLWCQ - Upload/Download</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLDCQ - Delete Upload Cycle</p>	<p style="text-align: center;">AIR FORCE</p> <p>A D Active</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLRCF - Inquiry</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLWCF - Upload/Download</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLDCF - Delete Upload Cycle</p> <p>Reserve</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLRCG - Inquiry</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLWCG - Upload/Download</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLDCG - Delete Upload Cycle</p> <p>Active & Reserve</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLRCH - Inquiry</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLWCH - Upload/Download</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLDCH - Delete Upload Cycle</p>
<p style="text-align: center;">SERVER</p> <p>A D</p> <p><input type="checkbox"/> <input type="checkbox"/> Army (DMOFLRCC)</p> <p><input type="checkbox"/> <input type="checkbox"/> Air Force (DMOFLRCH)</p> <p><input type="checkbox"/> <input type="checkbox"/> Navy (DMOFLRCQ)</p>	<p style="text-align: center;">TASO (Note1)</p> <p><input type="checkbox"/> <input type="checkbox"/> VRAPASS - TASO Privileges</p> <p><i>Requires TASO appointment document be on file or included with this request.</i></p>	<p style="text-align: center;">ALL SERVICES (Note2)</p> <p>A D Active</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLRCX - Inquiry</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLWCX - Upload/Download</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLDCX - Delete Upload Cycle</p> <p>Reserve</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLRCY - Inquiry</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLWCY - Upload/Download</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLDCY - Delete Upload Cycle</p> <p>Active & Reserve</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLRCZ - Inquiry</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLWCZ - Upload/Download</p> <p><input type="checkbox"/> <input type="checkbox"/> DMOFLDCZ - Delete Upload Cycle</p>
NOTES: 1. Requires TASO appointment document be on file or included with this request. 2. Detailed Justification is required for any of the ALL SERVICES profiles		
Detailed Justification (see note 2):		
Additional Changes: (PROFILES, individual OTRANS, Personal and Production DATA SETS & Access Levels)		

The TA/TASO must complete the Supplementary Data Sheet according to the following table:

Table 17 – Modify DMO Corporate Mainframe System Account Guide

Section	Field Name	Mandatory	Notes
Heading	NAME	Automatically	entered from Name information in SAAR
Account Changes	Remove TDY		If the modification is to request removal of TDY status, check the Remove TDY box.
	Start TDY With Site Processing ID		If the modification is to request a change to TDY status, check the Start TDY box and enter the site processing ID of the TDY site.
	Change Site ID to		If the modification is to reflect an administrative change in the user's current Site ID, the requestor shall enter the new site ID in the Change Site ID to field. This is NOT to be used for PCS or other TRANSFER situations.
Profile Changes			Two check-boxes precede each profile in a column labeled A or D. A check in the box in column A requests that the indicated profile be ADDED user's account. A check in the box in column D requests that the indicated profile be DELETED from the user's account. The requestor shall place a check in the appropriate box(es) to grant or remove the appropriate DMO permissions in accordance with the definitions provided in the DMO Permissions, Rights, and Profiles table.
	Server		If the request is for modification of a DMO server account, the requestor shall check the appropriate box within the Server group. Servers use a single profile, dependent on the branch of service. The profile is described in the DMO Permissions, Rights and Profiles table.
Detailed Justification		(see notes)	Mandatory if requesting the addition of any of the ALL SERVICES profiles
Additional Changes			The requestor shall use this area to request changes in special profiles OTRANS, Data Sets, and/or access levels.

Delete DMO Account

To request deletion of an existing account the TA/TASO must submit a DMO [deactivate SRP](#) to the SASO. No supplementary data sheets are included in a *deactivate SRP*.

The TA/TASO will be notified, by eMail when the account has been deleted.

Additional Informaiton

Special DMO Situations

Reserve/National Guard Annual Training

Refer to [Reserve/National Guard Annual Training for DJMS](#).

PCS – Permanent Change of Station Deployment

A PCS or transfer is a two-part process:

When the user departs the activity, is reassigned, or otherwise changes permanent duty station, the departing site TA/TASO must submit a ***deactivate SRP***, removing the User ID.

The arriving site TA/TASO is responsible for submitting an ***initial SRP***, creating a new User ID with the appropriate access to perform their new job.

This is necessary because the supervisor of the arriving site must validate the profile needs of the user at the new position.

DMO Account Holder Responsibilities

The User must sign onto DMO within 14 days from the date of creation. New accounts that are not accessed for 14-days are automatically deleted by the system. Re-creating the account requires the TA/TASO to submit a new ***initial SRP***. Re-submitting the original SRP is not acceptable.

The user must access DMO at least once every 90-days. Accounts that are inactive for over 90-days are automatically deleted. Re-creating the account requires the TA/TASO to submit a new ***initial SRP***. Re-submitting the original SRP is not acceptable.

DMO Passwords

User accounts are given an *Initial Password* when the account is first created or when the password is reset. Initial passwords have the following format:

Xnn\$zzzz

Where:

X = E (Army), J or P (Air Force), N (Navy)

nn = the characters in the second and third position of the user's Login ID

zzzz = the first four numbers of the user's PIN#.

Although TA/TASOs can reset a password with something other than the above, it is suggested that, for uniformity, this format is used.

The user must change the Initial Password to a *Personal Password* within 14-days for newly created accounts. Personal passwords must conform to the following complexity requirements:

Must be exactly 8-characters long

Must have at least 1 UPPER CASE character

Must have at least 1 lower case character

Must have at least 1 number

Must have at least one of the following characters: @ # \$

Must NOT have any repeating characters

Must NOT be similar to any of the last 10 passwords, used for this account

DMO Permissions, Rights, and Profiles

Access is granted, based on the user's need to perform their duties. Listed below are commonly requested DMO field profiles. Only the SASO can grant profiles to a User ID.

Table 18 – DMO Profiles

Branch of Service	Profile	Description
Army	DMOFLRCA	Army Active Inquiry
	DMOFLWCA	Army Active Upload/Download
	DMOFLDCA	Army Active Delete Upload Cycle
	DMOFLRCB	Army Reserve Inquiry
	DMOFLWCB	Army Reserve Upload/Download
	DMOFLDCB	Army Reserve Delete Upload Cycle
	DMOFLRCC	Army Active and Reserve Inquiry
	DMOFLWCC	Army Active and Reserve Upload/Download
	DMOFLDCC	Army Active and Reserve Delete Upload Cycle
Air Force	DMOFLRCF	Air Force Active Inquiry
	DMOFLWCF	Air Force Active Upload/Download
	DMOFLDCF	Air Force Active Delete Upload Cycle
	DMOFLRCG	Air Force Reserve Inquiry
	DMOFLWCG	Air Force Reserve Upload/Download
	DMOFLDCG	Air Force Reserve Delete Upload Cycle
	DMOFLRCH	Air Force Active and Reserve Inquiry
	DMOFLWCH	Air Force Active and Reserve Upload/Download
Navy	DMOFLDCB	Air Force Active and Reserve Delete Upload Cycle
	DMOFLRCN	Navy Active Inquiry
	DMOFLWCN	Navy Active Upload/Download
	DMOFLDCN	Navy Active Delete Upload Cycle
	DMOFLRCO	Navy Reserve Inquiry
	DMOFLWCO	Navy Reserve Upload/Download
	DMOFLDCO	Navy Reserve Delete Upload Cycle
	DMOFLRCQ	Navy Active and Reserve Inquiry
	DMOFLWCQ	Navy Active and Reserve Upload/Download
	DMOFLDCQ	Navy Active and Reserve Delete Upload Cycle
All Services	DMOFLRCX	All Services Active Inquiry
	DMOFLWCX	All Services Active Upload/Download
	DMOFLDCX	All Services Active Delete Upload Cycle
	DMOFLRCY	All Services Reserve Inquiry
	DMOFLWCY	All Services Reserve Upload/Download
	DMOFLDCY	All Services Reserve Delete Upload Cycle
	DMOFLRCZ	All Services Active and Reserve Inquiry
	DMOFLWCZ	All Services Active and Reserve Upload/Download
Army Server	DMOFLDCZ	All Services Active and Reserve Delete Upload Cycle
	DMOFLRCC	Required Profile for Army Server
Air Force Server	DMOFLRCH	Required Profile for Air Force Server
Navy Server	DMOFLRCQ	Required Profile for Navy Server

DDMS

DDMS is a restricted system, open to Central Site personnel only.

Initial DDMS Account

To request an initial DDMS account, the requestor must submit an [initial SRP](#) to the SASO, according to the information contained in the [Forms Submission](#) section.

If the DDMS check-box is checked, on an *initial SRP*, the *New DDMS Acct* Supplementary Data Sheet will be included in the SRP.

Figure 16 – Supplementary Data Sheet, Initial DDMS Account

26. NAME (Last, First Middle initial)		
Supplementary Data Sheet Initial DDMS Acct		
NOTES DDMS is open to Central-Site personnel only. 1. Contact the SASO for assistance with profiles and authorization requirements. 2. TASSO privileges requires a TASSO appointment document be on file or included with this request. 3. TASSO with NAVY and/or MCTIFS requires additional justification		
Account: Site ID: _____		
Profiles:		
Profile <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	TASSO (Note 2) <input type="checkbox"/> _____ (TASSO Privilege Profile) <input type="checkbox"/> NAVY (Note 3) <input type="checkbox"/> MCTIFS (Note 3)
Detailed Justification: (Note 3)		
Facilities: <input type="checkbox"/> TCP/IP <input type="checkbox"/> TSO/BATCH <input type="checkbox"/> _____ <input type="checkbox"/> _____		
Additional Requirements: (PROFILES, individual OTRANS, Personal and Production DATA SETS & Access Levels)		

The requestor must complete the Supplementary Data Sheet. For specific instructions, contact the SASO personnel.

Modify DDMS Account

To request modification to an existing DDMS account, the requestor must submit a [modification SRP](#) to the SASO, according to the information contained in the [Forms Submission](#) section.

If the DDMS check-box is checked, on a ***modification SRP***, the *Modify DDMS Acct* Supplementary Data Sheet will be included in the SRP.

Figure 17 – Supplementary Data Sheet, Modify DDMS Account

26. NAME (Last, First Middle initial)																																																																			
Supplementary Data Sheet		Modify DDMS Acct																																																																	
NOTES DDMS is open to Central-Site personnel only. 1. Contact the SASO for assistance with profiles and authorization requirements. 2. Adding TASSO privileges requires a TASSO appointment document be on file or included with this request. 3. Adding TASSO with NAVY and/or MCTIFS requires additional justification																																																																			
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The requestor must complete the Supplementary Data Sheet. For additional instructions, contact the SASO personnel.

Delete DDMS Account

To request deletion of an existing DDMS account, the requestor must submit a DDMS [deactivate SRP](#) to the SASO. No supplementary data sheets are included in a *deactivate SRP*.

Additional Informaiton

DDMS Account Holder Responsibilities

Refer to: [DJMS Account Holder Responsibilities](#)

DDMS Passwords

Refer to: [DJMS Passwords](#)

DDMS Permissions, Rights, and Profiles

Access is granted, based on the user's need to perform their duties. Permissions, Rights, and Profiles can be obtained by directly contacting the SASO. Only the SASO can grant profiles to a User ID.

CMS - Army Case Management System

New Army CMS Account

To request a new Army CMS account the TA/TASO must submit an [initial SRP](#) to the SASO, according to the information contained in the [Forms Submission](#) section.

Army CMS accounts are archived for later reinstatement, rather than deleted. To reinstate an account, the TA/TASO must submit an [initial SRP](#) to the SASO.

The TA/TASO is expected to assist the user with the initial sign-on and with creating a personal password.

If the CMS check-box is checked, on an ***initial SRP***, the following *Initial Army CMS Acct* Supplementary Data Sheet will be included in the SRP.

Figure 18 – Supplementary Data Sheet, Initial Army CMS Account

26. NAME (Last, First Middle initial)

Supplementary Data Sheet

Initial Army CMS Acct

NOTES

(1) Organization Names must be exactly as they appear in CMS.

