

## ALL ARMY Users

### Compliance Requirement Statement

WAARNG servicemembers are **required** to be compliant with the following requirements:

- WAARNG members must submit a baseline SAAR through the new Account Validation System (AVS) portal.
- WAARNG members must be properly aligned in ID Card Office Online (IDCO).

This will be a prerequisite for all system access requests; all requests will reference this baseline SAAR.

If you have not submitted a baseline SAAR, all system access requests will be rejected until such time as a baseline SAAR is completed.

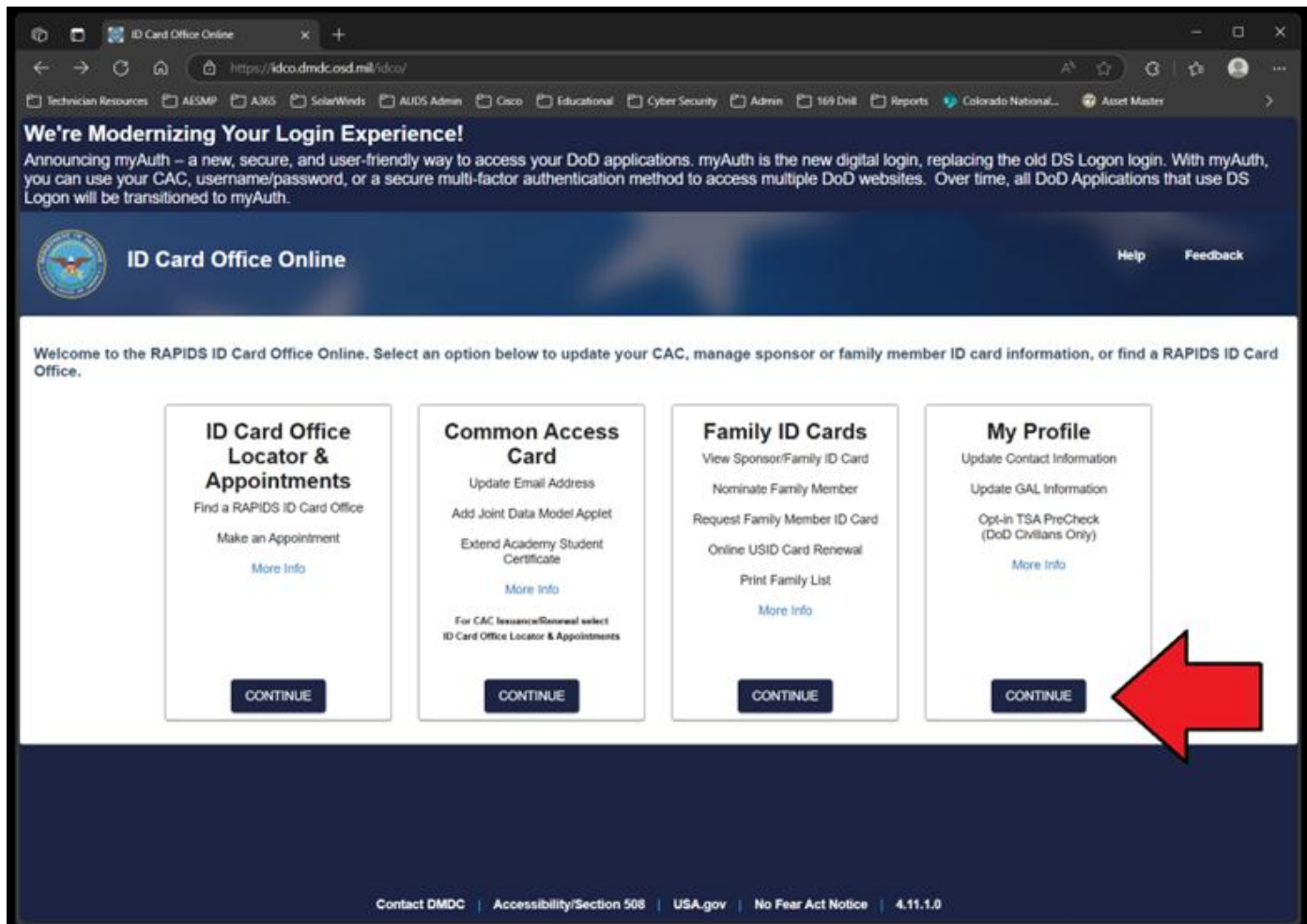
Approval for specific system access requests remain subject to system specific requirements

### IDCO Alignment Instructions

**Step 1.** Navigate to IDCO: <https://idco-pki.dmdc.osd.mil/idco/myprofile-info>

- You will be required to log in with your CAC and to establish a “myAuth” account before logging in to IDCO.

