**DD Form 2875 information/ Q & A’s**

**REQUIRED SIGNATURES**

**Block 11:** Users Signature. (Electronically signing block 11 locks blocks 1-12 and 20)

**Block 17:** Users supervisor, a supervisor considered as part of the user’s chain of command. (Electronically signing block 17d locks blocks 16-17a and 20)

**Block 18:** Program Manager, YNCS Christopher George (Electronically signing block 18 locks blocks 18-18b)

**Block 22:** Local CSO, Equip Manager, District Security Manager, Command Security Officer. (Electronically signing block 25 locks blocks 22-26)

**Part IV “Processed by”:** MAJCOM/Program Manager Signature (more detailed information below in block information)

**\*\* Ensure all blocks in a section are completely filled out before it is electronically signed.)\*\***

**\*Sequence of events\***

 **1st** Member completes Parts 1,2 & 3 IAW the below. Member will register for an account on iFTDTL without the approved DD2875, upload the unapproved version for account registration purposes. Once Security manager returns form, member will submit valid Cyber Awareness transcript and Designation memo along with the DD-2875 to their designated MAJCOM.

 **2nd** MAJCOM will audit all documentation (DD-2875, designation memo, and cyber awareness transcript) for any errors, then submit to PSC-PSD-fs if all is valid and approved on their end.

 **3rd** PSC-PSD-fs will audit all forms and enable iFTDTL account if approved. Approval email will then be sent to MAJCOM with signed DD2875.

\*\*Ensure the Proper DD2875 (May 2022) is being filled out, the up to date one is on our CG Portal page.

**BLOCK INFORMATION**

**Blocks 1-12 (Part I):** Users Information.

**Block 10 (Part I):** Annual Cyber Awareness certification, Check box and enter date of training.

**Block 11(Part I):** Users Signature **\*\***Before Signing block 11 electronically, make sure Block 26 is filled out.\*\*

**Block 13 (Part II):**

A. Provide User Justification for needing access to iFTDTL.

*\*Example:*

a. Required for duties as the MAJCOM

b. Required for duties as the Drug Testing Coordinator (DTC)

c. Required for duties as the Alternate Drug Testing Coordinator (ADTC).

B. Users DoD ID.

**Block 14 (Part II):** Mark an X in box “Authorized”.

**Block 15 (Part II):** Mark an X in box “Unclassified”.

**Block 16 (Part II):**

16. Mark an X in the box.

16**a**. Access 1 O25 end of tour date is 1 July2021, Put 1 Oct 2021. October starts the new FY.

**Blocks 17-17e (Part II):** Users supervisors’ information.

**Blocks 18-18b (Part II): \*WILL BE COMPLETED AFTER MAJCOM ROUTES TO PSD-fs.**

**Block 20:** Users name. \*\*Must be entered before block 11 is signed.\*\*

**Block 21:** DTC/ADTC: Container required (UIC and BAC)

 MAJCOM; Results Reporting Unit (BAC)

**Blocks 22-26 (Part III): Filled out by users Security Officer. (CSO, Equip Manager, District Security Manager, or Command Security Officer)**

Type of Investigation: (Example: NACLC)

a. Date of investigation

b. Clearance Level (Secret or Top Secret)

c. IT Level Designation (I, II, or III)

**Part IV:**

1. **Processed by block:**
	1. MAJCOM signs and dates for DTC’s and ADTC’s
	2. Program Manager will sign for MAJCOMS.
2. **Revalidate block:** leave blank.

**\*\*Save DD2875 form as members email address (Example below in Q&A’s).**

**\*\*Format of email Subj line: iFTDTL DD2875's\_For units name, UIC and BAC (Example below in Q&A’s).**

**\*\*ATTACH CYBER AWARENESS TRAINING\*\***

**Q&A’s**

1. Is there a deadline to have the DD 2875 completed?

Answer: All new Coordinators (DTC’s and ADTC’s) and MAJCOMS must fill out this form to access iFTDTL.

2. Is the form for new software coming soon?

Answer: All DTC’s, ADTC’s, and MAJCOMs must have access to Web DTP by 1May2022. It is important that all members with access to the site be skillfull at using WebDTP by 1 May 2022. DTPlite 5.X desktop application will no longer be available. Once authorized to use Web DTP, MAJCOMs will receive access to results and DTC’s and ADTC’s will receive access to containers for the units UIC and BAC listed in block 27 (organization block) of the DD2875. Once access is granted to WebDTP, use the WebDTP user guide posted on the portal under the Access and registration folder for a step by step guide on how to use containers.

3. Do DTC’s and ADTC’s need to fill out the entire form?

Answer: Yes, Anyone who has access to iFTDTL must fill out the form entirely.

4. Who fills out Part II, block 13-17e?

Answer: User’s supervisor/Command. For specifics on what information to enter in each block, please refer to the above block information.

5. What training certificate is required?

Answer: The member’s Annual Cyber Awareness training. A copy of the certificate/document showing you completed the training is required and must be attached with the DD2875 when submitted. If you cannot acquire a certificate, Export PDF under the mandated training “A” chart with the current (not expired) Cyber Awareness training listed on it. If you are unable to attach the training directly to the DD 2875 form, you can attach the training separately in the email.

**EMAILING DD 2875 FORMS TO THE DRUG TESTING PROGRAM MANAGER**

1. How do you want the forms collected and processed?

Answer: The MAJCOM will collect all the forms from each unit (UIC/OPFAC) included in their BAC. Once the MAJCOM has collected all the DTC and ADTC’s DD2875’s forms from a unit (one UIC/OPFAC), they can email those forms together (ONLY ONE UNIT AT A TIME). The MAJCOM must verify that the forms are filled out completely and accurately before sending. Each MAJCOM can email their own forms individually once complete.

Include:

\***Subj line:** iFTDTL DD2875's\_For units name, UIC and BAC in

the subject line.

\*Example: iFTDTL DD2875's\_For CG Personnel Service Center (PSC), UIC 47909,

BAC C05M.

2. What should each member’s forms be saved as?

Answer: save each form in PDF format (with training attached) for each user separately (1 member per file) and save as the **members email address.**

**EXAMPLE: Christopher.L.George@uscg.mil**



3. What email address should I email the form/s to?

Answer: HQS-SMB-CGPSC-PSDFS-DRUGTEST HQS-SMB-CGPSC-PSDFS-DRUGTEST@uscg.mil

**\*\*ATTACH EACH USERS CYBER AWARENESS TRAINING\*\***