(2) TASO rights require a TASO appointment document be on file or included with this request.

(3) CMS User ID must be provided for account reinstatement.

Account:

☐ New

☐ Reinstatement

CMS User ID (Note 3)

Primary CMS Box:

Rights (Note 2)

☒ Level 1

☐ Level 3

☐ TASO

Organization Name (Note 1)

Alternate CMS Access:

Rights (Note 2)

☐ Level 1

☐ Level 3

☐ TASO

Organization Name (Note 1)

Rights (Note 2)

☐ Level 1

☐ Level 3

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Organization Name (Note 1)

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☐ TASO

Organization Name (Note 1)

Rights (Note 2)

☐ Level 1

☐ Level 3

☐ TASO

Organization Name (Note 1)

Additional/Special Requirements:

The TA/TASO must complete the Supplementary Data Sheet according to the following table:

Table 19 – Initial Army CMS Account Guide

Section	Field Name	Mandatory	Notes
Heading	NAME	Automatically entered from Name information in SAAR	
Account	New	X	Check this box if this action is to create a new account
	Reinstatement		Check this box if this action is to reinstate a previously archived account
	CMS User ID	For Reinstatement	Enter the CMS User ID if this action is to reinstate a previously archived account
Primary CMS Box	Rights	X	Place a check in the appropriate box(s) to grant CMS rights in accordance with the definitions provided in the CMS Rights table.
	Organization Name	X	Enter the Primary CMS organization name where the account is to be active. Organization names must be entered exactly as appear in CMS.
Alternate CMS Box	Rights		Place a check in the appropriate box(s) to grant CMS rights for any alternate organizations in accordance with the definitions provided in the CMS Rights table.
	Organization Name		Wherever rights for alternate location(s) are required, enter alternate CMS organization where the account requires these rights. Organization names must be entered exactly as appear in CMS.
Additional Special Requirements			The requestor shall describe any additional CMS account requirements that are not covered in other parts of this Supplementary Data Sheet

Modify Account

To request modification to an existing, un-archived Army CMS account the TA/TASO must submit a [modification SRP](#) to the SASO, according to the information contained in the [Forms Submission](#) section.

If the CMS check-box is checked, on a **modification SRP**, the following *Modify Army CMS Acct* Supplementary Data Sheet will be included in the SRP.

Figure 19 – Supplementary Data Sheet, Modify Army CMS Account

26. NAME (Last, First Middle initial)																					
<div style="display: flex; justify-content: space-between; align-items: center;"> Supplementary Data Sheet <div style="text-align: center;"> Modify Army CMS Acct NOTES </div> </div> <p>(1) Organization Names must be exactly as they appear in CMS. (2) TASO rights require a TASO appointment document be on file or included with this request. (3) For a NAME CHANGE, list the EXISTING CMS User ID. (4) Change of Primary Organization is only permitted for TDY activities. PCS requires: (a) archival, (b) NEW CMS reinstatement actions.</p>																					
Account: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> <p>CMS User ID (Note 3)</p> <input style="width: 90%;" type="text"/> </div> <div style="width: 65%;"> <p>Organization Name (Note 1)</p> <input style="width: 98%;" type="text"/> </div> </div>																					
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Additional/Special Requirements:																					

The TA/TASO must complete the Supplementary Data Sheet according to the following table:

Table 20 – Modify Army CMS Account Guide

Section	Field Name	Mandatory	Notes
Heading	NAME	Automatically	entered from Name information in SAAR
Account	CMS User ID	X	Enter the CMS User ID. If this action is for a name change, enter the <u>existing</u> CMS User ID.
	Organization Name	X	Enter the Primary CMS organization name where the account is now active. Organization names must be entered exactly as appear in CMS.
Primary CMS Box Changes	Rights		Enter the rights for the Primary CMS organization in accordance with the definitions provided in the CMS Rights table. All rights must be re-entered if there are any changes to the original rights.
	Organization Name		A change to the Primary Organization Name is only possible if the account is moving temporarily to a different location – as in the case of a TDY assignment. Organization names must be entered exactly as appear in CMS.
Alternate CMS Box Changes	Rights		Place a check in the appropriate box – A for Add, D for Delete. Place a check in the appropriate box(s) to grant/delete CMS rights for any alternate organizations in accordance with the definitions provided in the CMS Rights table.
	Organization Name		Wherever rights for alternate location(s) are to be modified, enter alternate CMS organization where the modification of these rights is to occur. Organization names must be entered exactly as appear in CMS.
Additional Special Requirements			The requestor shall describe any additional CMS account requirements that are not covered in other parts of this Supplementary Data Sheet

Delete Account

Army CMS accounts are not deleted. Requesting deactivation of a Army CMS account will result in the account being archived for later use. In order to do this, the TA/TASO must submit a CMS [deactivate SRP](#) to the SASO.

No supplementary data sheets are included in a **deactivate SRP**.

The TA/TASO will be notified, by eMail when the CMS account has been archived.

Additional Information

Special Situations

Army Reserve/National Guard Annual Training

The SASO does not issue training accounts for Army CMS. For assistance with Training, see the CMS administrators.

TDY – Temporary Duty Deployment

If a user is deployed to a remote location on TDY orders and will return to the parent site:
The TA/TASO will send the SASO a ***modification SRP***.

The user will remain assigned to the parent site and not require a new User ID. The parent site TA/TASO will still be able to view the User ID and continue to be responsible for maintenance of the User ID.

When the user returns from deployment, the TA/TASO must send another ***modification SRP*** reversing the process

PCS – Permanent Change of Station Deployment

A PCS or transfer is a two-part process:

When the user departs the activity, is reassigned, or otherwise changes permanent duty station, the departing site TA/TASO must submit a ***deactivate SRP***, archiving the account.

The arriving site TA/TASO is responsible for submitting a ***initial SRP***, re-activating the Army CMS account with the appropriate access to perform their new job.

This is necessary because the supervisor of the arriving site must validate the rights needs of the user at the new position.

Account Holder Responsibilities

The User must sign onto Army CMS within 14 days from the date of creation. New accounts that are not accessed for 14-days are automatically archived by the system. Re-activating the account requires the TA/TASO to submit a new ***initial SRP***. Re-submitting the original SRP is not acceptable.

The user must access Army CMS at least once every 90-days. Accounts that are inactive for over 90-days are automatically archived. Re-activating the account requires the TA/TASO to submit a new ***initial SRP***. Re-submitting the original SRP is not acceptable.

Passwords

User accounts are given an *Initial Password* when the account is first created SASO establishes an Initial Password with the following format:

Cms\$#zzzzSaso01

Where:

zzzz = the first four numbers of the user's PIN#.

When the SASO or a TA/TASO resets the user's password, the CMS system automatically generates a *Random Password*.

In either case, the user must change the Initial Password or the Random Password to a *Personal Password* within 14-days for newly created accounts. Personal passwords must conform to the following complexity requirements:

- Must be exactly 15-characters long
- Must have at least 2 UPPER CASE character
- Must have at least 2 lower case character
- Must have at least 2 number
- Must have at least two of the following characters: ! @ # \$ % ^ & *
- Must NOT have any repeating characters
- Must NOT be similar to any of the last 10 passwords, used for this account

CAC enabling Army CMS accounts

Accounts that can be CAC-enabled are first generated with an Initial Password. The account user must establish a personal password. At the next login, the user will see a system message asking them if they want to CAC-enable their account. The user has the option of CAC-enabling the account. Once the account is CAC-enabled, the password is no longer used.

Any time the account password is reset, the CAC login will no longer work and the CAC-enabling process will repeat itself.

Army CMS Rights

Access is granted, based on the user's need to perform their duties. Listed below are commonly requested Army CMS rights. Only the SASO can grant rights to a CMS User ID.

Table 21 – Army CMS Rights

Right	Name	Description
Level 1	CMS View ARMY	Basic Profile Army-wide Level Enables the user to view cases and run reports: View cases at Army level View reports at Army level Update a case Request status of a case (This profile does not have access to go into any inbox) View links
Level 3	CMS User OWN ORG	User Profile Organization Level Enables the user to work CMS cases: View cases at Army level View reports at Army level Update a case Request status of a case View inbox of assigned organization View reports at organization level Enter a case Review a case Action Complete a case

Right	Name	Description
		Close a case Mass Review cases Mass Action Complete cases Mass Close cases Edit a case View links
TASO	CMS Security	TA/TASO Profile Organization Level Enables TA/TASOs to: View their Organization Reset users

MilPayDS – MilPay Directory Service

The MilPay Directory Service (MilPayDS) is a service where a single user account supports multiple Military Pay related applications. Applications that use MilPayDS are constantly under development.

Initial MilPayDS Account

To request an Initial MilPayDS account the TA/TASO must submit an [initial SRP](#) to the SASO, according to the information contained in the [Forms Submission](#) section.

The TA/TASO is expected to assist the user with:

- creating a personal password if Password Login in is required
- logging on to the various MilPayDS applications

If the MilPayDS check-box is checked – on an *initial SRP*, the *Initial MilPay Directory Service Acct Supplementary Data Sheet* will be included in the SRP.

Figure 20 – Supplementary Data Sheet, Initial MilPay Directory Service Acct

26. NAME (Last, First Middle initial)			
Supplementary Data Sheet		Initial MilPay Directory Service Acct	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Account: <input type="checkbox"/> User <input type="checkbox"/> TASO * <input type="checkbox"/> Server </div> <div style="width: 45%;"> Activity: (Branch of Service or Organization) <input type="radio"/> Army <input type="radio"/> Air Force <input type="radio"/> Navy <input type="radio"/> Other _____ </div> </div> <div style="margin-top: 10px;"> Account Location: (Organizational Unit) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <p style="font-size: small; margin-top: 10px;">* Requires a TASO appointment document, on file or included with this request.</p>			
DMO Permissions: (New DMO Corporate Mid-Tier)			
ARMY Active <input type="checkbox"/> DMOFLRCA - Inquiry <input type="checkbox"/> DMOFLWCA - Upload/Download <input type="checkbox"/> DMOFLDCA - Delete Upload Cycle ARMY Reserve <input type="checkbox"/> DMOFLRCB - Inquiry <input type="checkbox"/> DMOFLWCB - Upload/Download <input type="checkbox"/> DMOFLDCB - Delete Upload Cycle ARMY Active & Reserve <input type="checkbox"/> DMOFLRCC - Inquiry <input type="checkbox"/> DMOFLWCC - Upload/Download <input type="checkbox"/> DMOFLDCC - Delete Upload Cycle ALL SERVICES Active <input type="checkbox"/> DMOFLRCX - Inquiry <input type="checkbox"/> DMOFLWCX - Upload/Download <input type="checkbox"/> DMOFLDCX - Delete Upload Cycle	NAVY Active <input type="checkbox"/> DMOFLRCN - Inquiry <input type="checkbox"/> DMOFLWCN - Upload/Download <input type="checkbox"/> DMOFLDCN - Delete Upload Cycle NAVY Reserve <input type="checkbox"/> DMOFLRCO - Inquiry <input type="checkbox"/> DMOFLWCO - Upload/Download <input type="checkbox"/> DMOFLDCO - Delete Upload Cycle NAVY Active & Reserve <input type="checkbox"/> DMOFLRCQ - Inquiry <input type="checkbox"/> DMOFLWCQ - Upload/Download <input type="checkbox"/> DMOFLDCQ - Delete Upload Cycle ALL SERVICES Reserve <input type="checkbox"/> DMOFLRCY - Inquiry <input type="checkbox"/> DMOFLWCY - Upload/Download <input type="checkbox"/> DMOFLDCY - Delete Upload Cycle	AIR FORCE Active <input type="checkbox"/> DMOFLRCF - Inquiry <input type="checkbox"/> DMOFLWCF - Upload/Download <input type="checkbox"/> DMOFLDCF - Delete Upload Cycle AIR FORCE Reserve <input type="checkbox"/> DMOFLRCG - Inquiry <input type="checkbox"/> DMOFLWCG - Upload/Download <input type="checkbox"/> DMOFLDCG - Delete Upload Cycle AIR FORCE Active & Reserve <input type="checkbox"/> DMOFLRCH - Inquiry <input type="checkbox"/> DMOFLWCH - Upload/Download <input type="checkbox"/> DMOFLDCH - Delete Upload Cycle ALL SERVICES Active & Reserve <input type="checkbox"/> DMOFLRCZ - Inquiry <input type="checkbox"/> DMOFLWCZ - Upload/Download <input type="checkbox"/> DMOFLDCZ - Delete Upload Cycle	
MilPay Repository Permissions: <input type="checkbox"/> MMPA OnLine User (must include at least 1 DMO profile) Issue Tracking <input type="checkbox"/> Programmer <input type="checkbox"/> Analyst			
Detailed Justification: (Required for any of the ALL SERVICES profiles)			
Additional Instructions:			
Admin & System Support Only: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Account Type <input type="checkbox"/> Production Control <input type="checkbox"/> System <input type="checkbox"/> Security </div> <div style="width: 30%;"> Mil Pay SAM <input type="checkbox"/> Auditor <input type="checkbox"/> IAO <input type="checkbox"/> sysadmin <input type="checkbox"/> TASO <input type="checkbox"/> _____ </div> <div style="width: 30%;"> DMRP (mtdbdmrp) <input type="checkbox"/> db2sysad <input type="checkbox"/> develop <input type="checkbox"/> db2_audit <input type="checkbox"/> publist <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div> <div style="width: 30%;"> DMO (mtdbp7) <input type="checkbox"/> db2sysad <input type="checkbox"/> develop <input type="checkbox"/> db2_audit <input type="checkbox"/> publist <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div> </div> <p style="font-size: small; margin-top: 10px;">The following actions require a separate "Standard" DD Form 2875:</p> <ol style="list-style-type: none"> 1. Modify membership in DISA-controlled group (can only be done on existing Windows accounts) 2. Add/Modify AIX account(s) for Servers in dmo.mech.disa.mil 3. Add/Modify ORACLE account(s) on Servers in dmo.mech.disa.mil 			

