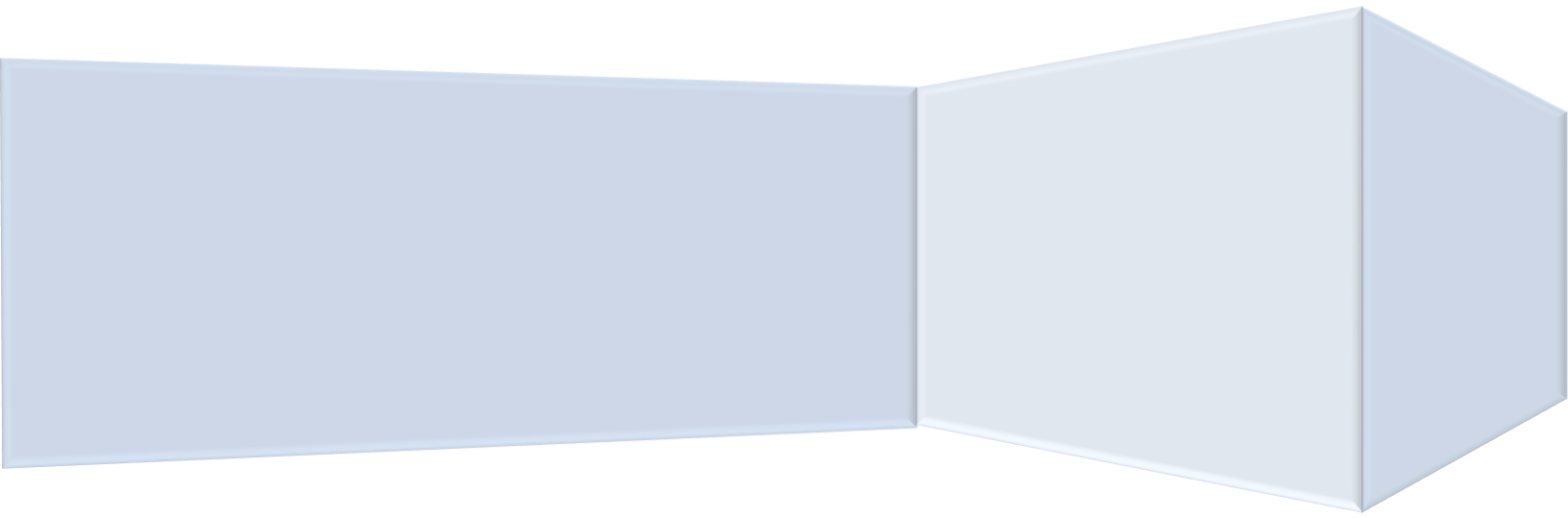
MC&FP PSB-CY Information System

DD Form 2875/System Authorization Access Request Instructions for Users, Supervisors and Security Managers



Version 2: March 8, 2023

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Section 1: Introduction

Thank you for your interest in gaining access to the PSB-CY Information System. This guide is intended to provide information about the documentation required to gain access to the system and directions for completing the DD Form 2875. If you have any questions, contact osd.mc-alex.ousd-p-r.mbx.mcfp-account-management@mail.mil.

Section 2: Process overview

To gain access to the PSB-CY Information System, users must submit a complete DD Form 2875/System Access Authorization Request package to their service-designated point of contact. A complete 2875/SAAR package consists of a DD Form 2875 signed by the appropriate personnel and PDF copies of two certificates of completion. Detailed package completion instructions appear below and in subsequent sections of this guide.

1. Users must complete:
    a) Part I of the 2875 and electronically sign with their Common Access Card
    b) Annual Cyber Awareness training
    c) Personally Identifiable Information (Privacy Act) training
2. Supervisors or government sponsors must complete Boxes #13-#17e in Part II of the 2875, and electronically sign with their CAC.
3. Security managers must complete Part III of the 2875, and electronically sign with their CAC.
4. Users must send the completed 2875/SAAR package to their designated service POC, comprised of:
    a) Completed and signed 2875/SAAR
    b) A PDF copy of each of the training certificates identified in Section 2.1 above showing a completion date within the last 12 months
    c) An email accompanying the completed package that includes the user's location, description of job duties related to PSB-CY and the requested information system role

Users are responsible for ensuring that their 2875 form moves through the process. If the 2875 is returned for revisions, the form must again be signed electronically using the CAC. Users should follow their service-specific guidelines for routing completed 2875/SAAR packages.

Section 3: Common mistakes to avoid

The section identifies some common mistakes that will result in rejection of the 2875/SAAR.

