

LeaveWeb: How to Complete a LeaveWeb DD2875

The DD Form 2875 enables users to request roles to receive privileges in LeaveWeb. The form is attached to the user's profile. The Air Force Administrator processes the request in accordance with the SAF/FMF AFFSO Standard Operating Procedure (SOP) for System Access and Governance Compliance. This section details how to complete the process.

WARNING

DO NOT UPLOAD PERSONALLY IDENTIFIABLE INFORMATION (PII) OR CLASSIFIED DOCUMENTS TO ANY MILBOOK PAGE.

Note

Once Form DD2875 has been completed it needs to be uploaded to the LeaveWeb Application.

BE ADVISED: The version of the 2875 covered below is the only acceptable version at this time. All other versions will be rejected upon submission.

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Completing Part I Requestor

The screenshot shows the top portion of the SAAR form. At the top, the classification is set to 'UNCLASSIFIED'. The form title is 'SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)'. Below the title, there is a privacy statement and a 'PRIVACY ACT STATEMENT'. The 'TYPE OF REQUEST' section has radio buttons for 'INITIAL', 'MODIFICATION', 'DEACTIVATE', and 'USER ID'. The 'SYSTEM NAME' field contains 'LeaveWeb' and the 'LOCATION' field contains 'WPAFB OHIO'. A 'DATE' field is also present.

1. Click the **Enable All Features** button if necessary
2. Leave the Classification as **UNCLASSIFIED**.
3. Select a **Type of Request**.
4. Enter the **Date**.
5. Verify the **System Name** and **Location**.

The screenshot shows the 'PART I (To be completed by Requester)' section of the SAAR form. It contains 12 numbered fields: 1. NAME (Last, First, Middle Initial), 2. ORGANIZATION, 3. OFFICE SYMBOL/DEPARTMENT, 4. PHONE (DSN or Commercial), 5. OFFICIAL E-MAIL ADDRESS, 6. JOB TITLE AND GRADE/RANK, 7. OFFICIAL MAILING ADDRESS, 8. CITIZENSHIP (with options for US, FN, OTHER), 9. DESIGNATION OF PERSON (with options for MILITARY, CIVILIAN, CONTRACTOR), 10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (with a checkbox and a date field), 11. USER SIGNATURE, and 12. DATE (YYYYMMDD).

6. Enter your **Last** and **FirstName** with **Middle Initial**.
7. Enter your current **Organization**. (i.e. DISA, SDI, DoD and government agency or commercial firm) Do Not enter a location here.
8. Enter your **Office Symbol** or **Department**. The office symbol within the current organization (i.e. SDI, AFAOC, AFFSO).
9. Enter your **Phone** number. The Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.

10. Enter your military **Email Address**.

11. Enter your **Job Title AND Grade or Rank**. The civilian job title (Example: Systems Analyst, GS-14, Pay Clerk, GS-5)/military rank (COL, United States Army, CMSgt, USAF) or "CONT" if user is a contractor.

12. Enter your **Official Organizational Mailing Address**.

13. Click the checkbox next to your **Citizenship**.

US for United States citizenship.

FN for Foreign National.

Other for all other scenarios.

14. Click the checkbox next to your **Designation**.

Military for (active duty, guard and reserves) military designation.

Civilian for civilian designation.

Contractor for contractor designation.

15. **Information Assurance (IA) Training and Awareness Certification** is required. Check the box to acknowledge that you have completed Annual IA Training within past year. Click next to the **Date** field to access the embedded calendar and use it to enter your most recent IA Training Date.

Completing Part II Supervisor

Justification for Access	PART II ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR <i>(If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)</i>		Base Name
Role/ Privilege	13. JUSTIFICATION FOR ACCESS		Unit Name
Type of Access Requested	AFIMSC/AFAFO Admin	Base Name _____ Unit Name _____	
User Requires Access To	Base Admin/Finance	Base Name _____ Unit Name _____	
Verification of Need to Know	CSS Admin/Authorize	Base Name _____ Unit Name _____	
	Unit Admin	Base Name _____ Unit Name _____	
	Unit Commander	Base Name _____ Unit Name _____	
	Unit Designee	Base Name _____ Unit Name _____	
	14. TYPE OF ACCESS REQUESTED		
	<input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED		
	15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category)		Access Expiration: Contractor Block
	<input type="checkbox"/> OTHER		
	16. VERIFICATION OF NEED TO KNOW	16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 21 if needed.)	
	<input checked="" type="checkbox"/> I certify that this user requires access as requested.		