**Step 2.** Select “My Profile” on the IDCO homepage.



**Step 3.** Within the “MIL” tab on IDCO, confirm the following information,

- Duty Organization: **National Guard**
- Duty Sub Organization: **NG – Army National Guard – Washington**
- Duty Installation/Location: **National Guard Facilities (Army and Air) State of Washington**

For users changing their Duty Sub Organization, please note there is a free-text Search option at the top of the drop-down list.

**ID Card Office Online** Home Help Feedback Logout

**Update and View My Profile**  
Edit your personal information on your Personal tab and your work information on your work tab (for example, MIL, CIV, or CTR), so that you receive communications promptly. [Tips](#)  
Logged on as Sponsor: MICHAEL OLMSTED

**Family Members**

- Olmsted, Michael V (Sponsor)
- Olmsted, Simona (Spouse)

**Personal MIL CIV**

**Personnel Status**

Persona Type <b>Military</b>	DoD Association <b>National Guard member (SEL RES)</b>
Administrative Association <b>USA</b>	Duty Organization <b>National Guard</b>
Duty Sub Organization <b>-NG - Army National Guard - Washington</b>	Duty Install Location <b>National Guard Facilities (Army and Air) State of Washington</b>
Office Symbol <b>NGWA-IMD</b> <small>Can contain maximum 8/30 characters.</small>	Job Title <b>Deputy CIO/G6</b> <small>Can contain maximum 13/60 characters.</small>
Building <b>8</b> <small>Can contain maximum 1/100 characters.</small>	Room <b>Small Office</b> <small>Can contain maximum 12/40 characters.</small>
Begin Date <b>1984-03-15</b>	Projected End Date <b>Unknown</b>

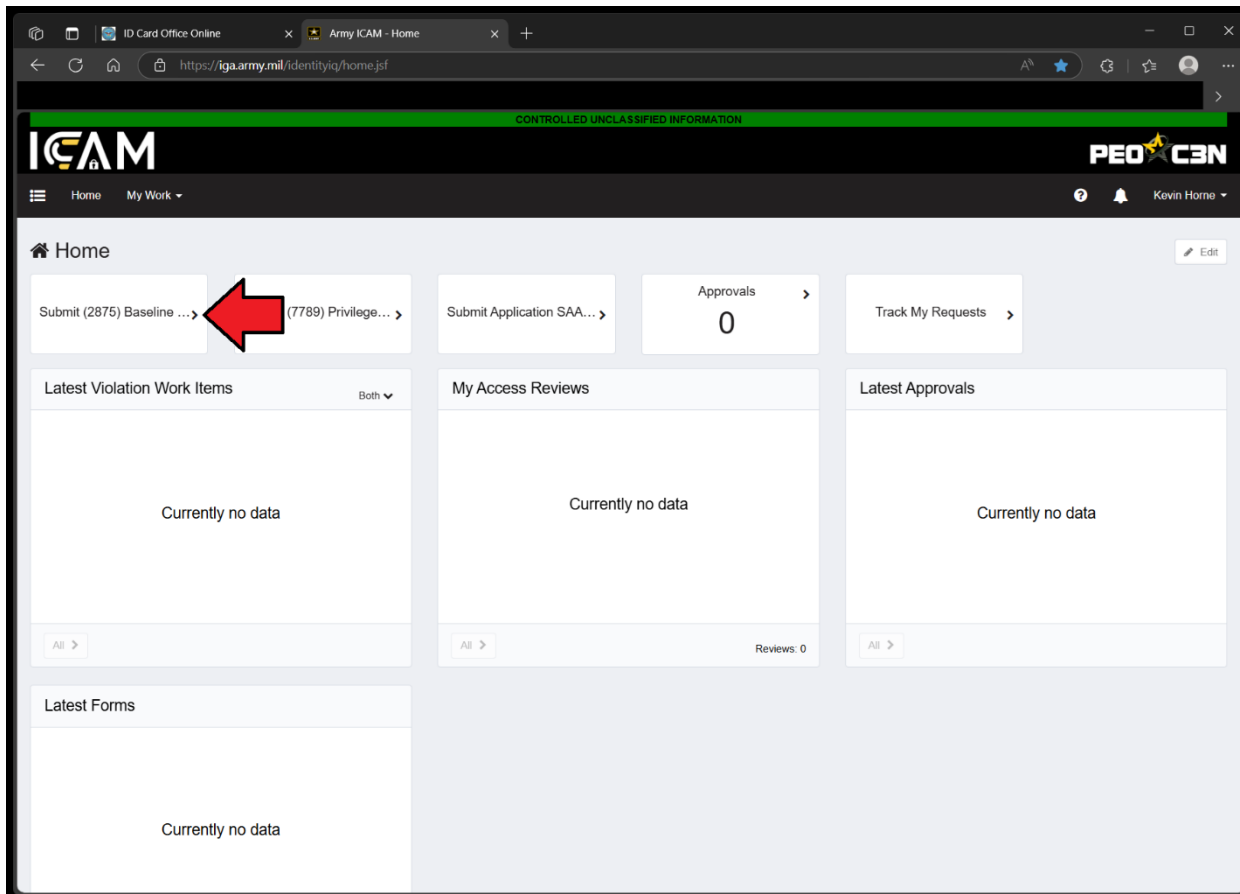
Baseline SAAR Instructions.

