BUPERS INSTRUCTION 5230.13A

From: Chief of Naval Personnel

Subj: SYSTEM AUTHORIZATION ACCESS REQUEST NAVY

Ref: (a) ALCOM 170/11, Navy Telecommunications Directive 10-11
    (b) DoDM 5200.1, Volume 2, DoD Information Security Program: Marking of
     Classified Information of 24 February 2012
    (c) SECNAVINST 5510.30B

1. Purpose. To provide specifications, per references (a) through (c) to: Correctly complete the mandatory OPNAV 5239/14 System Authorization Access Request Navy (SAAR-N), record user credentials for the purpose of verifying the identities of individuals requesting access to the Department of Navy systems and information, and document the process for handling, routing, storing, and auditing SAAR-Ns within the Bureau of Naval Personnel (BUPERS) and Navy Personnel Command (NAVPERSCOM). Major revision to this instruction includes the requirement for the BUPERS Security Manager (BUPERS-00Y) or representative to make appropriate notifications of security clearance revocations and denials. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUPERSINST 5230.13.

3. Scope and Applicability. This instruction applies to military, civilian, and contractor personnel assigned to BUPERS and NAVPERSCOM.

4. Policy

   a. Personnel must obtain access to NMCI through the SAAR process prior to requesting access to other systems (e.g., BUPERS On-line (BOL), Navy Standard Integrated Personnel System (NSIPS), and Electronic Military Personnel Record System (EMPRS)). All users must complete and sign an OPNAV 5239/14 SAAR-N and complete the latest version 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 reassignment to a different code within BUPERS or NAVPERSCOM, and for contractors, upon the expiration date identified on the original form. Digital submission is the preferred method to submit forms. If unable to submit digitally, users must contact their code information systems coordinators (ISC) for assistance and guidance.
c. BUPERS and NAVPERSCOM information system security managers (ISSM) or designated representatives will review all forms quarterly for accuracy and proper account deactivation.

d. BUPERS-00Y or appointed representative will immediately notify the BUPERS ISSM when a member’s clearance eligibility is revoked or denied. The BUPERS ISSM will invalidate any previously submitted OPNAV 5239/14 and initiate actions to revoke all privileged or sensitive information system accesses for the member.

5. 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, their supervisor will assist them using 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, and that the form is filled out accurately. 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 accuracy of blocks completed by the requesting users and their respective supervisors. If accurate, complete block 17 (unless otherwise directed by the information owner of the requested system) and forward to BUPERS-00Y.

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

   e. Command ISSM. The ISSM or appointed representative will verify the proper completion of the form to this point. Additionally, the ISSM or representative will complete blocks 18-21 and distribute to the proper account creation folder.

   f. BUPERS, Capital Planning/NMCI (BUPERS-071). BUPERS-071 is responsible for receiving completed OPNAV 5239/14s, completing blocks 31 through 32b, and creating accounts.

Note: The code ISC can access the completed SAAR-N from the share folder and notify the employee or supervisor. There is no follow-up for the users to the ISSM once the accounts are created.
6. **Records Management.** Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

7. **Review and Effective Date.** Per OPNAVINST 5215.17A, BUPERS Information Management Office (BUPERS-07) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known, following the guidance in OPNAV Manual 5215.1 of May 2016.


   [Signature]
   
   JOHN B. NOWELL, JR.
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Releasability and distribution:
This instruction is cleared for public release and is available electronically only, via BUPERS Web site: [http://www.public.navy.mil/bupers-npc/reference/Pages/default.aspx](http://www.public.navy.mil/bupers-npc/reference/Pages/default.aspx)