**Military Health System (MHS) Data Repository (MDR)**

**SAS Computing Environment (SCE)**

**Access Instructions**

# The SAS Computing Environment (SCE) is a platform that provides analytical tools and work space to view and query Military Health System (MHS) Data Repository (MDR) data. Due to the sensitive nature of data contained within the MHS Data Repository (MDR) and SAS Computing Environment (SCE), there are several requirements that must be satisfied before obtaining access to the system.

# Access and Security Requirements:

1. Must be a U.S. Citizen.
2. Must have a Common Access Card (CAC).
3. Completion of the SCE Account Authorization Request Form (AARF), which includes the following requirements:
4. If applicable, an approved Data Sharing Agreement (DSA) authorizing access to MDR data from the SCE. **Civilian personnel and active duty service members conducting research and non-MHS personnel and/or contractors working for the MHS/DoD requiring access to MDR data are required to have a current Data Sharing Agreement (DSA) through their sponsoring organization on file with the Defense Health Agency (DHA) Privacy and Civil Liberties Office. If you do not have a DSA please contact DHA Privacy and Civil Liberties Office at** [dha.ncr.health-it.mbx.dsa-mail@mail.mil](mailto:dha.ncr.health-it.mbx.dsa-mail@mail.mil).
5. Experience using SAS software.
6. Completion of a DISA Form DD2875, which includes the following requirements:
   1. Completion of Cyber Awareness Training, renewed annually. A copy of the Cyber Awareness Training Certificate must be submitted with the application.
   2. Clearance level of Tier 3, ANACI/NACLC or higher.

Requesting an MDR SCE Account:

Complete the SCE AARF, Cyber Awareness Training, and the DISA Form DD2875. Send the completed AARF, DD2875 and a copy of Applicant/Requestor’s Cyber Awareness Training Certificate to both the DHA Global Service Desk and DHA SDD DP Operations at: dhagsc@mail.mil and datamarts@alqimi.com

**An updated Cyber Awareness Training Certificate should be sent annually, upon renewal. Additionally, an updated SCE AARF and DISA Form DD2875 should be resubmitted upon contract and/or DSA renewal.**

Updated documents are required to be on file or access is subject to suspension and/or termination by either DISA or DHA. DISA or DHA may suspend/terminate access upon expiration of Cyber Awareness Training, Contract expiration (as annotated on the DISA Form DD2875), Security Clearance expiration, or if it is determined that the user’s employer, job role or contract has changed.

Basic access to the SAS Computing Environment (SCE) consists of a command-line AIX interface. Basic access does not provide a graphical user interface (GUI). An account on the server is required to gain any type of MDR SCE access. Following are instructions for filling out the DISA Form DD2875 to obtain an account on the server. The DISA Form DD2875 itself is provided separately as an Adobe (\*.pdf) file.

Instructions for filling out the DISA Form DD2875 for access to MDR SCE:

The Applicant/Requestor, their Manager/Supervisor, and Security Officer have separate portions of the DISA Form DD2875 to complete. Follow the step-by-step instructions below for each responsible party. If you have questions on how to fill out the form, you may submit an unsigned version for review, before obtaining signatures, or email questions about specific fields to: [beth.pelletier@alqimi.com](mailto:beth.pelletier@alqimi.com) , [corinna.barnes@alqimi.com](mailto:corinna.barnes@alqimi.com) and [mary.carlson@alqimi.com](mailto:mary.carlson@alqimi.com) .

For the Applicant/Requestor:

1. **TYPE OF REQUEST:** Mark INITIAL if you do not have a current MDR SCE account/User ID. Otherwise mark as a MODIFICATION and include your SCE account/User ID.
2. Include the date on the top of the form.
3. **SYSTEM NAME *(Platform or Applications)***: Type **CS AIX server account, UNIX OOB access account**
4. **LOCATION *(Physical Location of System)***: Type **DISA SATX, DISA OKC**
5. Requestor/Applicant to complete **Part I**:
   1. Complete Boxes 1-8 with the Requestors/Applications information. Contractors should put **CONT** for their job title in Box 6 **JOB TITLE AND GRADE/RANK**.
   2. Box 10 must be checked showing that you completed Cyber Awareness training and the date in Box 10 must match the date on your Cyber Awareness certificate (previously called IA Training certificate). To be current, Cyber Awareness training should be completed within the last 10 months. The date should be in the format YYYYMMDD.
      1. IA Training/Cyber Awareness Challenge can be found at <http://iase.disa.mil/eta/Pages/index.aspx>
   3. Include the date in Box 12 matching the format YYYYMMDD
   4. Complete Box 11, **USER SIGNATURE** by digitally signing with your CAC. Digitally signing will be appear as an option when you hover the curser over the box.

