

COMMAND LETTER HEAD

5000

Date

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

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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.

*****Please note that this request and letter does NOT grant you OMPF access*****

Please complete request on the attached command letterhead and submit to mill_pers-4helpdesk@navy.mil without any part of the member's SSN.

This request will assist you in gaining access to the following applications on BOL; Advancements/Selection Boards, Application (Forman) Status, Selective Reenlistment Bonus, and Overseas/Remote/GSA.

Please specify if Overseas Screening is needed on the command letterhead, it will not be granted unless noted.

This request does not grant you any other access to applications that aren't listed above.

If you have any questions about BUPERS access, please call the Pers 455E helpdesk at 901-874-3249/DSN 882-3249 or mill_pers-4helpdesk@navy.mil.

If you have any questions about BOL accounts, OMPF access or any other applications on BOL besides the ones listed above, please call the NPC IT Service Desk at 901-874-4717 option 2 or npc_it_service_desk@navy.mil.