

## SAAR Form

The SAAR is a DOD required form for access to any DOD system. There three parts to the SAAR form

### Check-In form

- SAAR forms are located in the following locations (share drive, website, or portal)
  - on the share drive (**\PUBLIC\ADP\Check-in\1-SAAR Form**)
  - <http://www.public.navy.mil/airfor/vaw120/Pages/Welcome-Aboard.aspx>
  - <https://cpf.portal.navy.mil/sites/cnap-cmds/CACCLW/VAW120/VAW120%20Wiki/Checking%20In.aspx>
- Fill out your information (NO personal e-mails or phone numbers)
- Select the appropriate boxes for the groups you need for work center and rank
- Provide your NMCI e-mail if you know it
- Sign and Date

### PART I

- To be filled out by the user no PII.
- Information Assurance Awareness Training completion date within the current fiscal year (must be validated in FLTMPs)
- If training is not completed in NKO or TWMS I will need a copy of the certificate

#### Note

If there is no account logon as DOD visitor to access NKO or TWMS  
If no access use the DISA website to complete the training  
If account is not active check training in FLTMPs  
DISA certificates must be entered manually by training personnel

### PART II

- Put DOD ID (**REQUIRED**) and Justification in BLOCK 11
- To be completed by the supervisor
- Once complete save as LAST NAME\_FIRST NAME in (**\PUBLIC\ADP\Check-in\2-INTEL (PART III)**) or move completed SAAR to (**2-INTEL (PART III)**) folder
- Check-in with INTEL at SP-364 and inform them that there is a completed SAAR pending

#### Note

Make sure the user checks in with INTEL