The TA/TASO must complete the Supplementary Data Sheet according to the following table:

Table 22 – MilPay Directory Service Account Guide

Section	Field Name	Mandatory	Notes
Heading	NAME	Automatically	entered from Name information in SAAR
Account	User	One of these must be selected	Place a check in this box if the request is for a user account.
	TASO		Place a check in this box if the user account will have TA/TASO privileges.
	Server		Place a check in this box if the request is for a server account. Server accounts are normally for the DMO application.
	Activity	X	Select the branch of service or Organization for the account If 'Other' is selected, enter the organization to the right of the selection.
	Account Location	X	Enter the Organizational Unit (OU) where the account will be located. OU names must be entered exactly as appear in CMS. The SASO will assist you with this selection if needed.
DMO Permissions:			This area is for the Mid-Tier DMO application. Place a check in the box(s) to obtain the appropriate DMO permissions in accordance with the definitions provided in the DMO Permissions, Rights, and Profiles table.
MilPay Respository Permissions:			Place a check in the box(s) to obtain the appropriate MilPay Repository Permissions.
Detailed Justificaiton			An additional detailed justification is required for any of the ALL SERVICES profiles.
Additional Instructions			Enter any additional account requirements that are not covered in other parts of this Supplementary Data Sheet.
Admin & System Support Only	Account Type		Place a check in the box describing the account type required
	MilPay SAM		Place a check in the box describing the appropriate MilPay SAM permission – if required.
	DMR (mtdbdrmp)		Place a check in the box(s) describing the appropriate MilPay Repository DB2 permissions, if required.
	DMO (mtdbp7)		Place a check in the box(s) describing the appropriate DMO DB2 permissions, if required.

Modify MilPayDS Account

To request modification to an existing MilPayDS account the TA/TASO must submit a [modification SRP](#) to the SASO, according to the information contained in the [Forms Submission](#) section.

If the MilPayDS check-box is checked, on a **modification SRP**, the *Modify MilPay Directory Service Acct* Supplementary Data Sheet will be included in the SRP.

Figure 21 – Supplementary Data Sheet, Modify MilPay Directory Service Account

26. NAME (Last, First Middle Initial)																																																		
Supplementary Data Sheet Modify MilPay Directory Service Acct																																																		
Account Changes: <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;"> <input type="checkbox"/> <small>A</small> <input type="checkbox"/> <small>D</small> TASO Privileges <small>TASO Privileges require a TASO appointment document be on file or included with this request.</small> </div> <div style="width: 55%;"> Change Account Location: (Organizational Unit) To: </div> </div>																																																		
DMO Changes: (New Corporate DMO Mid-Tier) <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%; text-align: left;"><small>A</small> <small>D</small> ARMY Active</th> <th style="width: 33%; text-align: left;"><small>A</small> <small>D</small> NAVY Active</th> <th style="width: 33%; text-align: left;"><small>A</small> <small>D</small> AIR FORCE Active</th> </tr> <tr> <td><input type="checkbox"/> <input type="checkbox"/> DMOFLRCA - Inquiry</td> <td><input type="checkbox"/> <input type="checkbox"/> DMOFLRCN - Inquiry</td> <td><input type="checkbox"/> <input type="checkbox"/> DMOFLRCF - Inquiry</td> </tr> <tr> <td><input type="checkbox"/> <input type="checkbox"/> DMOFLWCA - Upload/Download</td> <td><input type="checkbox"/> <input type="checkbox"/> DMOFLWCN - Upload/Download</td> <td><input type="checkbox"/> <input type="checkbox"/> DMOFLWCF - Upload/Download</td> </tr> <tr> <td><input type="checkbox"/> <input type="checkbox"/> DMOFLDCA - Delete Upload Cycle</td> <td><input type="checkbox"/> <input type="checkbox"/> DMOFLDCN - 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<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b style="color: red;">Admin & System Support Only: <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: left;"><small>A</small> <small>D</small> Mil Pay SAM</th> <th style="width: 50%; text-align: left;"><small>A</small> <small>D</small></th> </tr> <tr> <td><input type="checkbox"/> <input type="checkbox"/> Auditor</td> <td><input type="checkbox"/> <input type="checkbox"/> sysadmin</td> </tr> <tr> <td><input type="checkbox"/> <input type="checkbox"/> IAO</td> <td><input type="checkbox"/> <input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> <input type="checkbox"/> TASO</td> <td><input type="checkbox"/> <input type="checkbox"/> _____</td> </tr> </table> </div> <div style="width: 50%;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: left;">DMRP (mtdbmrp)</th> <th style="width: 50%; text-align: left;">DMO (mtdbp7)</th> </tr> <tr> <td><input type="checkbox"/> <input type="checkbox"/> db2sysad</td> <td><input type="checkbox"/> <input type="checkbox"/> db2sysad</td> </tr> <tr> <td><input type="checkbox"/> <input type="checkbox"/> develop</td> <td><input type="checkbox"/> <input type="checkbox"/> develop</td> </tr> <tr> <td><input type="checkbox"/> <input type="checkbox"/> db2_audit</td> <td><input type="checkbox"/> <input type="checkbox"/> db2_audit</td> </tr> <tr> <td><input type="checkbox"/> <input type="checkbox"/> publist</td> <td><input type="checkbox"/> <input type="checkbox"/> publist</td> </tr> <tr> <td><input type="checkbox"/> <input type="checkbox"/> _____</td> <td><input type="checkbox"/> <input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> <input type="checkbox"/> _____</td> <td><input type="checkbox"/> <input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> <input type="checkbox"/> _____</td> <td><input type="checkbox"/> <input type="checkbox"/> _____</td> </tr> </table> </div> </div> <div style="margin-top: 10px;"> <p>The following actions require a separate "Standard" DD Form 2875:</p> <ol style="list-style-type: none"> 1. Modify membership in DISA-controlled group (can only be done on existing Windows accounts) 2. Add/Modify AIX account(s) for Servers in dmo.mech.disa.mil 3. Add/Modify ORACLE account(s) on Servers in dmo.mech.disa.mil </div>			<small>A</small> <small>D</small> Mil Pay SAM	<small>A</small> <small>D</small>	<input type="checkbox"/> <input type="checkbox"/> Auditor	<input type="checkbox"/> <input type="checkbox"/> sysadmin	<input type="checkbox"/> <input type="checkbox"/> IAO	<input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> TASO	<input type="checkbox"/> <input type="checkbox"/> _____	DMRP (mtdbmrp)	DMO (mtdbp7)	<input type="checkbox"/> <input type="checkbox"/> db2sysad	<input type="checkbox"/> <input type="checkbox"/> db2sysad	<input type="checkbox"/> <input type="checkbox"/> develop	<input type="checkbox"/> <input type="checkbox"/> develop	<input type="checkbox"/> <input type="checkbox"/> db2_audit	<input type="checkbox"/> <input type="checkbox"/> db2_audit	<input type="checkbox"/> <input type="checkbox"/> publist	<input type="checkbox"/> <input type="checkbox"/> publist	<input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> _____																								
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The TA/TASO must complete the Supplementary Data Sheet according to the following table:

Table 23 – Modify MilPay Directory Service Account Guide

Section	Field Name	Notes
Heading	NAME	Automatically entered from Name information in SAAR
Account Changes	TASO	Place a check in the A or D box to add or delete TASO privileges.
	Change Account Location	Enter the Organizational Unit (OU) where the account will be moved to. OU names must be entered exactly as appear in CMS. The SASO will assist you with this selection if needed.
DMO Changes:		This area is for the Mid-Tier DMO application. Place a check in the A or D box(s) to Add or Delete the appropriate DMO permissions in accordance with the definitions provided in the DMO Permissions, Rights, and Profiles table.
MilPay Repository Changes:		Place a check in the A or D box(s) to Add or Delete the appropriate MilPay Repository permissions
Detailed Justification		If an ALL SERVICE profile is added in the DMO Changes section, An additional detailed justification is required.
Additional Changes		Enter any additional account requirements that are not covered in other parts of this Supplementary Data Sheet.
Admin & System Support Only	MilPay SAM	Place a check in the A or D box to Add or Delete the appropriate MilPay SAM permission – if required.
	DMR (mtdbdrmp)	Place a check in the A or D box(s) to Add or Delete the appropriate mtdbdrmp DB2 permissions, if required.
	DMO (mtdbp7)	Place a check in the A or D box(s) to Add or Delete the appropriate mtdbp7 DB2 permissions, if required.

Delete MilPayDS Account

To request deletion of an existing account the TA/TASO must submit a [deactivate SRP](#) to the SASO. No supplementary data sheets are included in a **deactivate SRP**.

The TA/TASO will be notified, by eMail when the account has been deleted.

Additional Information

Special MilPayDS Situations

Reserve/National Guard Annual Training

[DJMS Reserve/National Guard Annual Training](#) and [DJMS Temporary Duty Deployment](#) situations apply.

PCS – Permanent Change of Station Deployment

A PCS or transfer is a two-part process:

1. When the user departs the activity, is reassigned, or otherwise changes permanent duty station, the departing site TA/TASO must submit a **deactivate SRP**, removing the entire MilPayDS User ID.

2. The arriving site TA/TASO is responsible for submitting an *initial SRP*, creating a new MilPayDS User ID with the appropriate access to perform their new job.

This is necessary because the supervisor of the arriving site must validate use of the applications and associated rights, based on the needs of the user at the new position.

MilPayDS Account Holder Responsibilities

The User must use the MilPayDS account to sign onto at least one supported application within 14 days from the date of creation. New accounts that are not accessed for 14-days will be deleted. Re-creating the account requires the TA/TASO to submit a new *initial SRP*. Re-submitting the original SRP is not acceptable.

The user must use the MilPayDS account to sign onto at least one supported application, once every 90-days. Accounts that inactive for over 90-days are automatically deleted. Re-creating a deleted account requires the TA/TASO submit a new *initial SRP*. Re-submitting the original SRP is not acceptable.