- **Signing in the wrong section** — PSB-CY Information System users should complete and sign Part I of the 2875 *only*. Users **cannot** sign in any other section, such as for their supervisor, security manager, information owner, etc.
- **Dates not matching** — Ensure that the date in each part matches the date of the respective CAC signature.
- **Not entering the date prior to electronically signing form** — Ensure the date in each part of the form is filled in **before** electronically signing the document. Once a section of the form is electronically signed, no other information can be added in that section.
- **Required training expired/completed more than 12 months prior** — Ensure that the certificates of completion are dated within 12 months of the date of submission of the completed 2875/SAAR package.

Section 4: User instructions

There are four steps users must complete to initiate the 2875/SAAR completion process:

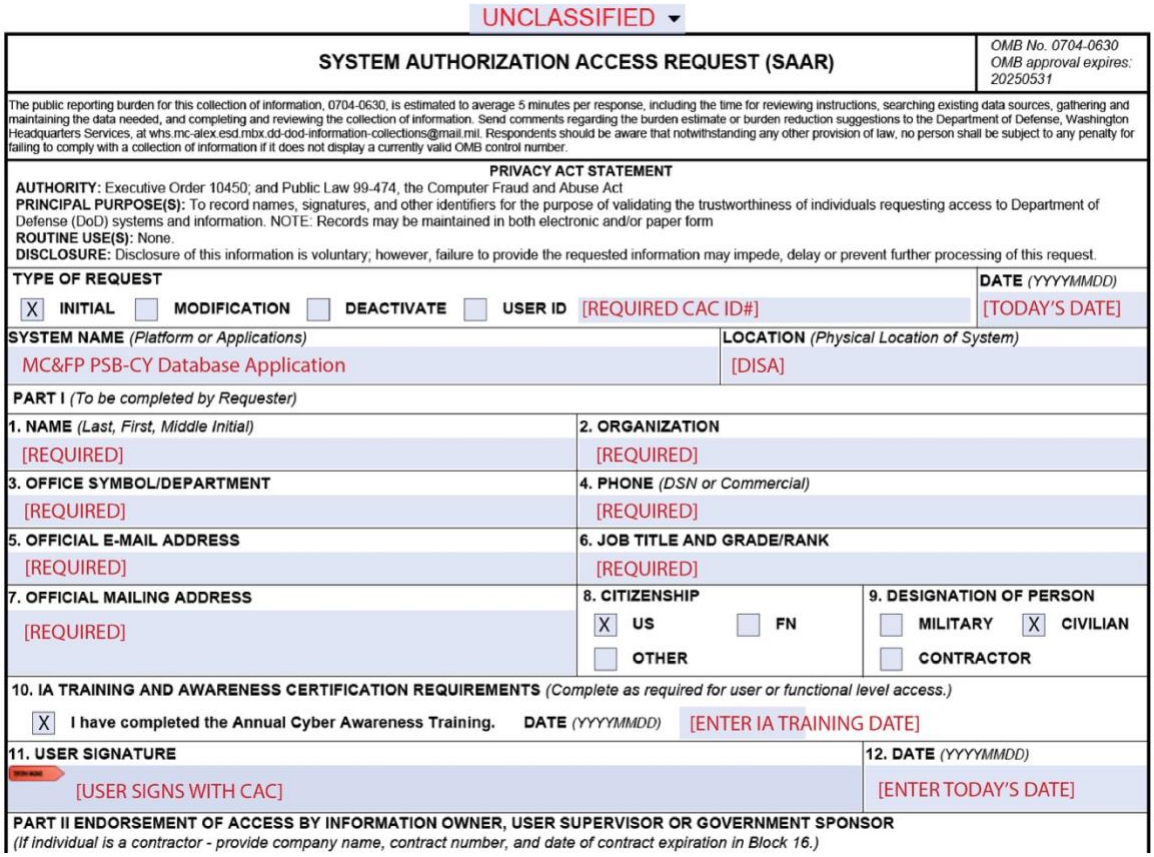
1. Complete Part I of the 2875 (see image and instructions in this section).
2. Complete the specified training, which can be accessed at the links provided below.
    - Cyber Awareness course: https://public.cyber.mil/training/cyber-awareness-challenge/
    - PII (Privacy Act) training: https://public.cyber.mil/training/identifying-and-safeguarding-personally-identifiable-information-pii/)

    Note: A PDF copy of the user's training certificate or transcript is acceptable proof of completion. Service-specific PII training content is acceptable in place of the DOD training noted above. Training must have been completed within the last 12 months.
3. Review and discuss with the supervisor the user's job duties related to PSB-CY, which will inform the request for an information system role. Users should include the following statement in the body of the email to ensure that the information system role aligns with responsibilities and the needed level of system access:
    - **"I work at _____ installation/region/HQ and my job duties related to PSB-CY are_____. My requested PSB-CY Information System role is _____."**

    Note: Users located at installations with few staffers should give careful consideration to the PSB-CY Information System role to ensure appropriate system access and functionality.
4. Users must email their entire **2875 package to their supervisor**.

