SYSTEM AUTHORIZATION REQUEST NAVY (SAAR-N) INSTRUCTIONS FOR BOL/ADMITS ACCESS

- Below are the instructions that are by the NPC IAM to complete the OPNAV 5239/14 SAAR-N. Although there is not a block for the SSN and DOB, they are needed to create a BOL/ADMITS account.
- The requestor can either send the information in an encrypted e-mail or if that is not possible, use the AMRDEC (Army) Safe. The website for it is https://safe.amrdec.army.mil.
- The requestor may already know this, but the SAAR has to be electronically completed and submitted in that form. Sometimes we will receive a SAAR that has been scanned, but we can’t accept it because the IAM can only verify the signatures when it is in the original electronic form.

**TYPE OF REQUEST:**
The appropriate box should be checked.

**SYSTEM NAME:**
Enter application required (BOL/ADMITS)

**LOCATION:**
Millington, TN

**PART I**
1. **NAME**- Last, First, Middle Initial
2. **ORGANIZATION**- Command Name/UIC (Unit Identification Code)
3. **OFFICE SYMBOL/DEPARTMENT**
4. **PHONE**: DSN/COM
5. **Official E MAIL ADDRESS**: Military E mail address
6. **JOB TITLE AND GRADE/RANK**-
   - Job title enter from the following options
     - ADCO
     - DAPA
     - UPC
     - SACO
     - SARP
     - CMC/SEL (Senior Enlisted Leader)
     - CO/OIC
     - DAR Approver (Must include Letter of By-Direction)
   - Grade/Rank
     - Enlisted and Officers
       - E1-E9/Rate
       - O1-O9/Grade
     - Civilian/Contractor
       - GS 1-15
       - Civ
7. **OFFICIAL MAILING ADDRESS**-
8. **CITIZENSHIP**: N/A
9. **DESIGNATION OF PERSON**- Select appropriate box
10. **INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENT**
    - Check Box
    - Date Completed

**PART II**
11. **JUSTIFICATION FOR ACCESS**:
    - I request ADMITS access to preform my duty as (DAPA, UPC, SARP Provider, Ect.)
Include Primary UIC and all Other UIC’s (if applicable)

12. TYPE OF ACCESS:
   Select “Authorized”

13. USER REQUIRES ACCESS TO:
   Select “Unclassified”

14. VERIFICATION OF NEED TO KNOW:
   Select “box”

14a. ACCESS EXPIRATION DATE:
   Military
   MM/YYYY
   PRD is expiration date
   Civilian
   MM/YYYY
   5 years from the date of request

15. SUPERVISOR’S ORGANIZATION/DEPARTMENT:
   Command Name

15a. SUPERVISORS E MAIL ADDRESS:
   CO/OIC Military e mail Address

15b. PHONE NUMBER
   CO/OIC Phone Number

16. SUPERVISORS NAME (Print Name):
   CO/OIC Name

16a. SUPERVISORS SIGNATURE:
   CO/OIC signature (digital or actual)

16b. DATE:
   DD/MMM/YYYY

17-21 Command IAM (Information Assurance Manager) or the CO/OIC

PART III

23. NAME (Last, First, Middle Initial):
   Same as Block 1

24. USERS SIGNATURE:
   Digital or Actual

25. DATE SIGNED
   DD/MMM/YYYY

26-33. All blocks must be completed by the command’s Security Manager

- Send completed form via digitally signed and encrypted e mail to:
  NPC_IT_Service_Desk@navy.mil, For BOL access
  MILL_N17_ADMITS@navy.mil, For ADMITS access

- Please contact ADMITS Support if you have any questions:
  Com Phone: 901-874-4214
  DSN Phone: 882-4214
  Email: MILL_N17_ADMITS@navy.mil