MilPayDS Passwords

All MilPayDS accounts are mixed accounts, supporting two types of authentication credentials:

1. User ID and Password
2. Government-issued Common Access Card (CAC)

User accounts are given an *Initial Password* when the account is first created or when the password is reset. Initial passwords have the following format:

****zzzzProdWinEnv**

Where:

zzzz = the first four numbers of the user's PIN#.

Although TA/TASOs can reset a password with something other than the above, it is suggested that, for uniformity, this format is used.

If the user intends to use Password supported applications, then they must change the Initial Password to a *Personal Password* within 14-days. Personal passwords must conform to the following complexity requirements:

- Must be at least 14 and no more than 18 characters long
- Must have at least 2 UPPER CASE characters
- Must have at least 2 lower case characters
- Must have at least 2 numbers
- Must have at least 2 of the following characters: ! @ # \$ ^ *
- Can not be the same as any of the past 24 passwords
- Can not be changed more than once per day
- Must contain at least 4 changed characters from the previous password
- Can not use any part of your Name or login ID

MilPayDS Permissions, Rights, and Profiles

Access is granted, based on the user's need to perform their duties.

Dev MilPayDS – Development MilPay Directory Service

The Development MilPayDS is a restricted system, open to Application development and test personnel only.

Initial Dev MilPayDS Account

To request an Initial Development MilPayDSS account, the requestor must submit an [initial SRP](#) to the SASO, according to the information contained in the [Forms Submission](#) section.

If the Dev-MilPayDS check-box is checked, on a ***initial SRP***, the *Initial Development MilPay Directory Service Acct* Supplementary Data Sheet will be included in the SRP.

Figure 22 – Supplementary Data Sheet, Initial Development MilPay Directory Service Acct

26. NAME (Last, First Middle initial)			
Supplementary Data Sheet Initial Development MilPay Directory Service Acct			
<p style="color: red; text-align: center; margin: 0;">The Development and Test Directory Service is open to Application Developers and Testers only.</p> <p>The following actions require a separate "Standard" DD Form 2875:</p> <ol style="list-style-type: none"> 1. Modify membership in DISA-controlled group (can only be done on existing Windows accounts) 2. Add/Modify AIX account(s) for Servers in dmo.mech.disa.mil 3. Add/Modify ORACLE account(s) on Servers in dmo.mech.disa.mil 			
Account: <input type="checkbox"/> Developer <input type="checkbox"/> Tester <input type="checkbox"/> System/Instance Owner <input type="checkbox"/> Security			
Profiles: (Group Memberships)			
mtdbd7 <input type="checkbox"/> db2grp1 <input type="checkbox"/> db2sysad <input type="checkbox"/> DEVELOP <input type="checkbox"/> D2R2D <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	mtdbdmp <input type="checkbox"/> db2grp1 <input type="checkbox"/> db2sysad <input type="checkbox"/> DEVELOP <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	mtdbt7 <input type="checkbox"/> db2sysad <input type="checkbox"/> DEVELOP <input type="checkbox"/> S3RO <input type="checkbox"/> D2R2D <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
ACL_DEV/Mil Pay SAM <input type="checkbox"/> Auditor <input type="checkbox"/> IAO <input type="checkbox"/> TASO <input type="checkbox"/> _____	nstldap <input type="checkbox"/> db2grp1 <input type="checkbox"/> db2sysad <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	mtdbt3t <input type="checkbox"/> db2sysad <input type="checkbox"/> DEVELOP <input type="checkbox"/> S3RO <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Additional Requirements:			

The The requestor must complete the Supplementary Data Sheet. For additional instructions, contact the SASO personnel.

Modify Dev MilPayDS Account

To request modification to an existing Dev MilPayDS account, the requestor must submit a [modification SRP](#) to the SASO, according to the information contained in the [Forms Submission](#) section.

If the Dev - MilPayDS check-box is checked, on a ***modification SRP***, the *Modify Development MilPay Directory Service Acct* Supplementary Data Sheet will be included in the SRP.

Figure 23 – Supplementary Data Sheet, Modify Development MilPay Directory Service Acct

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Supplementary Data Sheet Modify Development MilPay Directory Service Acct																																																																			
<p style="color: red; text-align: center; margin: 0;">The Development and Test Directory Service is open to Application Developers and Testers only.</p> <p>The following actions require a separate "Standard" DD Form 2875:</p> <ol style="list-style-type: none"> 1. Modify membership in DISA-controlled group (can only be done on existing Windows accounts) 2. Add/Modify AIX account(s) for Servers in dmo.mech.disa.mil 3. Add/Modify ORACLE account(s) on Servers in dmo.mech.disa.mil 																																																																			
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The requestor must complete the Supplementary Data Sheet. For additional instructions, contact the SASO personnel.

Supported System Details

This section provides details required to complete the SAAR for each supported system request

Table 24 – Links to Supported System Details

Supported System Details	
CORP2	CORP2 FTP server
MTSDB	ORACLE Mid Tier Staging Database system
MPDSprod AIX	Production MilPay Directory Service Creation, Modification, or Deletion of an AIX (UNIX) account.
MPDSdev AIX	Development & Test MilPay Directory Service Creation, Modification, or Deletion of an AIX (UNIX) account.
MPDSprod ORA	Production MilPay Directory Service Creation, Modification, or Deletion of an ORACLE account.
MPDSdev ORA	Development & Test MilPay Directory Service Creation, Modification, or Deletion of an ORACLE account.
MPDSprod WIN	Production MilPay Directory Service Modification of DISA-managed groups for Windows Domain Accounts.
MPDSdev WIN	Development & Test MilPay Directory Service Modification of DISA-managed groups for Windows Domain Accounts.

CORP2

The CORP2 FTP server is a SASO-supported system requiring a dedicated request form:

1. CORP2 system managers will only accept a digitally the signed SAAR
2. Fill out the SAAR, according to Table 11 – [Guide for SAAR Information](#).
3. Complete the SAAR by following the special instructions in the table below:

Table 25 – Special Instructions for CORP2 Requests

No	Box Name	Mandatory	Notes
	SYSTEM NAME	X	CORP2.DFAS.MIL ¹
	LOCATION	X	INDIANAPOLIS, IN
13	JUSTIFICATION FOR ACCESS	X	Enter a short justification for the CORP2 access being requested.
21	SIGNATURE OF INFORMATION OWNER	X	Leave these blocks blank Digital signatures can only be removed by the original signer. If a digital signature is placed in box 21, the document must be returned to the signer for removal.
21a	PHONE NUMBER		
21b	DATE		
22	SIGNATURE OF IAO OR APPOINTEE		
23	ORGANIZATION /DEPARTMENT	X	The TA/TASO must sign this block. See Digital Signature Restrictions
24	PHONE NUMBER	X	Enter the TA/TASO's organization or department name.
25	DATE	X	Enter the TA/TASO's complete commercial or DSN phone number. Precede DSN phone number with 'DSN-'.
27	OPTIONAL INFORMATION	X	Enter the current date in this field.
			Require access to the following CORP2 remote host directories: <list directories (see list below)> Optionally - State the requirement for "Tectia" if secure FTP access is required ² .

¹ Type this information exactly as shown

² The CORP2 administrators will contact the User with instructions to furnish their Tectia Public Key.

CORP2 Directories

Default permission is read-only. If admin permission is required, it must be stated for each directory where it's needed.

Here's a list of the SASO-supported Initial Remote Host Directories.

```

/mpay
/mpay/timeliness
/mpay/Wia-Mmpa
/mpay/MOB-ACCESS
/mpay/Jumps-reports
/mpay/GAO
/mpay/Europe
/mpay/DFAS-KC
/mpay/ARPersCom
/res-2405
/res-2405/100Div

```

/res-2405/103 SPT COM
/res-2405/104div
/res-2405/108div
/res-2405/11 MP BDE
/res-2405/11 THEATER ANV COM
/res-2405/143 SPT COM E
/res-2405/166 AREA SPT GP
/res-2405/200 MP CMD
/res-2405/244 AVN
/res-2405/2nd PSYOP GP
/res-2405/3 MED DEP SPT COM
/res-2405/300 MP BDE
/res-2405/310 SPT COM E
/res-2405/311 SIG COM
/res-2405/311 SPT COM E
/res-2405/316 SPT COM E
/res-2405/335 TSC
/res-2405/350 CA COM
/res-2405/351 CA COM
/res-2405/352 CA COM
/res-2405/353 CA COM
/res-2405/358 CA COM
/res-2405/372 ENG BDE
/res-2405/377th TSC
/res-2405/3Army
/res-2405/411th ENG BDE
/res-2405/412th ENG COM
/res-2405/416th ENG COM
/res-2405/420 ENG BDE
/res-2405/63 RRSC (SW)
/res-2405/65RSC
/res-2405/70 RRC
/res-2405/75 BATTLE COM TNG DIV
/res-2405/77RRC
/res-2405/78div
/res-2405/7ARCOM
/res-2405/7RRC
/res-2405/7TH PSYOPS GP
/res-2405/80 TNG DIV
/res-2405/800th MP BDE
/res-2405/807 MED DEPLOYABLE SPT COM
/res-2405/81RRSC
/res-2405/84 ARRTC
/res-2405/85Div
/res-2405/87div
/res-2405/88RRSC
/res-2405/89 RRC
/res-2405/90 RRC
/res-2405/91div
/res-2405/926 ENG BDE
/res-2405/93 SIG BDE
/res-2405/94RRC
/res-2405/95div
/res-2405/96RRC
/res-2405/98div
/res-2405/99RRSC
/res-2405/9RSC-HAWAII

