

TFRS 2.0 DD Form 2875 SAAR

Instructions



TFRS 2.0 requires a user account and system authorization. Request an account and system authorization by submitting a TFRS 2.0 DD Form 2875

Preliminary Fields

Type of Request: Indicate "Initial" if first time completing
User ID: 10-digit EDIPI. The EDIPI can be found on the back of user's CAC
Date: Date of form completion
System: Total Force Retention System (TFRS) 2.0
Location: Quantico

Part I: Blocks 1-12 (Complete all blocks in this section)

Block 1: Name
Block 2: Current organization
Block 3: Symbol for current organization
Block 4: Office/work number
Block 5: Must be an official gov't email (@usmc.mil)
Block 6: Civilian job title, military rank, or CTR if user is a contractor
Block 7: User's official address
Block 8: Citizenship (US)
Block 9: If Contractor is selected, please complete Part II Block 16a
Block 10: Must be completed within last 12 months
Block 11: Must be digitally signed with CAC
Block 12: Date must be entered even though the digital signature has a date

Part II: Blocks 13-21 (To be completed by the Unit Career Planner)

Block 13: Pre-populated. Include unit information and select a role from the following list:

-SACO	-Regimental Commanding Officer
-Security Manager	-MSE Career Planner
-Officer in Charge	-MSE Senior Enlisted Advisor
-Unit SNCOIC	-MSE Commanding Officer
-First Sergeant/Maintenance Chief	-MMEA Career Planner Liaison
-Company Commander/Division Head	-MMEA Retention Chief
-Unit Career Planner	-MMEA PMOS Monitor
-Unit Senior Enlisted Advisor	-MMEA SDA Monitor
-Unit Executive Officer	-MMEA User
-Unit Commanding Officer	-MMEA Data Manager
-Regimental Career Planner	
-Regimental Senior Enlisted Advisor	

TFRS 2.0 DD Form 2875 SAAR Instructions



Part II: Blocks 14-21 (To be completed by the Unit Career Planner) Continued

Emailed SAARs with PII entered need to be encrypted.

Block 14: Select “Privileged” for Data Managers or System Admins, select “Authorized” for all other users.

Block 15: Unclassified (pre-selected)

Block 16: Must be completed by the **Unit Career Planner**

Block 16a: If chain of command member, three years from date of processing. Add this date to the beginning of the file name in YYMMDD format. If Career Planner, not applicable

Block 17 - 17e: Must be completed by the **Submitting Member’s Direct Supervisor**

Block 18 - 18b: Must be completed by the **Regimental Career Planner**

Block 19 - 19c: Must be completed by the **ISSO at the lowest level above the submitter**

Block 20: Auto-populates

Block 21: No requirement

Part III: Blocks 22-26

Completed by the MSE Trusted Agent – security manager (access to DISS) at the **Unit Level**.
No Security Clearance required for this system. Only standard T1 Background required.

Part IV:

Processed by the **Regimental Career Planner** who will provision the account.

There is no need for form revalidation

Email copy of this MITSM ISSM for storage, contact Jason “JD” Donald.