



DEPARTMENT OF THE NAVY
CHIEF INFORMATION OFFICER
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

8 September 2020

MEMORANDUM FOR DISTRIBUTION

Subj: IT LEVEL DESIGNATION ON DD FORM 2875 SYSTEM AUTHORIZATION
ACCESS REQUEST

Ref: (a) DD Form 2875 – System Authorization Access Request (SAAR)
(b) SECNAV M-5239.2 Department of the Navy Cyberspace Information Technology and
Cybersecurity Workforce, June 2016
(c) SECNAVINST 5510.30.C, Department of the Navy Personnel Security Program

This memorandum provides guidance for the Information Technology (IT) Level Designation area of reference (a) and represents a coordinated effort between the offices of the Department of the Navy Chief Information Officer (DON CIO), the Deputy Under Secretary of the Navy (DUSN), and the DON Deputy CIOs (Navy and Marine Corps).

The intended use of IT Levels (box 28c) on the Department of Defense SAAR form (DD 2875) documents the level of access necessary to perform assigned duties based on the sensitivity of the position while maintaining least privilege. The user's supervisor or program sponsor is responsible for completing box 28c.

As a standardized approach, DON organizations are to use the information below to determine the level of access and reference (b) and (c) to determine the minimum background investigation requirement until the DoD updates reference (a):

Level I is for domain/root level administrator accounts - Privileged User - T5 (or equivalent)
Level II is for administrator accounts - Enhanced User and Core User- T3 (or equivalent)
Level III is for regular access accounts – Authorized Users T1 (or equivalent)

The DON CIO point of contact for this policy is Ms. Jennifer Harper, 703-695-1983, Jennifer.A.Harper@navy.mil.

Aaron D. Weis
Department of the Navy
Chief Information Officer

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