Supervisor's Name	17. SUPERVISOR'S NAME (Print Name)	17a. SUPERVISOR'S EMAIL ADDRESS	17b. PHONE NUMBER
Supervisor's Organization	17c. SUPERVISOR'S ORGANIZATION/DEPARTMENT	17d. SUPERVISOR SIGNATURE	17e. DATE (YYYYMMDD)
		Supervisor's Signature	Date

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1. In box 13, enter the **Role/Privileges**, **Base Name**, and **Unit Name**. There is additional space in Box 21.
2. Ensure boxes 14, 15, and 16, are completed.
3. If you are a contractor, complete Box 16a and include your **Company Name**, **Contract Number**, and the **Expiration Date**.
4. Electronically **Sign** and **Date** the form in boxes 11 and 12. The form must be submitted within 60 days of all signatures and dates.
5. Click the save icon.
6. The form must be sent to the supervisor to complete and sign boxes 17-17e before submitting to the Security Manager.

The following are user roles/privileges used within LeaveWeb:

Privilege	Description
Air Force Admin	Enables the user to: <ul style="list-style-type: none"> • Remove CACs that have been linked to a member's account in error. • Monitor all Air Forces bases from the MAJCOM level down. • Approve all Air Force admin and MAJCOM privilege requests. • Edit users and error codes.
MAJCOM	Enables the user to: <ul style="list-style-type: none"> • Access leave archive database. • Monitor all bases within MAJCOM. • Approve base-level privilege requests. • Edit/activate users at the MAJCOM, Base, and Unit level.
Base Admin / Base Finance	<ul style="list-style-type: none"> • Base Admin <ul style="list-style-type: none"> ◦ Access leave archive database. ◦ Edit/activate users at Base level or below. ◦ Add/monitor/edit CSSs and units within specified base. ◦ Approve CSS-level privilege requests. • Finance <ul style="list-style-type: none"> ◦ Update members' leave balances. ◦ Access leave archive database. ◦ Create leave requests on behalf of other users. ◦ Monitor and work DJMS rejected leave. ◦ Authorize special action and travel leaves. ◦ Monitor and work unreconciled leave. ◦ Review the Leave Audit (AF 1486) for special action leave, such as Terminal Leave.
CSS Admin / CSS Authorize	<ul style="list-style-type: none"> • CSS Admin