User instructions for completing Part I of the 2875

Answer all questions in Part I (Boxes #1-#12) shown in **RED** in the image below. Enter the Cyber Awareness training completion date in Box #10. All fields, including the date in Box #12, must be completed *prior* to electronically signing the document with the CAC. Ensure that the date in Box #12 matches the date on the CAC signature.



UNCLASSIFIED

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

OMB No. 0704-0630
OMB approval expires: 20250531

The public reporting burden for this collection of information, 0704-0630, is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450; and Public Law 99-474, the Computer Fraud and Abuse Act
PRINCIPAL PURPOSE(S): 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 USE(S): 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	DATE (YYYYMMDD)
[X] INITIAL [ ] MODIFICATION [ ] DEACTIVATE [ ] USER ID [REQUIRED CAC ID#]	[TODAY'S DATE]

SYSTEM NAME (Platform or Applications)	LOCATION (Physical Location of System)
MC&FP PSB-CY Database Application	[DISA]

PART I *(To be completed by Requester)*

1. NAME (Last, First, Middle Initial)	2. ORGANIZATION
[REQUIRED]	[REQUIRED]
3. OFFICE SYMBOL/DEPARTMENT	**4. PHONE** (DSN or Commercial)
[REQUIRED]	[REQUIRED]
5. OFFICIAL E-MAIL ADDRESS	**6. JOB TITLE AND GRADE/RANK**
[REQUIRED]	[REQUIRED]

7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP	9. DESIGNATION OF PERSON
[REQUIRED]	[X] US [ ] FN [ ] OTHER	[ ] MILITARY [X] CIVILIAN [ ] CONTRACTOR

10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS *(Complete as required for user or functional level access.)*

[X] I have completed the Annual Cyber Awareness Training. **DATE** (YYYYMMDD) [ENTER IA TRAINING DATE]

11. USER SIGNATURE	12. DATE (YYYYMMDD)
[USER SIGNS WITH CAC]	[ENTER TODAY'S DATE]

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.)

Overview of user roles

This section provides an overview of PSB-CY Information System user roles by organizational level (i.e., installation, region or headquarters service). Some roles are specific to an organizational level — meaning that not every role is available at every level.

Role Name	Role Description	Installation	Region	HQ Service
Read-Only User	Views incidents, cases and dashboards/reports	X		
Administrator	Data entry role at the installation level that creates, edits and assigns incidents; only views dashboards/reports at the region and HQ levels	X	X	X
Case Manager ***(clinical and nonclinical***	Creates, edits and assigns incidents and cases; views dashboards/reports	X		
Supervisor ***(clinical and nonclinical)***	Creates, edits and assigns incidents and cases; transfers cases; views dashboards/reports	X		
Manager ***(clinical and nonclinical)***	Views cautionary or problematic incidents; views cases and dashboards/reports		X	X
Super User	Creates, edits and assigns incidents and cases; transfers cases; views dashboards/reports		X	X

User roles by organizational level

This section provides a list of PSB-CY Information System user roles available at each organizational level. As noted previously, roles vary by organizational level.

Installation	Region	HQ Service
FAP administrator	FAP administrator	FAP administrator
FAP clinical case manager	FAP clinical manager	FAP clinical manager
FAP nonclinical case manager	FAP nonclinical manager	FAP nonclinical manager
FAP clinical supervisor	FAP super user	FAP super user
FAP nonclinical supervisor		
FAP read-only user		

Section 5: Supervisor instructions

Supervisors must complete the following steps as part of the 2875/SAAR completion process:

1. Confirm that the job duties and/or user-requested role align with the supervisor's understanding of the user's responsibilities and level of system access needed, or make adjustments as necessary.
2. Complete Boxes #17-#17e in Part II of the 2875 endorsing the information provided by the user. If the user is a contractor, also complete Box #16a. Ensure Boxes #13-#15 are prepopulated and that the template information is unchanged (see image and instructions in this section).
3. After the appropriate boxes in Part II are completed and signed, the 2875 should either be emailed back to the user for submission to the security manager ***or*** directly to the security manager, in alignment with service-specific guidelines.

4. After the security manager completes Part III of the 2875 and the complete SAAR package is ready for submission to a service-designated POC, write a statement in the body of the email that accompanies the SAAR package endorsing the user's description of their PSB-CY-related job duties and information system role. Follow your service-specific routing guidelines for package submission.

