From: Requesting COMMAND
To: Navy Personnel Command (PERS-455E), Millington, TN, 38055-4550
Subj: BUPERS ACCESS WEB REQUEST

1. Request BUPERS ACCESS for the following individual(s):

RATE/RANK:
NAME: (Full Name – Last, First, and Middle (no initials))
PRD: MM/DD/YY
Level access desired: (choose one of the following) CCC/Support Officer, SEA, CMC, XO, CO, Admiral/Admiral (SEL)
UIC(s) responsible for: (start with parent UIC)
Email: (Official email of individual(s) request is for)
Phone Number: DSN (___) Number ___-____
Commercial Country Code (__) Area Code (____) Number___-____

2. POC: Title_______, Name________, DSN (___) Number ___-____
Commercial Country Code (__) Area Code (____) Number___-____, Fax ___-____

CO, XO, or OIC Signature

Requests may be mailed to the above address or e-mailed to mill_pers-4helpdesk@navy.mil.

Point of contact: Pers-4 Helpdesk 901-874-3249 DSN 882.

Note: For all civilians, contractors and non-Navy military members this letter must be accompanied by OPNAV 5239/14 Rev 9/2011 – System Authorization Access Request Navy (SAAR-N), and emailed to npc_it_service_desk@navy.mil.

Email must be encrypted and digitally signed.