

Subject: IT-2/3 for Contract Employees

The following forms are to be filled out and provided to the address below: Questionnaire for Public Trust Positions (SF 85P) available at <http://www.drms.dla.mil/special/misc/sf85P.pdf>, System Authorization Access Request (SAAR - DD 2875) at <http://www.drms.dla.mil/special/misc/DD2875.pdf>, and the Defense Logistics Agency (DLA) Information Assurance (IA) General Rules of Behavior at <http://www.drms.dla.mil/special/misc/IARules.pdf>. In addition, you are required to read the attached document entitled 2006 DLA Annual IA Awareness Training at <http://www.drms.dla.mil/special/misc/06IAawareness.pdf> and provide a note containing the following information "I, \_\_\_\_\_ (insert full name), read and understood the 2006 DLA Annual IA Awareness Training on \_\_\_\_\_ (insert date you read the document)."

Furthermore, you will need to be fingerprinted by the local police department, state police, or on a military installation. Be sure to use the standard FBI fingerprint card. The upper left hand corner on the front has "APPLICANT." The upper right side has a block that states "ORI." The block will have:

**USDISOOOZ  
DIS NACC  
FT HOLABIRD MD**

Or it may have:

**USOPMOOOZ  
OPM  
BOYERS, PA**

Also, on the back in the lower left hand corner it has FD-258 (REV 5-11-99).

If you need fingerprint cards, you may contact Ms. Cathy Bednar at the email or phone number listed below.

A copy of your birth certificate, passport, or naturalization papers must also be provided (unless the above forms reflect that you are not a US citizen)

Please mail all of the above to:

Hart-Inoye-Doyle Federal Center  
DRMS-PS  
ATTN: Cathy Bednar  
74 Washington Avenue, North  
Battle Creek, MI 49017-3092

Cathy Bednar  
DRMS-PS  
[Cathy.bednar@dla.mil](mailto:Cathy.bednar@dla.mil)  
Commercial: 269-961-7309  
Fax Commercial: 269-961-7165