Supervisor instructions for completing Part II of the 2875

Complete Boxes #13-#17e in Part II, shown in **BLUE** in the image below. If the user is a contractor, also complete Box #16a. The designated fields, including the date in Box #17e, must be completed *prior* to electronically signing the document with the CAC. Ensure that the date in Box #17e matches the date on the CAC signature.

Note: Boxes #13-#15 are prepopulated. Supervisors should check to make sure that the information in those boxes is unchanged and that it is consistent with what appears below.

13. JUSTIFICATION FOR ACCESS The Military Community and Family Policy (MC&FP) Problematic Sexual Behavior in Children and Youth (PSB-CY) database application supports MC&FP's mission to provide policy and program oversight to ensure that military community quality of life programs are designed and executed to support the needs of service members and their families. The PSB-CY application is used to ensure a consistent, standardized response to PSB-CY incidents, in an effort to improve the support services available to service members and their families. The users of the application are justified access based on the needs of the Defense Department.		
14. TYPE OF ACCESS REQUESTED [X] AUTHORIZED [ ] PRIVILEGED		
15. USER REQUIRES ACCESS TO: [X] **UNCLASSIFIED** [ ] **CLASSIFIED** *(Specify category)* [ ] **OTHER**		
16. VERIFICATION OF NEED TO KNOW [X] **I certify that this user requires access as requested.**	**16a. ACCESS EXPIRATION DATE** *(Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 21 if needed.)* [Required for contractors; not required for government]	
17. SUPERVISOR'S NAME *(Print Name)* [REQUIRED]	**17a. SUPERVISOR'S EMAIL ADDRESS** [REQUIRED]	**17b. PHONE NUMBER** [REQUIRED]
17c. SUPERVISOR'S ORGANIZATION/DEPARTMENT [REQUIRED]	**17d. SUPERVISOR SIGNATURE** [SUPERVISOR SIGNS WITH CAC]	**17e. DATE** *(YYYYMMDD)* [ENTER TODAY'S DATE]

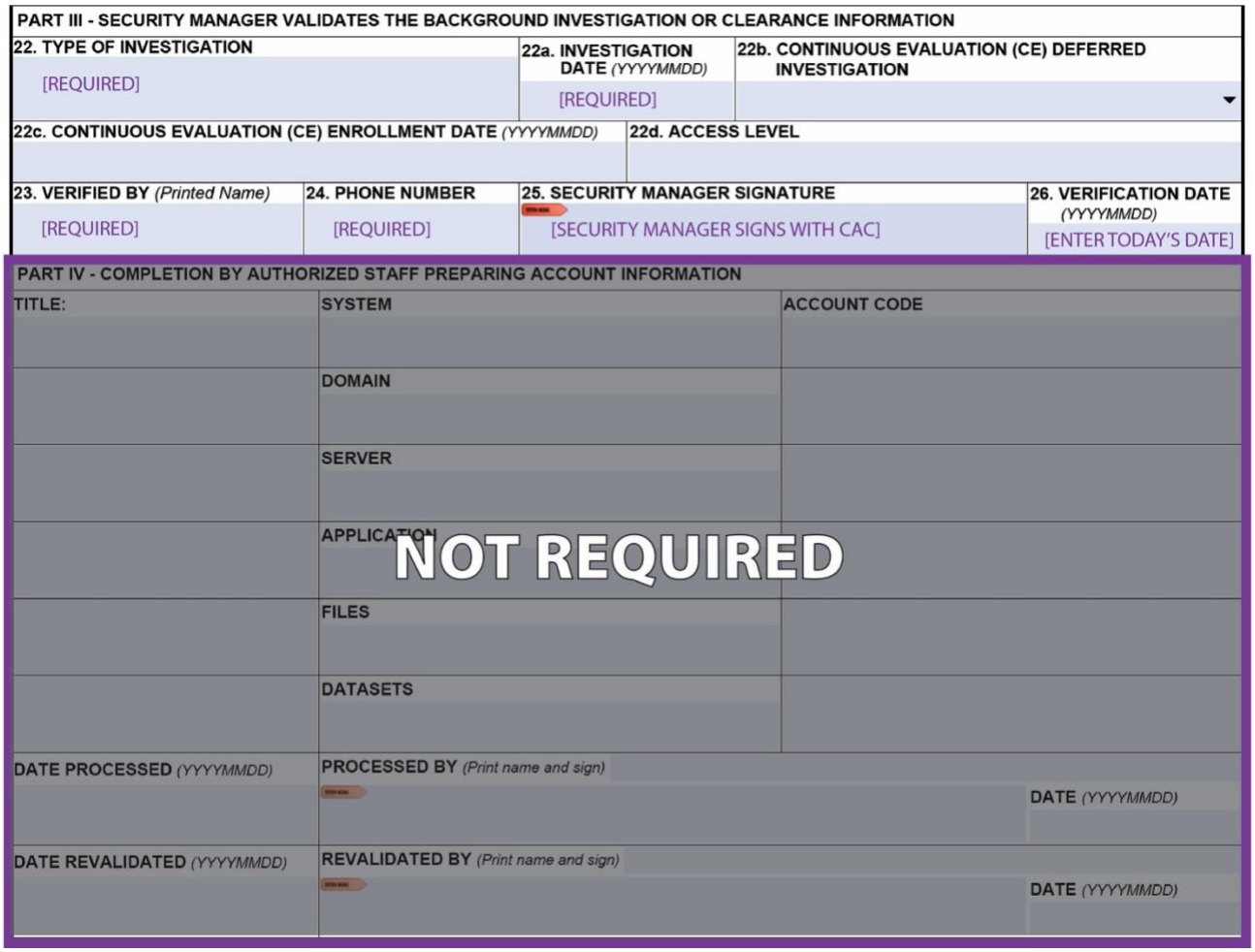
Section 6: Security manager instructions

