

BOL Account Request

Below are the instructions that are required by the NPC IAM to complete the **OPNAV 5239/14**. Although there isn't a block for the **SSN and DOB**, they are needed to create a BOL account. The requestor can either send the information in an encrypted email 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.

1. **System Name block** - Enter application required (BOL/ADMITS).
2. **Location** should be Millington, TN.
3. **Block 2** must contain UIC (Unit Identification Code).
4. **Justification for Access:** (Block 11) List why access to application is required and the UICs requested.
5. **Blocks 12-14** - Appropriate boxes should be checked.
6. **Blocks 15-16B** - Supervisor must complete and sign.
7. **Blocks 18-21** - Command IAM (Information Assurance Manager) or the CO/OIC.
8. **Blocks 23-25** - Requestor information, sign and date SAAR (OPNAV 5239/14)
9. **Part III** - All blocks must be completed by the command's Security Manager.