

# 3d MEB SAAR Instructions

## SAAR completion procedures:

Target Audience: Any 3d MEB CE inbound personnel.

On the DD2875 SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR) form, please complete the following fields:

Page 1: Date and blocks 1-6 / 8-12 (Block 3: G-1, G-2, G-3, G-4, G-6, G-8). Do not fill out any more blocks on page 1.

Page 2: Fill in your name at the top,

Page 4: Digitally Sign at the bottom

Page 5: Digitally Sign at the bottom

\*Once complete, forward to your supervisor or sponsor at 3D MEB. If you are unsure who your sponsor is, please forward the form to the 3D MEB G-6 Helpdesk <3dMEB\_G6\_HlpDsk@usmc.mil> instead.