

Instructions for Completing DD Form 2875 (SAAR) for the FMF/IMET Budget Web Tool

Please submit a copy of Cyber Awareness Challenge certificate with the account request.

Type of Request – Mark “Initial” for new user; mark “Modification” for changes to existing accounts including those that have expired.

Date – As required

System Name – Fill in “FMF/IMET Budget Web Tool”

Location – Leave blank

Blocks 1-3 – As required

Block 4 – Include full commercial telephone number only

Block 5 – Provide U.S. government email address

Block 6 – Include both job title and grade or rank

Blocks 7-10 – As required

Blocks 11-12 – Sign digitally if possible; otherwise, sign/date manually, and scan

Block 13 – Provide a brief justification of your need for access (the purpose for which you need access and your role in the process). Include a list of countries to which you need access. If you require access to all countries within your organizations AOR, list “All.”

Block 14 – Please check “authorized” unless requesting user account management permissions. If requesting user account management permissions select “privileged”.

Block 15 – Please check unclassified

Block 16, 17-20b – If you are the senior official in the SCO/DAO, indicate this in block 13 and leave these blocks blank. Verification will be made by DSCA with the appropriate GCC. Otherwise, have your supervisor complete these blocks.

Block 16a – This is a required entry for all requests. Contractors, please follow specific instructions contained in the block. USG Civilians should provide the expiration date on their Common Access Card. USG military personnel and those on an assignment with a planned termination date should provide that date. Foreign nationals should provide the expiration date on their USG-issued ID card.

Block 21, 21a, and 21b – Leave blank

Block 22-25 – Leave blank

Block 26 – As required

Block 27 – Foreign nationals must provide the last four of their USG-issued access credential.

Parts III-IV – Leave blank

Please email the completed form as a PDF document or PDF scan to:

DSCA.DSADC.Servicedesk@Mail.Mil. Alternately, you may fax the completed form to 717-605-9082.