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/res-2405/9RSC-KOREA
/res-2405/APMC
/res-2405/Ar-Medcom
/res-2405/Arpercen
/res-2405/COMBINED-RC
/res-2405/Deploy
/res-2405/Drilling-IMA
/res-2405/HEALTH-PROF-BONUS
/res-2405/HEALTH-PROF-STIPENDS
/res-2405/Hqcadet
/res-2405/Joint-Reserve-Units
/res-2405/McCoyPER
/res-2405/Miad
/res-2405/MIRC
/res-2405/NAAD (APMC)
/res-2405/OCAR
/res-2405/READINESS CMD (USARRC)
/res-2405/Selective-Service
/res-2405/TAMP
/res-2405/USACAPOC
/res-2405/USAR SPT COM (1SR ARMY)
/res-2405/USAR TSD E
/res-2405/USAR TSD W
/res-2405/USARC
/res-2405/USARC SPT GP
/res-2405/USAR-IMA
/res-2405/USASOC
/uspfo-djms/ngxx      where xx = <2-chr state abbreviation>
/uspfo-djms/ngxx/2045
/uspfo-djms/ngxx/2066
/uspfo-djms/ngxx/2405
```

CORP2 has many directories that are “owned” by other activities. SASO only processes requests for the above directories. For information on the support person for other directories, eMail the CORP2 administrators at: corp2-indy@dfas.mil

MTSDB

The MidTier Staging Database (MTSDB) is a SASO-supported system requiring a dedicated request form:

1. Fill out the SAAR, according to Table 11 – [Guide for SAAR Information](#).
2. Complete the SAAR by following the special instructions in the table below:

Table 26 – Special Instructions for MTSDB Requests

No	Box Name	Mandatory	Notes
	SYSTEM NAME	X	UMECIR14.DMO.MECH.DISA.MIL ¹
	LOCATION	X	MECHANICSBURG, PA
13	JUSTIFICATION FOR ACCESS	X	Enter a short justification for the access being requested, for example: REQUIRED TO SUPPORT PRODUCTION MILPAY EFFORTS.
21	SIGNATURE OF INFORMATION OWNER		Leave these blocks blank Digital signatures can only be removed by the original signer. If a digital signature is placed in box 21, the document must be returned to the signer for removal.
21a	PHONE NUMBER		
21b	DATE		
22	SIGNATURE OF IAO OR APPOINTEE		Leave these blocks blank Digital signatures can only be removed by the original signer. If a digital signature is placed in box 22, the document must be returned to the signer for removal.
23	ORGANIZATION /DEPARTMENT		
24	PHONE NUMBER		
25	DATE		
27	OPTIONAL INFORMATION	X	Create an ORACLE account and grant "SELECT" access to the PRODUCTION STAGING DATABASE.

¹ Type this information exactly as shown

MPDSprod AIX

The Production MilPay Directory Service is a SASO-supported system requiring a dedicated request form for the Creation, Modification, or Deletion of an AIX (UNIX) account:

1. Fill out the SAAR, according to Table 11 – [Guide for SAAR Information](#).
2. Complete the SAAR by following the special instructions in the table below:

Table 27 – Special Instructions for pMPDS AIX Requests

No	Box Name	Mandatory	Notes
	SYSTEM NAME	X	Enter the fully qualified AIX host name, including the domain suffix, for example: umecir14.dmo.mech.disa.mil ¹
	LOCATION	X	MECHANICSBURG, PA
13	JUSTIFICATION FOR ACCESS	X	Enter a short justification for the access being requested, for example: AN AIX ACCOUNT IS REQUIRED TO SUPPORT PRODUCTION MILPAY EFFORTS.
21	SIGNATURE OF INFORMATION OWNER	X	Leave these blocks blank Digital signatures can only be removed by the original signer. If a digital signature is placed in box 21, the document must be returned to the signer for removal.
21a	PHONE NUMBER		
21b	DATE		
22	SIGNATURE OF IAO OR APPOINTEE	X	The TA/TASO must sign this block. See Digital Signature Restrictions
23	ORGANIZATION /DEPARTMENT	X	Enter the TA/TASO's organization or department name.
24	PHONE NUMBER	X	Enter the TA/TASO's complete commercial or DSN phone number. Precede DSN phone number with 'DSN-'.
25	DATE	X	Enter the current date in this field.

¹ **Type this information exactly as shown**

MPDSdev AIX

The Production MilPay Directory Service is a SASO-supported system requiring a dedicated request form for the Creation, Modification, or Deletion of an AIX (UNIX) account:

1. Fill out the SAAR, according to Table 11 – [Guide for SAAR Information](#).
2. Complete the SAAR by following the special instructions in the table below:

Table 28 – Special Instructions for pMPDS AIX Requests

No	Box Name	Mandatory	Notes
	SYSTEM NAME	X	Enter the fully qualified AIX host name, including the domain suffix, for example: umecir13.dfasdev.mech.disa.mil ¹
	LOCATION	X	MECHANICSBURG, PA
13	JUSTIFICATION FOR ACCESS	X	Enter a short justification for the access being requested, for example: AN AIX ACCOUNT IS REQUIRED TO SUPPORT PRODUCTION MILPAY EFFORTS.
21	SIGNATURE OF INFORMATION OWNER	X	Leave these blocks blank Digital signatures can only be removed by the original signer. If a digital signature is placed in box 21, the document must be returned to the signer for removal.
21a	PHONE NUMBER		
21b	DATE		
22	SIGNATURE OF IAO OR APPOINTEE	X	The TA/TASO must sign this block. See Digital Signature Restrictions
23	ORGANIZATION /DEPARTMENT	X	Enter the TA/TASO's organization or department name.
24	PHONE NUMBER	X	Enter the TA/TASO's complete commercial or DSN phone number. Precede DSN phone number with 'DSN-'.
25	DATE	X	Enter the current date in this field.

¹Type this information exactly as shown

MPDSprod ORA

The Production MilPay Directory Service is a SASO-supported system requiring a dedicated request form for the Creation, Modification, or Deletion of an ORACLE account:

1. Fill out the SAAR, according to Table 11 – [Guide for SAAR Information](#).
2. Complete the SAAR by following the special instructions in the table below:

Table 29 – Special Instructions for MPDS ORACLE Requests

No	Box Name	Mandatory	Notes
	SYSTEM NAME	X	Enter the fully qualified ORACLE host system name, including the domain suffix, for example: umecir14.dmo.mech.disa.mil ¹
	LOCATION	X	MECHANICSBURG, PA
13	JUSTIFICATION FOR ACCESS	X	Enter a short justification for the access being requested, for example:: REQUIRED TO SUPPORT PRODUCTION MILPAY EFFORTS.
21	SIGNATURE OF INFORMATION OWNER	X	Leave these blocks blank Digital signatures can only be removed by the original signer. If a digital signature is placed in box 21, the document must be returned to the signer for removal.
21a	PHONE NUMBER		
21b	DATE		
22	SIGNATURE OF IAO OR APPOINTEE	X	The TA/TASO must sign this block. See Digital Signature Restrictions
23	ORGANIZATION /DEPARTMENT	X	Enter the TA/TASO's organization or department name.
24	PHONE NUMBER	X	Enter the TA/TASO's complete commercial or DSN phone number. Precede DSN phone number with 'DSN-'.
25	DATE	X	Enter the current date in this field.
27	OPTIONAL INFORMATION	X	Create an ORACLE account and grant "SELECT" access to: <enter the oracle_instance_name>.

¹Type this information exactly as shown

MPDSdev ORA

The Production MilPay Directory Service is a SASO-supported system requiring a dedicated request form for the Creation, Modification, or Deletion of an ORACLE account:

3. Fill out the SAAR, according to Table 11 – [Guide for SAAR Information](#).
4. Complete the SAAR by following the special instructions in the table below:

Table 30 – Special Instructions for MPDS ORACLE Requests

No	Box Name	Mandatory	Notes
	SYSTEM NAME	X	Enter the fully qualified ORACLE host system name, including the domain suffix, for example: umecir14.dfasdev.mech.disa.mil ¹
	LOCATION	X	MECHANICSBURG, PA
13	JUSTIFICATION FOR ACCESS	X	Enter a short justification for the access being requested, for example:: REQUIRED TO SUPPORT PRODUCTION MILPAY EFFORTS.
21	SIGNATURE OF INFORMATION OWNER	X	Leave these blocks blank Digital signatures can only be removed by the original signer. If a digital signature is placed in box 21, the document must be returned to the signer for removal.
21a	PHONE NUMBER		
21b	DATE		
22	SIGNATURE OF IAO OR APPOINTEE	X	The TA/TASO must sign this block. See Digital Signature Restrictions
23	ORGANIZATION /DEPARTMENT	X	Enter the TA/TASO's organization or department name.
24	PHONE NUMBER	X	Enter the TA/TASO's complete commercial or DSN phone number. Precede DSN phone number with 'DSN-'.
25	DATE	X	Enter the current date in this field.
27	OPTIONAL INFORMATION	X	Create an ORACLE account and grant "SELECT" access to: <enter the oracle_instance_name>.

¹ Type this information exactly as shown

MPDSprod WIN

Production MilPay Directory Service is considered a SASO-supported system when requesting Modification of a Windows Domain Account to add/remove DISA-managed access control groups.

1. Fill out the SAAR, according to Table 11 – [Guide for SAAR Information](#).
2. Complete the SAAR by following the special instructions in the table below:

Table 31 – Special Instructions for MPDS ORACLE Requests

No	Box Name	Mandatory	Notes
	SYSTEM NAME	X	DOMAIN: dmo.mech.disa.mil ¹
	LOCATION	X	MECHANICSBURG, PA
13	JUSTIFICATION FOR ACCESS	X	Enter a short justification for the access being requested, for example:: REQUIRED TO SUPPORT PRODUCTION MILPAY EFFORTS.
21	SIGNATURE OF INFORMATION OWNER	X	Leave these blocks blank Digital signatures can only be removed by the original signer. If a digital signature is placed in box 21, the document must be returned to the signer for removal.
21a	PHONE NUMBER		
21b	DATE		
22	SIGNATURE OF IAO OR APPOINTEE	X	The TA/TASO must sign this block. See Digital Signature Restrictions
23	ORGANIZATION /DEPARTMENT	X	Enter the TA/TASO's organization or department name.
24	PHONE NUMBER	X	Enter the TA/TASO's complete commercial or DSN phone number. Precede DSN phone number with 'DSN-'.
25	DATE	X	Enter the current date in this field.
27	OPTIONAL INFORMATION	X	For the following Windows Account: <enter account login ID> Add(Remove) membership in the following DISA-controlled access group(s): <list the groups>

¹ Type this information exactly as shown

DISA-controlled Access Groups

Here's a list of the DISA-controlled Access Groups:

UMECIE50 Developers
 UMECIE51 Developers
 UMECIE52 Developers
 UMECIE50 Remote Access
 UMECIE51 Remote Access
 UMECIE52 Remote Access

MPDSdev WIN

The Test and Development MilPay Directory Service is considered a SASO-supported system when requesting Modification of a Windows Domain Account to add/remove DISA-managed access control groups.

1. Fill out the SAAR, according to Table 11 – [Guide for SAAR Information](#).
2. Complete the SAAR by following the special instructions in the table below:

Table 32 – Special Instructions for MPDS ORACLE Requests

No	Box Name	Mandatory	Notes
	SYSTEM NAME	X	DOMAIN: dfasdev.mech.disa.mil ¹
	LOCATION	X	MECHANICSBURG, PA
13	JUSTIFICATION FOR ACCESS	X	Enter a short justification for the access being requested, for example:: REQUIRED TO SUPPORT TEST AND DEVELOPMENT MILPAY EFFORTS.
21	SIGNATURE OF INFORMATION OWNER	X	Leave these blocks blank Digital signatures can only be removed by the original signer. If a digital signature is placed in box 21, the document must be returned to the signer for removal.
21a	PHONE NUMBER		
21b	DATE		
22	SIGNATURE OF IAO OR APPOINTEE	X	The TA/TASO must sign this block. See Digital Signature Restrictions
23	ORGANIZATION /DEPARTMENT	X	Enter the TA/TASO's organization or department name.
24	PHONE NUMBER	X	Enter the TA/TASO's complete commercial or DSN phone number. Precede DSN phone number with 'DSN-'.
25	DATE	X	Enter the current date in this field.
27	OPTIONAL INFORMATION	X	For the following Windows Account: <enter account login ID> Add(Remove) membership in the following DISA-controlled access group(s): <list the groups>

¹ **Type this information exactly as shown**

DISA-controlled Access Groups

Here's a list of the DISA-controlled Access Groups:

UMECIE03 Developers
