How to Complete AVS

Requirements for completing DD2875 via Army Validation System (AVS):
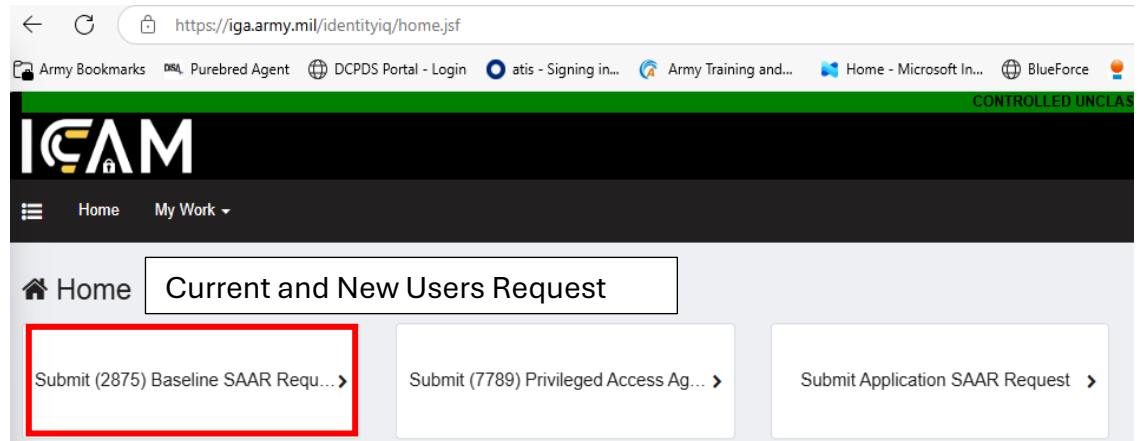
Log into Fort Eisenhower Online course at https://cs.signal.army.mil/
1. Complete the Cyber Awareness Training and the Army IT User Agreement
2. Once you complete these two items you can start your DD2875.

NOTE: Do not log into any other site like Joint Knowledge Online (JKO) to complete training as it does not transfer into AVS currently.

1. Log into ICAM application to start your DD2875. https://iga.army.mil/
2. On the Home Page, there are 3 options: <mark>Submit (2875) Baseline SAAR Request</mark>; Submit (7789) Privileged Access Agreement; and Submit Application SAAR Request.
   - **NOTE: Use "Submit (2875) Baseline SAAR Request.**

   -
3. If you selected, "Submit (2875) Baseline SAAR Request, it will take you to the next screen where you will select "Next".
4. On the next screen, You will have the option to Submit for yourself or for another users. Select "Myself". Then click "Next".

5. The Next screen should have all your information. You may not be able to fill in any incorrect information as it is what is currently loaded in ATCTS. Click "Next".
6. The "Baseline System Authorization Access (2875 Form for: **Your Name"** is then next screen.

Baseline System Authorization Access (2875) Form for: jimmy.r.braddy.naf

Account Request Information

Request Created :
05/02/2025

Network Access Requested : *

Justification For Access : *

Supervisor/Sponsor Email : *

Enter the Supervisor's/Sponsor's email address, must be a Government Employee (CIV/MIL/NAF/NFG/LN/FN).

Security Manager Email :

Enter the Security Manager's email address, must be a Government Employee (CIV/MIL/NAF/NFG/LN/FN).

ISSO or Appointee Name :

Enter the Information System Security Officer (ISSO) or Appointee's email address.

Annual Cyber Awareness Training Date :
01/06/2025

Training date provided must be within the past 11 months from the request date.

Army IT User Agreement Date :
mm/dd/yyyy

Agreement date provided must be within the past 11 months from the request date.

Derivative Classification Completion Date :
mm/dd/yyyy

Please enter the user's completion date for the Derivative Classification training.

Please note that all fields with a red asteric are required.

You must fill all required fields before submitting.

〇〇〇●

‹ Previous   Cancel   Submit

7. You will need to fill in all the information that have the "*" by it as well as:
   a. **Network Access Requested:** Select "NIPR".
   b. **Justification For Access:** "Request access to perform duties required for job"
   c. **Supervisor/Sponsor Email:** "Enter your supervisor's email"
   d. **Security Manager Email:** Enter
      Mr. Enrique Ellin "enrique.ellin.civ@army.mil"
      or
      Mr. Todd Weldon "todd.l.weldon.civ@army.mil"
   e. **ISSO or Appointee Name:** Enter either, Donald.r.sutt6.civ@army.mil, Joshua.reyes12.ctr@army.mil, or lois.k.beck.civ@army.mil
   f. **Annual Cyber Awareness Training Date:** Enter, the date cyber awareness was completed.
   g. **Army IT User Agreement Date:** Enter date the Army IT User Agreement was signed by you.
8. Click on submit.