**Step 1.** To submit a baseline SAAR, first ensure you are compliant with the following requirements:

- **Cyber Awareness Training.**  
Fort Eisenhower Online Course Login - <https://cs.signal.army.mil/login.asp>
- **IT User Agreement.**  
Fort Eisenhower Online Course Login - <https://cs.signal.army.mil/login.asp>
- **Derivative Classification Training (if requesting SIPR access).**  
CDSE - <https://securityawareness.usalearning.gov/derivative/index.htm>

**Step 2.** Navigate to: <https://iga.army.mil/identityiq/home.jsf>

**Step 3.** Select “Submit (2875) Baseline SAAR Request” and follow the instructions.



**Step 4.** On the final page of instructions, you will be prompted to provide the following information:

- Supervisor – Your M-Day supervisor, or full-time supervisor for AGR/Technicians.
- ISSO or Appointee – Moody, Kevin S SPC ([kevin.s.moody4.mil@army.mil](mailto:kevin.s.moody4.mil@army.mil)), or Fritts, William A CPT ([william.a.fritts2.mil@army.mil](mailto:william.a.fritts2.mil@army.mil)) or Brantly, Benjamin C CW2 ([benjamin.c.brantly.mil@army.mil](mailto:benjamin.c.brantly.mil@army.mil))
- Security Manager – Your unit Security Manager, or Mr. Laszlo Cosorus ([laszlo.j.cosorus.civ@army.mil](mailto:laszlo.j.cosorus.civ@army.mil)).
- Army IT User Agreement Date – This must match the date from Fort Gordon
- Annual Cyber Awareness Training Date – This must match the date from Fort Gordon
- Derivative Classification Completion Date (for SIPR)- This must match the date from Fort Gordon

- If SIPR access is required, select “SIPR (inclusive of NIPR) under the “Network Access Requested” drop-down. You must meet security clearance requirements and include a justification for SIPR access.

**Step 5.** Click “submit.” Your request will now be forwarded by email to the POCs listed in the baseline SAAR.

Once the baseline SAAR has been completed and approved, you will receive a confirmation email. You may now request specific system access by submitting an AESMP trouble ticket.

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### **Specific System Access Request Instructions.**

The NSAR (New System Access Request) process is used to request access to specific systems after completing a baseline SAAR.

**Step 1.** Navigate to: [https://www.aesmp.army.mil/csm?id=csm\\_index](https://www.aesmp.army.mil/csm?id=csm_index)

**Step 2.** Select “I Need...”

**Step 3.** On the subsequent page, locate and select “New System Access Request.”

**Step 4.** The trouble ticket form requires that you provide specific information, note the following:

- UIC – \*W023AA (**you must include the asterisk**)
- Requestor Phone Number – This is the number the G-6 will use to contact you if there are any issues. Please include a reliable contact number!

**Step 5.** On the page that follows you will find system specific requirements, such as training or certifications. Please ensure that you meet the system specific requirements before continuing.

**Step 6.** Where instructed to provide POCs, include the Supervisor/ISSM/ISSO from your baseline SAAR. The System Owner field should be pre-filled. If so, **do not change it!**

**Step 7.** Submit your ticket.