



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

BUPERSINST 5230.13
BUPERS-07
21 Aug 2016

BUPERS INSTRUCTION 5230.13

From: Chief of Naval Personnel

Subj: SYSTEM AUTHORIZATION ACCESS REQUEST NAVY

Ref: (a) ALCOM 170/11, Navy Telecommunications Directive 10-11
(b) DoDD 5200.1, Department of Defense (DoD) Information Security Program:
Marking of Classified Information, February 2012
(c) SECNAVINST 5510.3

1. Purpose

a. To provide specifications, per references (a) through (c), to correctly complete the mandatory OPNAV 5239/14 System Authorization Access Request Navy (SAAR-N).

b. Record user credentials for the purpose of verifying the identities of individuals requesting access to the Department of Navy systems and information.

c. Document the process for handling, routing, storing, and auditing of OPNAV 5239/14 within the Bureau of Naval Personnel (BUPERS) Millington (BPM) and Navy Personnel Command (NAVPERSCOM).

2. Scope and Applicability. This instruction applies to military, civilian, and contractor personnel assigned to BPM and NAVPERSCOM.

3. Policy

a. To establish a Navy Marine Corps Intranet (NMCI) user account at BPM and NAVPERSCOM, users must complete OPNAV 5239/14 and the latest edition of the Department of Defense (DoD) Cyber Awareness Challenge training within the current fiscal year (1 October to September 30).

b. OPNAV 5239/14 must be resubmitted upon a change in supervisor as identified on the original form, reassignment to a different code within BPM or NAVPERSCOM, and for contractors, upon the expiration date identified on the original form.

c. Digital submission is the preferred method to submit forms. If this method is unable to be completed, users must contact their code information systems coordinators (ISC) for assistance and guidance.

d. BUPERS and NAVPERSCOM Information System Security Managers (ISSM) or designated representatives will review all OPNAV 5239/14 forms quarterly for accuracy and proper account deactivation.

4. Responsibilities. Overall responsibility for the accurate completion of OPNAV 5239/14 resides with the requesting department. ISCs are expected to assist their respective users in all aspects of the process.

a. Requesting User. The supervisor or sponsor of the user is responsible for completing blocks 1 through 16b and 23 through 25. All blocks must be completed per BUPERS-073-001 SAAR-N Standard Operating Procedures, located at <https://mpte.portal.navy.mil/sites/BUPERS/07/073/>. If users are unable to access a machine to complete their section they must report to their supervisors to complete the form under the supervisors' direct supervision. The supervisor will use his or her access to complete the form.

b. Supervisor. The requesting user's supervisor is responsible for ensuring the requesting user has access to complete the OPNAV 5239/14. Additionally, the supervisor must complete blocks 14 through 16. After completing this portion, the supervisor will forward the form to the respective code ISC.

c. Code ISC. Verify accurate completion of blocks completed by the requesting users and their respective supervisors. If accurate, complete block 17 and forward to BUPERS, Command Security Manager (BUPERS-00Y).

d. Command Security Manager. BUPERS-00Y or appointed representative will verify Joint Personnel Adjudication System (JPAS) information and complete blocks 26 through 30 appropriately. Place OPNAV 5239/14 in the BUPERS or NAVPERSCOM SAAR-N folder.

e. Command Information Systems Security Manager (ISSM). The ISSM or appointed representative will verify the proper completion of the form to this point. Additionally, the ISSM or representative will complete block 18 and distribute to the proper account creation folder.

f. BUPERS, Capital Planning/NMCI (BUPERS 071) and NAVPERSCOM, Information Technology Division (PERS-54). BUPERS-071 and PERS-54 are responsible for:

(1) Receiving completed OPNAV 5239/14s and creating accounts.

(2) Completing blocks 31 through 32b.

(3) Upon successful creation of accounts, BUPERS-071 or PERS-54 representative will inform BUPERS or NAVPERSCOM ISSM.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Review and Effective Date. BUPERS (BUPERS-07) will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or otherwise canceled prior to the 5-year anniversary date, or an extension has been granted.

7. Form. OPNAV 5239/14 System Authorization Request – Navy (SAAR-N) is available at <https://navalforms.documentservices.dla.mil/web/public/forms>.



K. R. WHITESELL
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only, via BUPERS Web site, <http://www.npc.navy.mil/>