*NOTE: This is an electronically secured form and handwritten signatures are not accepted. Signing will lock this portion of the form so make sure all fields are correct before signing*.

1. Verify your name in Box 26.
2. Complete Box 27 **OPTIONAL INFORMATION *(Additional Information)*** with the following information, and fill in the blanks for User Name, Date of Birth, EDIPN, DSA #, and PIN (Personal Identification Number). The PIN should consist of a 4 to 6 digit number which may be used to identify you.

**1.) User Name (Last, First, Middle In.):**

**2.) Date of Birth (MM/DD/YYYY):**

**3.) EDIPN (10 digit number on the back of your CAC):**

**4.) DSA # (Required for contractors):**

**5.) PIN:**

**OOB Access to SATX/OKC with UNIX profile.**

**Server account creation on the following AIX servers:**

**Production SCE: cship-name usatix8v**

**Production MCAT: cship-name usatix8z, set rlogin=false and login=true**

**ProdTest SCE:cship-name utinip1q**

**ProdTest MCAT: cship-name utinip1s, set rlogin=false and login=true**

**Set Primary Group set to "sce"**

**\*\*\*SATX SA: Once OS accounts are created on the AIX Servers please DO NOT notify the user. Instead please notify the SDD Access Office and SDD DP Ops personnel that the ID has been created.\*\*\***

1. Email the form to your manager/supervisor to complete Part II.

For the Manager/Supervisor:

Complete Part II of the form using the following step-by-step instructions. Leave Boxes 21-25 blank. Date Box 19 before signing in Box 18 electronically with your CAC card.

1. Box 13 **JUSTIFICATION FOR ACCESS** should state the job responsibilities that require access to the MDR.
2. Box 14 **TYPE OF ACCESS AUTHORIZED**: Check **AUTHORIZED**
3. Box 15 **USER REQUIRES ACCESS TO**: Check **UNCLASSIFIED**
4. Box 16 **VERIFICATION OF NEED TO KNOW** must be checked that they need this access.
5. Box 16a **ACCESS EXPIRATION DATE** must be completed if the user is a contractor. Contractors must specify Company Name, Contract Number, Expiration Date. If this information is unable to fit in Box 16a include it in Box 13.
6. Box 17 **SUPERVISOR’S NAME**: Type your name.
7. Type the date in Box 19.
8. Complete Boxes 20 – 20b.
9. Digitally sign using your CAC in Box 18 **SUPERVISOR’S SIGNATURE**. Digitally signing will appear as an option when you hover the curser over box.

*NOTE: This is an electronically secured form and handwritten signatures are not accepted. Signing will lock this portion of the form so make sure all fields are correct before signing.*

1. Email the form to the Applicant/Requestors Security Officer to complete Part III.

For the Security Officer:

A minimum Tier 3, ANACI/NACLC or higher clearance is required to gain access to the MDR SCE. The Security Officer should complete Part III and return to the manager or user for submission.

1. Complete Boxes 28 – 30.
   1. Box 28b must be Top Secret, Secret, or NA. No other values are acceptable. Values that are not Secret or Top Secret should be entered as NA.
   2. Ensure that the information matches what is currently listed in JPAS.
2. Type the date in Box 32.
3. Digitally sign using your CAC in Box 31 **SECURITY MANAGER SIGNATURE**. Digitally signing will appear as an option when you hover the curser over box.

*NOTE: This is an electronically secured form and handwritten signatures are not accepted. Signing will lock this portion of the form so make sure all fields are correct before signing.*

1. Send the DISA Form DD2875 back to the Applicant/Requestor for submittal to DHA SDD.