 UMECIE09 Developers
 UMECIE03 Remote Access
 UMECIE09 Remote Access

TA/TASO Information

This section provides general information required by all TA/TASOs

General

TA/TASOs are the primary liaison between site personnel and the SASO. They act as the “local agent”, representing the SASO, at each site:

- All communication between site personnel and the SASO must be done by a site-appointed TA/TASO.
- TA/TASOs are responsible for submitting proper and accurate request documents with all the mandatory requested information described in this instruction. All request documentation must be submitted by and signed by a site-appointed TA/TASO.

TASO Appointment

The site Finance Service Officer (FSO), Chief, Defense Military Pay Office (DMPO), Unit Commander/Director, or equivalent is responsible for assigning/appointing TA/TASO responsibilities to local site personnel. Each site will have at least one primary and one alternate TA/TASO appointed for every work area, at the site. The assigning/appointing official must sign the TA/TASO appointment page in the SRP to validate the appointment.

A TA/TASO, the site FSO, Chief, DMPO, or Unit Commander/Director has the authority to submit a request appointing a new TA/TASO.

TA/TASO's are required to have an active user account on all systems where they have supported users.

If a TA/TASO already has an appointment letter on file for particular system(s), then future ***modification SRP***'s for those system(s) do not require additional TA/TASO appointment letters.

TA/TASO status is not transferable. For example, when a user PCS's to a new activity, the new activity commander must certify the need for TA/TASO status in the job, at the new location.

As with all new accounts, the TA/TASO, must log on to the system(s) within the established grace period, and establish a personal password. Failure to do this will result in the account being deleted.

The TA/TASO appointment letter is available as an optional part of:

- an ***initial SRP*** for users that have no account
- a ***modification SRP*** for users with an existing account.

In order to include the TA/TASO appointment letter, the requestor must check the Include TASO Form Check-box in the initial form configuration process. See Figure 24 below.

Figure 24 – Enabling TASO Appointment Letter

When ☐ Include TASO Form is checked, Clicking causes the TASO appointment letter to be added to the last page of the SRP forms. An example of the TASO appointment letter is shown in Figure 25.

The TASO Form can be added to any previously established form, using the following procedure:

1. Open the form. Do NOT clear the data or reset the data.
2. check the Include TASO Form box.
3. Save the form and close it.
4. Re-open the saved form.

The TASO form will be added to the end of the existing SRP without deleting any data or previous signatures. Remember, the TASO form requires a second user's signature, as well as the signature of the appointing official.

Figure 25 – TASO Appointment Letter

NAME (Last, First Middle initial)	
TRUSTED AGENT/TERMINAL AREA SECURITY OFFICER (TA/TASO) APPOINTMENT, STATEMENT OF RESPONSIBILITY, AND UNDERSTANDING	
PART I Responsibilities and Understandings	
<p>The responsibilities of a Trusted Agent or Terminal Area Security Officer (TA/TASO) for individuals accessing Defense Finance and Accounting Service systems are as follows:</p> <ul style="list-style-type: none"> I accept the role of DFAS Trusted Agent/TASO in accordance with DoD Directive 8500.1 and DFAS Security Policy contained in DFAS 8500.1-R and will comply with DFAS policy regarding security functions I perform in support of my organization. I will ensure adequate physical and procedural security controls are in place to prevent unauthorized access. This includes the appropriate privacy act controls. All controls apply to electronic and hardcopy versions. I will challenge any unauthorized personnel attempting to access the system and oversee the personnel adherence to the appropriate use requirements for use of DFAS equipment. I will ensure that all storage media and printer operations containing Sensitive or Privacy Act data is maintained, safeguarded, and disposed of properly. I will report all unsolicited output to appropriate Security Office. I will ensure users secure their workstation when processing is complete or when not in the immediate area of their workstation. I will maintain copies of processed/returned Security Authorization Access Request (SAAR), SRP, and supporting forms & letters. I will ensure that the DFAS retention rules for hardcopy and electronic documentation are followed. I will audit all user ids within my area on a monthly basis and forward, upon request, a copy of the monthly audit form to the appropriate Security Office. I will notify the appropriate Security Office immediately if an employee has been terminated or leaves the activity under any condition requiring immediate termination or change in the user's access status. I will ensure the Security Authorization Access Request (SAAR) form (DD Form 2875) is filled out correctly and signed. I will produce the DD2875 upon request from the Information Assurance Officer. I will ensure all users are aware of their responsibility to protect disclosure of their password and have been briefed on proper security practices, including required yearly IA Awareness training. I will ensure all users are informed that they are responsible for all transactions, performed by their LOGON ID and Password. I will report all security violations to the appropriate Security Office. I will ensure all privacy act data is properly secured. I will assist all users in signing into the appropriate systems I will ensure that all users complete the Information Assurance Training prior to requesting access 	
PART II (To be completed by Addressee)	
1. NAME (Last, First Middle initial)	4. ACTIVITY/ORGANIZATION
2. OFFICIAL E-MAIL ADDRESS	
3. PHONE NUMBER (DSN or Comm.)	
<p style="text-align: center;">TRUSTED AGENT AGREEMENT</p> <p>I accept the responsibility of a Trusted Agent/Terminal Area Security Officer as outlined above. I understand that my Trusted Agent status may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when my Trusted Agent status is no longer required.</p>	
5. DATE (YYYY-MM-DD)	6. APPOINTEE SIGNATURE
PART III (To be completed by Authorized Appointing Official)	
8. NAME & TITLE of AUTHORIZED APPOINTING OFFICIAL	9. PHONE NUMBER (DSN or Commercial)
10. DATE (YYYY-MM-DD)	11. APPOINTING OFFICIAL'S SIGNATURE

Part II – boxes 1 through 4 are automatically filled out with data that is entered in the SRP Part I. The user's is required to sign this form in box 6 even though they have already signed the SRP in block 11.

The appointing official is required to sign this form in box 11, even though they may be the Supervisor who has already signed the SRP in box 18.

TASO Responsibilities

TA/TASOs have the following responsibilities:

1. Ensure users understand and comply with the Account-holder (user) responsibilities and the penalties for non-compliance.
2. Act as a liaison between site users and the SASO – answering user questions and providing user assistance where needed.
3. Submit user account requests and modifications (SRP's) to SASO in behalf of site personnel requiring system access.
4. Ensure all information submitted in the SRP is complete and correct.
5. Maintain copies of all submitted SRPs long enough replace it with the processing response SRP, returned from the SASO.
6. Retain all processing response SRPs for 1-year after the user's account is deleted.
7. Ensure each user's access is limited to only what is required to perform their duties.
8. Ensure separation of duties (i.e., the same user can not input and release pay actions).

Contacting SASO Team Members

Direct User Communication

Users with security and account management questions should contact:

1. their Primary and/or Alternate TA/TASO.
2. any higher level TA/TASO in their chain of command
3. the SASO Team Lead

Request Submissions

Do NOT send SRPs SAARs or any other requests to the SASO Team Member's personal eMail addresses. Please send your requests and questions directly to the MILPAYSYSTEMSSECURITY Team eMail folder. SASO team members are instructed to move request messages from their personal mail folder to the Team eMail folder where they will be worked on a "first-in", "first out", basis.

Individual Team Member Contact Information

The following POC information is provided for TA/TASOs to communicate directly with individual Team members. Remember, the team roster changes frequently so the list below may not be complete.

Table 33 – SASO Contacts

Name	Telephone	
	DSN	Commercial
Glenda Peyton **	699-4310	317-510-4310
Dennis Gilbert	699-7608	317-510-7608
Angela Daniels	699-2721	317-510-2721
Katrina Mattingly	699-7114	317-510-7114

Wayne McDowell	699-7179	317-510-7179
Earl Whitesides	699-2873	317-510-2873
James Coats	699-8662	317-510-8662
Walter Smith	699-7500	317-510-7500
Dave Broere	699-2341	317-510-2341

Removal of TA/TASO rights/privileges

The site Finance Service Officer (FSO), Chief, Defense Military Pay Office (DMPO), Unit Commander/Director, or equivalent may remove an individual's TA/TASO privileges by instructing a TA/TASO to submit the appropriate paperwork to the SASO. Any valid site TA/TASO may submit an SRP for the removal of TA/TASO rights for himself or other TA/TASOs at his site. There are two options:

1. If a TA/TASO no longer needs system access, a ***deactivate SRP***, requesting deletion of the account should be submitted.
2. If a TA/TASO still needs system access, a ***modification SRP***, requesting removal of all TA/TASO profiles and privileges should be submitted.

Miscellaneous

PIN#s

A PIN# is required for all NEW account requests. The PIN# is a 4 to 6 digit number, selected by the requestor. The PIN# is a functional replacement for the SSN in request documents.

- There is no PIN# field in the revised SAAR. You must enter the PIN# in block 27.
- Sequential numbers, such as 123456 should NOT be used.
- Repeating numbers, such as 22, 33, 44, etc are NOT Permitted in certain systems. Don't use them.
- Do NOT compromise the CAC PIN by using any portion of it for this PIN#.
- The PIN# is intended to be used as a "challenge question", when a password reset is requested by the user.
- Some systems use default passwords that included the last 4 numbers of the SSN. These systems now use default passwords that include the first 4 numbers of the PIN#.
- Some systems are set up to "remember" previous PIN#'s. When requesting a PIN# change, do not re-use a previous PIN#.
- Use the same PIN# for all systems supported by SASO. When requesting a PIN# change, it will be changed for all systems supported by SASO.
- An account modification does not necessarily require a PIN# change. Only change a PIN# if you suspect your old PIN# has been compromised.

IA – Information Security Awareness Training

The Federal Information Security Management Act (FISMA) and the Office of Management and Budget (OMB), Circular A-130 require that all users of Federal computer systems be trained in information systems security. In addition, Federal law requires that users annually take information security awareness training. The initial and yearly requirement applies to all information systems that SASO supports. By checking the appropriate box, filling in the date, and signing box 11, the user certifies that they have taken the Information Security Awareness Training.