There are two steps that security managers must complete as part of the 2875/SAAR: completion process:

1. Complete and electronically sign Part III of the 2875, verifying the user's background investigation or clearance information (see image and instructions in this section).
2. After Part III is completed and signed, the 2875 should be sent either to the user, supervisor or service-designated POC, in alignment with service-specific guidelines.

Security manager instructions for completing Part III of the 2875

Complete Boxes #22-#26 in Part III, shown in **PURPLE** in the image below. The designated fields, including the date in Box #26, must be completed *prior* to electronically signing the document with the CAC. Ensure that the date in Box #32 matches the date on the CAC signature.



Section 7: 2875/SAAR package submission

After the 2875 has been completed and signed by the security manager, the 2875/SAAR package is ready for submission. Using the file naming convention described below, users or supervisors must send the package to a service-designated POC. Users should follow their service-specific guidelines for routing completed 2875/SAAR packages.

1. Check the 2875 to make sure that the user, supervisor and security manger sections are completed correctly, and that the sections are dated and signed.
2. Send an email to a service-designated POC with the following information:
    - Email subject line: **PSB-CY – User's Name**
    - Email attachments:
        - 2875/SAAR document naming convention: **PSB-CY – User's Name – SAAR**
        - Annual Cyber Awareness training certificate naming convention: **PSB-CY – User's Name – Cyber Cert**
        - PII (Privacy Act) training certificate naming convention: **PSB-CY – User's Name – PII Cert**
    - Include in the body of an email:
        - User statement with their location and job duties related to PSB-CY, a forwarded endorsement by the supervisor of the user's duties and suggested information system role.

Section 8: Gaining information system access

Once a complete 2875/SAAR package is submitted to a service-designated POC:

1. If there are any issues with the 2875/SAAR package submission, the user will receive a follow-up email from a service-designated POC. Users should review the list of common mistakes to avoid in Section 3 *prior* to submission to minimize the likelihood of a delay.
1. Once the 2875/SAAR package is accepted, the PSB-CY Information System user will receive a welcome email from an @gcc.militaryonesource.mil address that contains a link to the information system website, along with startup guidance on how to access the system. Because the @gcc.militaryonesource.mil will be sent to junk folders, it is important for new users to frequently check their junk folders and mark the address as "not junk." Users can also try to log in using their CAC at https://psbcy.militaryonesource.mil/.

Section 9: Before entering information into the system

Users responsible for completing or reviewing the Penn State University Non-Clinical Referral Tool as part of the PSB-CY referral process are required to complete the NCRT training *before* inputting data into the information system. The NCRT is designed to assist Family Advocacy Program personnel in determining where a behavior falls along the continuum and if a referred incident warrants engagement of the multidisciplinary team. NCRT training is virtual and self-paced, and can be accessed at https://psbreferraltool.militaryfamilies.psu.edu/.

Section 10: Information system videos and user guides

After users gain access to the PSB-CY Information System and have completed the required PSU Non-Clinical Referral Tool training, they are ready to enter information into the information system. Videos and user guides, which describe how to navigate the PSB-CY Information System, are available within the information system platform. Both the videos and guides are presented by topic; not every topic will apply to every information system role. Be sure to select and review the videos and guides appropriate for the user's information system role and organizational level.