

## MCEN-S Account Request Guide

- a. Part I, User: Complete block 1-12, please ensure **EDIPI (DOD ID Number)** is listed under User ID so your token will associate properly to the account. Complete & sign page 3, User Agreement. **Once complete, please send to your Supervisor or rep to complete Part II.** ENSURE YOUR SIGNATURE DATE MATCHES THE DAY YOU SIGN ELECTRONICALLY.
- b. Part II, Supervisor **or Sponsor**: Your supervisor will complete and sign part II, ensure fill in block 16a **with your CAC ID expiration** or end date of your TDY assignment.
  - i. **In cases when Supervisor/Sponsor is not available, J6 representative** can complete 13-20b, for 16a, we will put 6 months from the submission of the SAAR. After completing that portion, we will submit the SAAR back to the user.
- c. Part III, Security Manager: Submit the SAAR form back to your parent command security manager to complete security clearance validation and your NATO Briefing Form filled in and signed. Upon receiving the signature from your security manager, submit form back to the JTT J-6 along with all the required documents below. All documents are located on the MCEN-S Sample Packet Folder on the J6 Teams page (Army TEAMS).
  - i. **In cases when parent unit's Security Manager is not able to complete Part III in timely manner, J6 representative may complete the security clearance verification using your SSN via Defense Information System for Security (DISS).**
- d. **Template & Instructions:** INDOPACOM Joint Training Team/ J6/Files/0. MCEN-S Sample Packet
- e. **Required Documents for MCEN-SIPR Access Request**
  - i. DD FORM 2875 SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)
  - ii. Derivative Classification Training, within the FY (on <https://jkodirect.jten.mil/> )
  - iii. Cyber Awareness Training, use service specific certificate, or the course of JKO. This must have a date within the current FY.
  - iv. **Personal Identifiable Information (PII) Training.** Below are options to complete the training if not available from your service's training site:
    - <https://public.cyber.mil/training/identifying-and-safeguarding-personally-identifiable-information-pii>
    - <https://www.cdse.edu/catalog/elearning/ds-if101.html>
  - v. NATO Briefing Form, user can request a copy from their security manager if they don't have one or use the provided template form.
  - vi. KVM Agreement (This is optional, as required) Initial and Sign at Bottom.

- f. JTT J6: Once the SAAR form is completed and signed by User, Supervisor, and Security Manager and we received all the documentations (see items in paragraph. e above), we will submit your request for processing.
2. Please submit all required documents and request [to JTT\\_J6\\_Members@usmc.onmicrosoft.com](mailto:JTT_J6_Members@usmc.onmicrosoft.com) and carbon copy (cc) CPT Christopher Lee (christopher.m.lee116.mil@army.mil) and GySgt Juan FigueroaGalvez (juan.figueroagalvez@usmc.mil).