Training that fulfills this requirement is available on line. To access the training, click on the hypertext link or activate your web browser and type in the following URL: <http://iase.disa.mil/eta/>

1. Users must log on to the system(s) within the established grace period, and establish a personal password.
2. Users must not share account credentials with other users.
3. Users must not leave terminals unattended or unlocked when they are logged on.
4. Users are responsible having their account removed when it is no longer needed. Account removal requires notifying the site TA/TASO.

Foreign National Users

Foreign (Local) National Users Employed by the U.S. in a Foreign Country. Per DISA Field Security Operations, there is no specific guidance on granting local national employees access to the sensitive unclassified systems because this guidance can vary with each host nation. The requirement for investigations comes from DOD 5200.2-R. DISA Field Security Operations has extended this logic to foreign nationals (local nationals). Each host nation agreement will define an equivalent investigation for their local nationals to be employed by the U.S. Government. Therefore, if the

investigation of the person to be hired was favorable, it will be appropriate to allow this individual ADP Level II access. The Security Manager shall enter: “Host Nation Agreement or Status of Forces Agreement (SOFA) Equivalent”, in Block 28, and complete the remaining blocks of the SAAR, Part III.

Encrypted eMail Instructions for TA/TASOs

General

TA/TASOs post (send) and read messages to/from a SASO Team mailbox folder. Unlike individual Inbox folders, there are special considerations associated with the use of a team folder. TA/TASOs must fully understand how to configure and send encrypted messages to the SASO Team folder environment. This document provides TA/TASOs with the information necessary to properly configure and use encrypted messaging.

Encrypted messaging must work in both directions, allowing for sending and receiving encrypted content. The Government uses Public Key Infrastructure (PKI) keys to perform the eMail encryption process.

- The sender uses the recipient’s *public key* in order to encrypt messages sent to the recipient.
- The recipient uses their matching *private key* to decrypt messages they receive.

Note

SASO assumes that TA/TASOs will send requests from a personal mailbox. Our process is not equipped to handle TA/TASO mail from team mailboxes. The use of certificates makes it nearly impossible to send and receive messages between two team mailboxes. We are not equipped to support these configurations. – Therefore, we ask that TA/TASOs limit their communications to the SASO team mailbox from their personal mailbox only.

Configuration

Configuring your mail client to send encrypted eMail to the SASO team mailbox

Your Outlook client needs to be properly configured in order to send encrypted eMail to the SASO Team Mailbox. Here are the steps you must follow:

1. Contacts are transported, from one user to another, as vCards. The SASO team mailbox vCard is stored as a file called, `MILPAYSYSYSTEMSSECURITY.vcf`. This vCard file is sent to you from SASO, as an eMail attachment. SASO must have a known good eMail address for you, in order to start the process. The message containing the vCard can not be digitally signed or encrypted. At this stage, sending an encrypted message may prevent you from properly receiving the vCard.
2. You must *import* the vCard, creating a contact in your contacts folder:
 - Start your Outlook client.
 - Open the eMail message containing the vCard attachment.
 - Double-Click the vCard attachment to open it.
 - Click the Save and Close icon in the upper left corner of the vCard window. This saves the contents of the vCard, as a contact entry, in your default contacts folder.

3. You can check to make sure you've created a contact by opening your default contacts folder and verifying that there is an entry called:

DFAS-IN, MILPAYSYSTEMSSECURITY

Note

Outlook supports multiple contact folders but the management is beyond the scope of this instruction. This instruction assumes you have the default configuration – one contact folder, called 'Contacts'.

Why must you have a contact in the contacts folder before attempting to send an encrypted message? The contact, created from the vCard, contains, among other things, the *public key* that Outlook uses to encrypt messages being sent to the SASO public folder. Other contacts for this folder, created from other sources, such as typing in the SMTP address, will contain an improper public key.

Allowing SASO team members to send you encrypted mail

The SASO team member's Outlook client needs a properly configured contact, in order to send you encrypted eMail. Here are the steps necessary to make sure SASO has a properly configured contact for you:

1. Formulate a message to our SASO team mailbox. You do this by picking the newly imported team mailbox contact from your contacts folder, and entering it in the message's 'To:' field.
2. Make sure the message is being sent From you and not a team mailbox.
3. Before you send the message, set the sending parameters to digitally sign the message. Do NOT encrypt the message because, at this stage, SASO can not read encrypted mail from you.
4. Once SASO receives your digitally signed message, our team members can open the message and import it into their contacts folders.

Why must SASO team members have a digitally signed message from you, before attempting to send you an encrypted message? The contact, created from your digitally signed message will contain your Public key. Outlook requires your Public key to encrypt messages being sent to you. Other address information, created from other sources such as typing in your SMTP address, will not contain your public key.

Sending and Receiving encrypted eMail messages

This section describes the proper message composition and addressing technique for TA/TASOs to send encrypted messages.

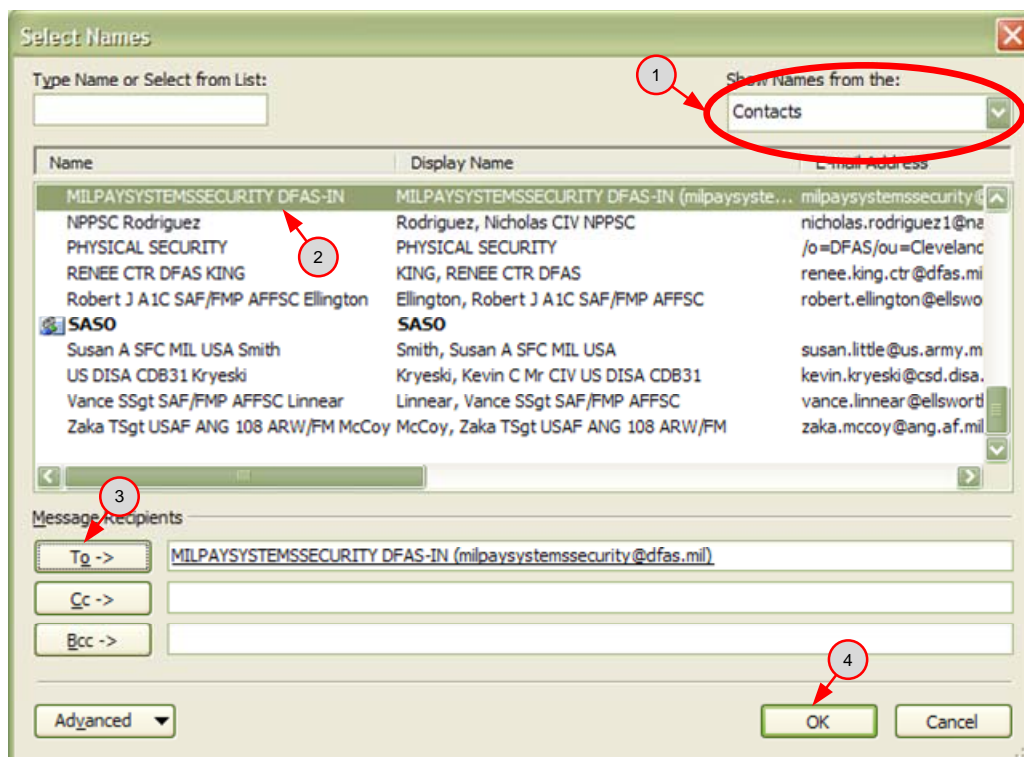
Sending a NEW message to the SASO team mailbox

Before you can send encrypted message to the SASO team mailbox, your Outlook client must be configured to properly encrypt it. See [Configuring your mail client to send encrypted eMail to the SASO team mailbox](#).

To send an encrypted message to the SASO team mailbox:

- Compose the message with attachment(s) as usual
- Enter the ‘To;’ address by selecting it from the newly imported team mailbox contact in your contacts folder as shown in Figure 26.

Figure 26 – Selecting the TO: address from the Contacts Folder

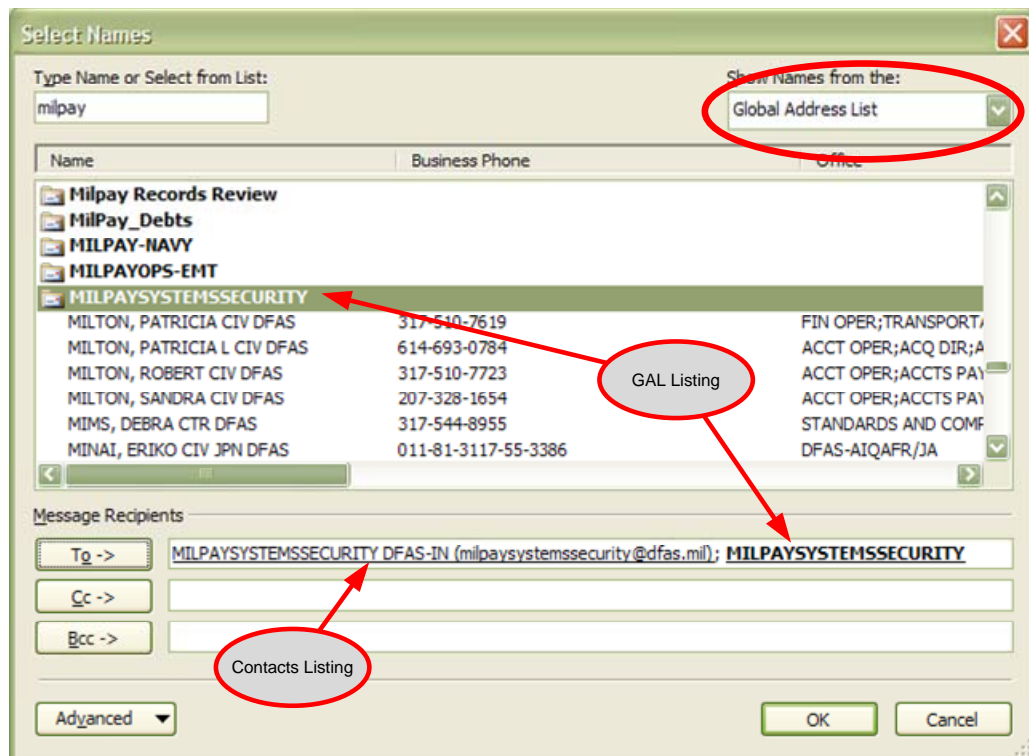


WARNING – DFAS users

The DFAS Global Address listing contains a listing for **MILPAYSYSTEMSSECURITY**. Encrypted mail to the GAL listing can NOT be read by team members.

The GAL and Contacts listings are shown for comparison in Figure 27 below.

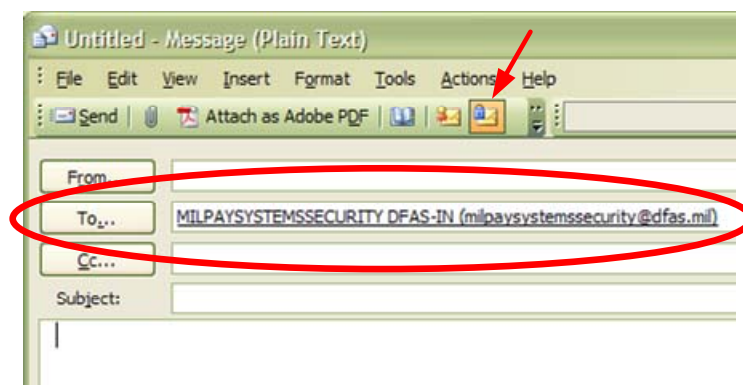
Figure 27 – Contacts and GAL Listings comparison



The 'From:' field, by default, will automatically populate itself with your address. This should not be changed. The default Outlook configuration is to NOT show the From field in newly composed messages.

- Set the sending parameters to encrypt the message as shown in Figure 28.

Figure 28 – Properly addressed message with Encryption selected



- Send the message.

It's NOT necessary to digitally sign the message. Digitally signing a message containing a digitally signed document is a duplication of effort and simply slows the process down.

Sending a REPLY message to the SASO team mailbox

Before you can reply to an encrypted message from the SASO team mailbox, your Outlook client must be configured to properly decrypt and encrypt it. See [Configuring your mail client to send encrypted eMail to the SASO team mailbox](#).

To reply to an encrypted SASO message:

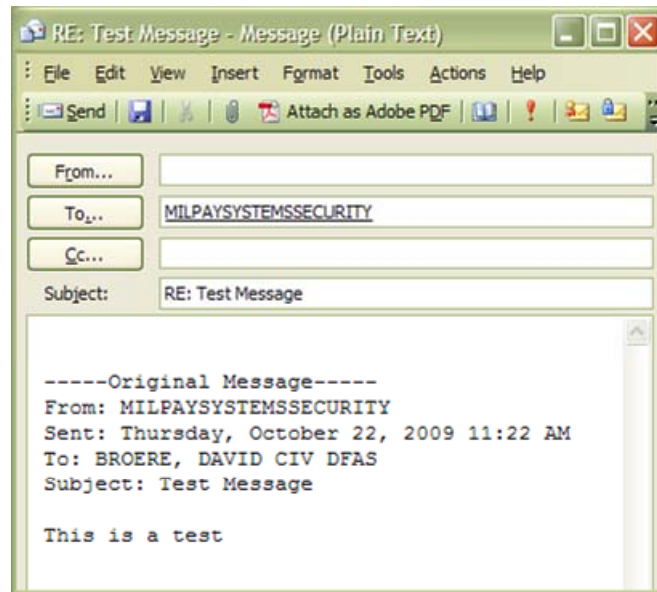
- Click the Reply button.
- Compose the response and add attachment(s) as usual

WARNING - STOP

The key, associated with the automatically inserted 'To:' address, will NOT allow SASO team members to open your reply message! Before you send your reply, you must OVERWRITE the 'To:' address. If you don't overwrite the 'To:' address, you receive no indication of the error. The message will be sent to the SASO team mailbox where members can NOT open or read it.

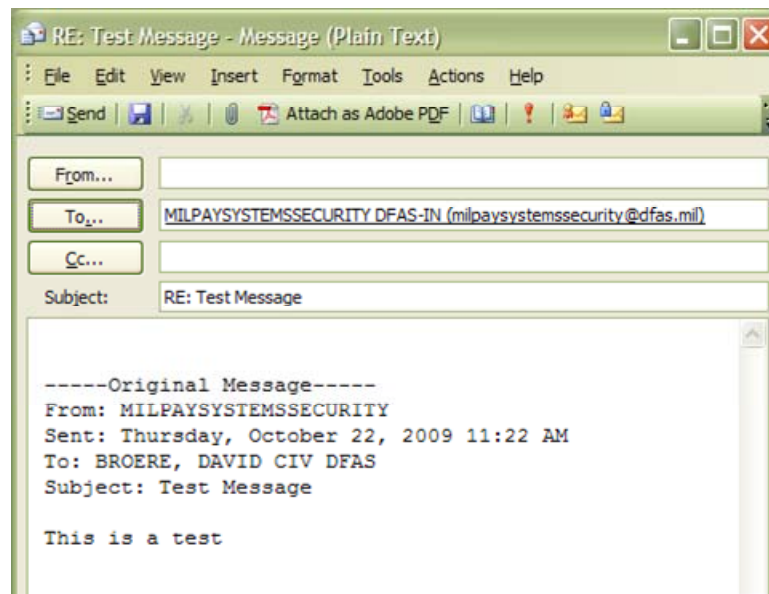
The reply function automatically inserts an improper SASO team mailbox address in the 'To:' field as shown in Figure 29. This address MUST be overwritten.

Figure 29 – Reply Message with incorrect To address



- Delete the address in the reply message's 'To:' field.
- Select the MILPAYSYSTEMSSECURITY address from your Contacts folder.
- Insert that address in the reply message's 'To:' field as shown in Figure 30.

Figure 30 – Reply Message with corrected To address

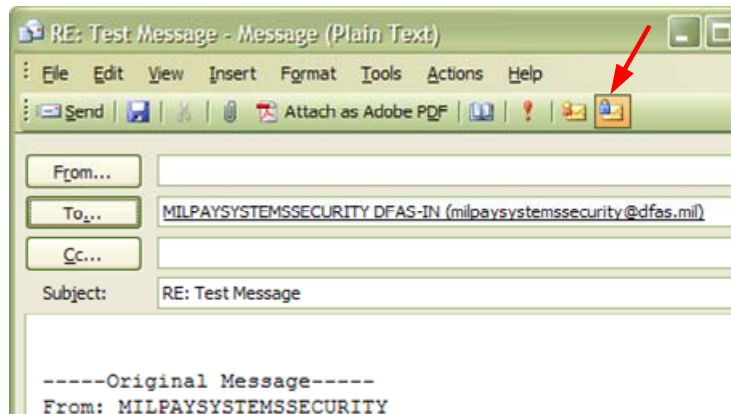


Note

The default Outlook configuration does not show the 'From:' field in newly composed or reply messages. In replies, the 'From:' field, is automatically populated with your address. This is correct and should not be changed.

- Change the sending parameters to encrypt the message as shown in Figure 31.

Figure 31 – Set to Encrypt Message



- Send the message

It's NOT necessary to digitally sign the message. Digitally signing a message containing a digitally signed document is a duplication of effort and simply slows the process down.

Frequently Asked Questions (FAQ)

General

Q: What can I do to get improved service?

A: This is our most frequently asked question. Our main goal is to give our TA/TASOs the quickest response we can. You can help us by following a few simple guidelines:

Send all requests or questions directly to the team mailbox. The team mailbox is our primary queue for handling requests. Sending requests to team member's mail address does not improve your response time. In fact – team members have been directed to move your request to the team mailbox where it will be worked on a first-in first-out basis.

Duplicate copies of the same request. Team members process hundreds of requests per day. Time is often wasted, beginning processing actions, before the duplicate status is recognized. It takes extra time to then sort-out the resulting confusion. We'd rather take that time to provide you better service.

Know your TASO rights and take full advantage of your TASO capabilities. You can often resolve a user issue quicker than making a call to us. This is especially true of resetting passwords, un-suspending accounts, etc.

If you have an urgent problem, please call our Team Leader. The Team Leader is the only one who knows the work status of everyone on the team and can direct your urgent requests to the most appropriate team member available.

Minimize the use "reply all" when communicating with SASO. Include SASO only in correspondence requires our action. It can take several minutes to read through a message – time we could spend giving you quicker service.

