



SAAR Form Creation

if you have questions call 910-440-2519

1. TYPE OF REQUEST: (check INITIAL)
(Select MARSOC from drop down)
2. CITIZENSHIP: (Check US/OTHER)
3. TITLE/GRADE/RANK: (Select from drop down)
4. DATE: (CURRENT DATE)
5. LAST NAME: (Smith)
6. FIRST NAME: (John)
7. MIDDLE INITIAL: (A)
8. DOD PIV# (16 DIGIT): (Your edipi followed by 117274. Ex 1234567890117274)
9. EMPLOYEE TYPE (USMC)
10. (Leave Blank)
11. (Leave Blank)
12. DO YOU HAVE A SIPR TOKEN?: (Check NO)
(Skip to 15)
15. OFFICE SYMBOL: (ITC)
16. COMMERCIAL DUTY PHONE: 910-440-2004
(Skip to 19)
19. BLDG #: (450)
(Skip to 21)
21. NETWORK ACCOUNT TYPE REQUIRED: (Select NIPRNET)
(Scroll to bottom of page)
35. APPLICANT SIGNATURE: (Insert your CAC and sign.)
36. DATE: (CURRENT DATE)
37. Save form to DOCUMENTS as Last Name.First Name_IMT12
(Ex: Smith.John_IMT12) **DO NOT SAVE OVER TEMPLATE!!!**
38. Attach your UP TO DATE cyber awareness certificate along with the IMT12 form.