

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"/> APAN USER ID		DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications)		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) DSN COMM	
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

AFSAC Foreign Liaison Officer (FLO) or support staff working in bldg 209 WPAFB, OH

Non AFSAC Foreign personnel (e.g. in-country personnel, FLO support other bases, System(s) Program office (SPO) foreign support)

Note: WPAFB FLO in bldg 209 of respective country must sign as supervisor in block 18

CCM Endorsement:

Country Code	Printed Name	Signature	Date
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By signing in box 11 above, I am agreeing that I have read and understand the [Terms of Use](#) located [here](#)

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 IA/O OR APPOINTEE		23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER
			25. DATE (YYYYMMDD)

26. NAME (Last, First, Middle Initial)

27. OPTIONAL INFORMATION (Additional information)

CONTINUATION FROM BLOCK 16a (Company Name, Contract Number, Expiration Date):

Contract Number

Company Name

ADDITIONAL INFORMATION:

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	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)	DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)

Terms of Use

As a condition to access APAN, you agree to this User Agreement and to strictly observe the following DOs and DON'Ts:

A. Do undertake the following:

1. Comply with all applicable laws, including, without limitation, privacy laws, intellectual property laws, export control laws, tax laws, and regulatory requirements;
2. Provide accurate information to us and update it as necessary;
3. Review and comply with our Privacy Policy;
4. Review and comply with notices sent by APAN concerning the Services; and
5. Use the Services in a professional manner.
6. Actively review content published by other Users of groups that you own to ensure that content meets the Terms of this Agreement
7. Top Secret, Secret, or Confidential are not authorized on APAN

B. Don't undertake the following:

1. Act dishonestly or unprofessionally by engaging in unprofessional behavior by posting inappropriate, inaccurate, or objectionable content to APAN;
2. Duplicate, license, sub license, publish, broadcast, transmit, distribute, perform, display, sell, rebrand, or otherwise transfer information found on APAN (excluding content posted by you) except as permitted in this Agreement or as expressly authorized by APAN;
3. Reverse engineer, decompile, disassemble, decipher or otherwise attempt to derive the source code for any underlying intellectual property used to provide the Services, or any part thereof;
4. Include information in your profile or elsewhere, except in designated fields, that reveals your identity or sensitive personal information such as an email address, phone number or address or is confidential in nature;
5. Create a user profile for anyone other than a natural person;
6. Utilize information, content or any data you view on and/or obtain from APAN to provide any service that is competitive, in APAN's sole discretion, with APAN;
7. Imply or state, directly or indirectly, that you are affiliated with or endorsed by APAN unless you have entered into a written agreement with APAN (this includes, but is not limited to representing yourself as an accredited APAN trainer if you have not been certified by APAN as such);
8. Rent, lease, loan, trade, sell/re-sell access to APAN or any information therein, or the equivalent, in whole or part;
9. Use manual or automated software, devices, scripts robots, other means or processes to access, "scrape," "crawl" or "spider" any web pages or other services contained in the site;
10. Use bots or other automated methods to add or download contacts, send or redirect messages or other permitted activities other than through APAN-sanctioned tools such as its application programming interfaces or its own services or integrations with other, partner services;
11. Access, via automated or manual means or processes, APAN for purposes of monitoring its availability, performance or functionality or for any competitive purpose;
12. Engage in "framing," "mirroring," or otherwise simulating the appearance or function of APAN's website;
13. Attempt to or actually access APAN by any means other than through the interfaces provided by APAN;
14. Attempt to or actually override any security component included in or underlying APAN;
15. Engage in any action that directly or indirectly interferes with the proper working of or places an unreasonable load on our infrastructure, including but not limited to unsolicited communications to other Users or APAN personnel, attempts to gain unauthorized access, or transmission or activation of computer viruses;

16. Harass, abuse or harm another person, including sending unwelcome communications to others using APAN;
17. Collect, use or transfer any information, including but not limited to, personally identifiable information obtained from APAN except as expressly permitted in this Agreement or as the owner of such information may expressly permit;
18. Share information of non-Users without their express consent;
19. Interfere with or disrupt APAN, including but not limited to any servers or networks connected to APAN;
20. Invite people you do not know to join your network of colleagues;
21. Use or attempt to use another's account, or create a false identity on APAN;
22. Upload, post, email, transmit or otherwise make available or initiate any content that:
 - a. Falsely states, impersonates or otherwise misrepresents your identity, including but not limited to the use of a pseudonym, or misrepresenting your current or previous positions and qualifications, or your affiliations with a person or entity, past or present;
 - b. Is unlawful, libelous, abusive, obscene, discriminatory or otherwise objectionable;
 - c. Adds to a content field content that is not intended for such field (i.e. submitting a telephone number in the "title" or any other field, or including telephone numbers, email addresses, street addresses or any personally identifiable information for which there is not a field provided by APAN);
 - d. Includes information that you do not have the right to disclose or make available under any law or under contractual or fiduciary relationships (such as For Official Use Only, insider information, or proprietary and confidential information learned or disclosed as part of employment relationships or under nondisclosure agreements);
 - e. Infringes upon patents, trademarks, trade secrets, copyrights or other proprietary rights;
 - f. Includes any unsolicited or unauthorized advertising, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation. This prohibition includes but is not limited to (a) using APAN invitations to send messages to people who don't know you or who are unlikely to recognize you as a known contact; (b) using APAN to connect to people who don't know you and then sending unsolicited promotional messages to those direct connections without their permission; and (c) sending messages to distribution lists, newsgroup aliases, or group aliases;
 - g. Contains software viruses, worms, or any other computer code, files or programs that interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment of APAN or any User of APAN;
 - h. Forges headers or otherwise manipulate identifiers in order to disguise the origin of any communication transmitted through the Services;
23. Participate, directly or indirectly, in the setting up or development of a network that seeks to implement practices that are similar to sales by network or the recruitment of independent home salespeople to the purposes of creating a pyramid scheme or other similar practices.