Check your paperwork just before submission. Our team spends ~40% of our time, returning unacceptable paperwork. Each return requires the time to write a message explaining why the document is being returned and what needs to be done. This time could be better spent giving you quicker service.

PIN Questions

Q: I have a CAC PIN associated with my CAC card. Is the PIN#, referred to in this document, different?

A: Yes. This PIN# is a functional replacement for the SSN that was used in our MilPay systems. Think of this PIN# as a direct replacement for your SSN. Only difference is, if it gets compromised, it can be changed at your request. The CAC PIN also has different length and complexity requirements.

Q: Can't I just use my CAC PIN for this number?

A: No. It compromises the security of your CAC PIN. Your CAC PIN is known to no one but you and you won't find it written down in any documentation. Not even system administrators of the highest level know your CAC PIN. The PIN# replacement for your SSN is entered in all your request documentation, which is handled by system administrators and TASOs.

Using even part of your CAC PIN for this number can unduly compromise the security of your CAC PIN. Remember, if someone has your CAC card and CAC PIN – When it comes to DoD computer assets and your liability, THEY ARE YOU!

Q: When requesting new access to systems, do I need a different PIN# for each system?

A: No. Use the same PIN# for all new and modification requests.

In the SRP, there is only one place to enter a PIN#. Remember, an SRP allows you to request multiple system accounts. The PIN#, entered in the SRP, will be assigned to every system account in your request.

Q: I already have an account on DJMS, and need to submit an initial SRP for DMO, CMS, etc. Do I need to use the same PIN#?

A: Yes. If you request additional SASO-supported systems, you should use the same PIN# as you did in your previous request(s).

Q: I'm submitting a modification SRP. Do I need to use a new PIN#?

A: No. Unless the modification is specifically to change your PIN#, you should specify your original PIN#.

Q: My PIN# may have been compromised. How do I change it?

A: The modification SRP has a field for your original PIN# and for a new PIN#. To change your PIN#, you must file a modification SRP with both fields filled-in.

Q: I need to change my PIN# in DJMS. Do I have to change my PIN# in all supported MilPay systems?

A: Yes. When you file a modification SRP to change your PIN#, you need to specify all the MilPay systems you have accounts on.

Q: Do I need a different PIN# each time I make a modification to my account?

A: No. Changing your PIN# should only be done in cases where you believe your existing PIN# is compromised.

Account Issues

Q What happens if a newly created account isn't accessed?

A: 14 calendar days after the account is created, if it isn't accessed, the DMO and DJMS systems will delete the account. That's why we ask TASOs to have their users access each new account and create a personal password within the first 10-days.

Other systems have similar issues even if they don't actually delete the account. Remember – new accounts with the default password can be a security risk. That's why they are only allowed to exist for a limited time.

Q: My user's account was just deleted because they didn't log in to the system within the 14-day period. Can you use the original paperwork if I just call you to get it reinstated?

A: Unfortunately, we can't re-create a deleted account for any reason, without new request paperwork. It's a violation of security policy for us to do this. The user's old account has been deleted from the system and you must submit a new request for the account.

Q: What happens to inactive accounts?

A: Inactive accounts can become back-doors and present a significant security risk. If an account has a period of inactivity for 35-days, the DMO and DJMS systems will "lock" it. If the account is not unlocked and left inactive for 90-days, the account is then deleted. The "time-out" periods may vary between systems but 90-days is the generally accepted maximum.

Q: What do I do if the system won't let me log in to my account?

A: Users must contact their local TA/TASO for help. Users can not get help directly from SASO team members. TA/TASOs can assist users in unlocking accounts, re-establishing an initial password, and viewing user rights.

The quickest way for a TA/TASO to get help with their account is from another TA/TASO in their area. That's why it's a good idea for each activity to have at least two TASOs. Alternately, TA/TASOs can get help by contacting a SASO team member.

Q: I'm a TASO with a user that needs their password reset. What's the quickest way to get this done?

A: TA/TASOs have the administrative ability to reset a user's password. Secondly, the area alternate TASO also has the ability to reset the user's password. If you can't resolve this issue locally and have no higher level TASO that can resolve it for you, contact the SASO Team Lead. Do NOT directly call SASO team members requesting resets for users.

Q: What's the quickest way to find out what rights a user has assigned to their account?

A: TA/TASOs have the administrative ability to view a user's rights and permissions. It's much quicker for the TA/TASO to query the system for this information than to submit a request, or contact SASO.

Q: I'm a TASO with a user that can't log on. How do I find out if their account is locked or suspended?

A: TA/TASOs have the administrative ability to view their user's account status/attributes. This includes the indicators that will tell you if the account is suspended or locked. The TASO also has the ability to unlock or un-suspend accounts.

Password Issues

Q: What is an Initial Password?

A: An Initial Password is a password set up for you when your account is initially created or when a TASO or administrator resets your password. Initial passwords take on several forms, depending on the system. Check the system-specific details for information on Initial Passwords

Q: What is a Personal Password?

A: A personal password is any password the user creates. Anything other than an Initial Password.

Q: What are Password Complexity Requirements?

A: Password Complexity Requirements are limitations placed on the creation of new passwords. They include such things as the length, number of alpha, numeric, and special characters, etc. Password Complexity Requirements vary with each system. Check the system-specific information in this manual for details.

Q: Do I ever need to change my password?

A: Yes. Most systems will tell you when your password is about to expire. They'll also guide you through a procedure for changing your password.

Digital Signature Issues

Q: What is a Digital Signature?

A: A digital signature is a user unique signing code that is added to an electronic document's file. When the document is digitally signed, an image showing the signer's name, is also applied to the document. It's important to remember that the image is not the actual digital signature. The actual signature is the signing code, contained within the document file.

The DoD maintains on-line records that can trace your signing code to verify it was made by the holder of the CAC card that you have assigned to you. Tracing this association back through the DoD records is called validating your digital signature.

Q: Can a Digital Signature be compromised?

A: Yes. If the document file, containing the signing code, can no longer be electronically accessed for validation then the signature is compromised.

In a printed copy of the document, the image of your name could be created through means other than a digital signature. The image therefore can't be relied on as a method to validate the signature. This is confusing concept because most of us rely on handwriting comparison technology to validate hand-written signatures.

Q: Why can't I mix Digital and Hand-Written signatures on the same document?

A: The two types of signatures exist in totally different domains. A printed copy of a document is necessary to apply a hand-written signature. A digital signing code is applied to the document file.

It's not possible to apply a hand-written signature to a document while retaining the signing code of the file in the same instance of the document.

Q: What if I hand-sign and scan the document, then have it digitally signed.

A: This is not permitted because it negates other important features of the digital document. The original document has data content that can't be accessed, once the document is scanned. Additional data can no longer be added to the scanned image of the document. The document data entry history is also lost.

Q: As a TASO, I'm confused where to sign. Is there a reliable way to know where I should sign the request forms?

A: Request documentation uses block descriptions that don't have the word TASO or TA in them. Different request documents have different signing requirements. This makes it difficult for a TASO to know where request documents should be signed.

For the SRP, signing instructions are in [Table 5 – Access Endorsement](#) Guide. TA/TASOs always sign Block 22.

For the SAAR, signing instructions vary for each system. You can get this information by going to the [Supported System Details](#) chart, then using the hypertext link to jump to the system in question. A table will give you system-specific signing instructions.

Requests Submission Issues

Q: You have a new team mailbox. Is it mandatory that requests be sent to this mailbox in encrypted form?

A: No. However – if you don't encrypt your requests you're not complying with DoD PII requirements. We strongly suggest you encrypt your requests.

With the MILPAYSYSTEMSSECURITY.vcf file, all services have the have the ability to send encrypted eMail containing requests.

Several activities are changing their eMail addressing scheme. While this is going on, certificates may not be available that will allow us to return your request paperwork in encrypted format. This is a short-term situation and is expected to be resolved within a few months.

Acronyms

.pdf	Page Definition Format (Adobe) file extension
.vcf	vCard File (Microsoft Outlook) file extension
ADP	Automated Data Processing
CAC	Common Access Card
DDMS	Debt Management System
DISA	Defense Information Systems Agency
DJMS	Defense Joint Military Pay System
DMO	Defense MilPay Office, Mainframe System
DMPO	Defense Military Pay Office
DoD	Department of Defense
eMail	Electronic Mail
FAQ	Frequently Asked Questions
FSO	Finance Service Officer
GAL	Global Address List
IA	Information Awareness
MilPayDS	Military Pay Directory Service
Dev MilPayDS	Development Military Pay Directory Service
MPDSdev AIX	AIX account in the Test and Development MilPay Directory Service Domain
MPDSdev ORA	ORACLE account in the Test and Dev MilPay Directory Service Domain
MPDSprod AIX	AIX account in the Production MilPay Directory Service Domain
MPDSprod ORA	ORACLE account in the Production MilPay Directory Service Domain
MTSDB	Mid Tier Staging Database
PC	Personal Computer
PCS	Permanent Change of Station
PII	Personally Identifiable Information
PIN	Personal Identification Number
PKI	Public Key Infrastructure
SAAR	System Authorization Access Request
SASO	Special Actions Security Office
SOFA	Status Of Forces Agreement
SRP	SASO Request Package
TA	Trusted Agent
TASO	Terminal Area Security Officer
TDY	Temporary Duty
vCard	Virtual address Card