

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR) – JWICS Account

Complete this form in its entirety and submit electronically to SECInformationSecurity@usaid.gov
Privacy Act Statement located at the end of this form.

Part I (to be completed by the Requestor)								
☐ Initial ☐ Modify								
1. Legal Name (Last, First, MI)	2. SSN	3	3. Office Sym	bol				
4. Phone Number	5. USAID E-mail Address	(6. Job Title					
7. Employment Category								
☐ Direct Hire ☐ Other Federal Agency:								
□ PSC	□ Other:							
☐ Institutional Contractor (if checked, you must fill out the following information)								
Contract Company:								
Contract Number:	Contract Expiration Date:							
Part II (to be completed by AMS & Supervisor)								
8. Justification for Access								
9. AMS Officer Name	10. AMS Officer E-mail Address 11. AMS C		11. AMS Office	Officer Phone Number				
12. AMS Officer Signature				13. AMS Officer Date				
14. Supervisor Name	ldress							
14. Supervisor Name 15. Supervisor E-mail Address								
16. Supervisor Signature				17. Supervisor Date				
10. Supervisor Signature				17. Supervisor Date				

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Part III (to be completed by the Office of Security)							
18. Cleared at the SCI level in S.C.?	19. Collateral Ir	vestigation Date	20. SCI Validation	n Date			
☐ Yes ☐ No							
21. Verified by (Last, First, MI)							
22. Verifier Signature & Date							
Part IV (to be completed by the Office of Security WSB Division Chief)							
Part IV (to be completed by the Office of Security, WSP Division Chief)							
23. Request	5						
☐ Approved ☐	Denied						
24. SEC/WSP Division Chief (Last, First, MI)							
24. SEC/ WSF DIVISION CHIEF (Last, Filst, WII)							
25. SEC/WSP Division Chief Signature & Date							
Part V (to be completed by the Office of Security)							
26. Submitted to SSO Portal By (Last, First, MI) 27. Date Request Submitted to SSO Portal							
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28. Issuance Date of JWICS Account		29. Set Up/Log Ir	n Date	30. IIS Initials			

Privacy Act Statement

Authorities: E.O 10450 Security Requirements for Government Employment, as amended; E.O. 13526 Classified National Security Information; E.O. 9397 Numbering System for Federal Accounts Relating to Individual Persons, as amended, for the Social Security Number (SSN).

Purpose: This form collects your personal information to determine whether you are eligible for access to classified information in a JWICS account. Your SSN will be used to identify you precisely when it is necessary to certify that you have access to the classified information or to determine that your access to the classified information had been terminated.

Routine Uses: The personal information is used to determine your eligibility for access to classified information through a JWICS account. This information will be shared outside USAID pursuant to the routine uses in the Privacy Act and USAID–008 Personnel Security and Suitability Investigations Records 78 FR 25414, May 1, 2013.

Effects of Disclosure on the Individual: Furnishing your SSN, as well as other personal information, is voluntary; however, failure to do so may delay or prevent you from being granted access to classified information.

System of Record Notice(s): USAID-008 Personnel Security and Suitability Investigations Records 78 FR 25414, May 1, 2013.

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