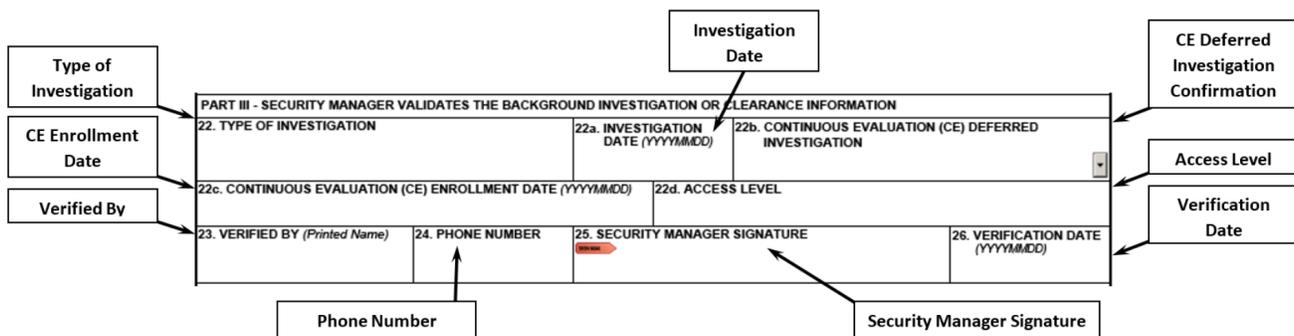
<p>LeaveWeb: How to Complete a LeaveWeb DD2875</p>	<ul style="list-style-type: none"> ◦ Access leave archive database. ◦ Edit/activate users at CSS level or below. ◦ Monitor CSS and add, edit, and monitor Units. ◦ Approve Unit-1 level privilege requests. ◦ Add comments to the AF 1486. • CSS Authorize • ◦ Creates leave on behalf of other users. ◦ Authorize leave within their CSS.
<p>Unit Admin</p>	<p>Enables the user to:</p> <ul style="list-style-type: none"> • Create leave requests on behalf of other users. • Edit/activate all users at the Unit level. • Monitor the status of all Unit-level leave requests. • View the Leave Audit (AF 1486).
<p>Unit Commander</p>	<p>Enables the user to:</p> <ul style="list-style-type: none"> • Approve leave requiring CC approval, such as Emergency or Convalescent, and advance leave. • Review the site statistics, such as percentage of unreconciled leave. • Comment on and sign the leave audit (AF 1486).
<p>Unit Designee</p>	<p>Enables the user to:</p> <ul style="list-style-type: none"> • Approve any leave that a Unit Commander can approve, such as Emergency or Convalescent, and advance leave. <p>Note: If the Designee is enlisted, he or she can only approve leave requests for other enlisted users.</p> <ul style="list-style-type: none"> • Review the site statistics, such as percentage of unreconciled leave. • Comment on and sign the leave audit (AF 1486).
<p>Basic User/Supervisor</p>	<p>Enables a Basic User to:</p> <ul style="list-style-type: none"> • Request leave. • Return from leave. <p>Enables a Supervisor to:</p> <ul style="list-style-type: none"> • Approve/deny Basic User/Supervisor leave requests.

Common Reasons to Reject Form Parts I and II DD2875

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Section	Reject Reason
Block 13	Block 13 does not have the roles and privileges required or do not match the roles requested in the Leave-Web Application.
Date	The date on top of the form and the dates in the signature block are not within 60 days of each other.
Block 16	Box 16 is not checked.
Blocks 19-19c	When boxes 19-19c have been completed by someone other than a help desk analyst.

Completing Part III Security Manager



After the Supervisor signs the DD Form 2875, the Security Manager validates the user’s background investigation or clearance information. The Security Manager completes Boxes 22-26. The Security Manager completes Boxes 22-26 but does not digitally sign Box 25 until then end. Once the form is signed, forward the DD Form 2875 to the Information Owner (Host Comptroller or Director) or designee for review and digital signature in Boxes 18 and 18b if necessary. Box 26 will autofill once the digital signature has been correctly applied to Box 25.

1. Enter the **Type of Investigation**.
2. Enter the **Date** that the investigation was conducted.
3. Enter whether the user is enrolled in **Continuous Evaluation (CE) Deferred Investigation**.
4. Enter the **Continuous Evaluation (CE) Enrollment Date** if necessary.
5. Enter the user's current **Access Level**.
6. Enter the Security Manager's name in the **Verified By** section.

7. Enter the **Security Manager's Telephone Number**.
 8. Click Box 25 to digitally sign the **Security Manager Signature** section.
 9. Enter the **Date** of signature in Box 26.
- The form is ready for submission.

Common Reasons to Reject Form Part III DD2875

Section	Reject Reason
Block 22-22a	In Box 22 TYPE OF INVESTIGATION, it is not acceptable to leave the field blank or enter None, N/A, or NPA. Examples of acceptable responses include NACI, NACLC, T1, T5, Government of Japan, Etc. In Box 22a DATE OF INVESTIGATION, it is not acceptable to leave the field blank or enter N/A or None.
Block 28b	Select either Yes or No, do not leave blank.
Block 28c	If Yes was selected in 28b, enter the CONTINUOUS EVALUATION (CE) ENROLLMENT DATE.
Block 22d	It is not acceptable to leave the field blank or to enter None, N/A, Host Nation Equivalent, or Non-Sensitive. Examples of acceptable responses include Favorable, Secret, Top Secret, Open-No Adjudication Yet In JPAS, Interim XXXXX, Open Investigation, Ongoing Investigation, Pending, Etc.