

# Quick Start SAAR-N Guide

4/24/2019

| SYSTEM AUTHORIZATION ACCESS REQUEST – NAVY (SAAR-N) // OPNAV 5239/14 (REV 9/2011)                    |  |
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| TYPE OF REQUEST  | REQUIRED: Initial or modification must be selected   |
| DATE BLOCK   | REQUIRED: Enter date ( <i>not over 60 days</i> )   |
| SYSTEM NAME  | REQUIRED: "All command networks, systems and IT resources" is the standard verbiage unless access to a specific system is being requested.   |
| LOCATION ( <i>Physical Location</i> )  | REQUIRED: "NIWC LANT"  |
| <b>PART I – REQUESTOR</b>  |  |
| 1. NAME  | REQUIRED: Enter your Legal Name (Last, First, MI)<br>if no MI enter "NMN"  |
| 2. ORGANIZATION  | REQUIRED: Civilians and Military use NIWC Atlantic, Contractors enter company name   |
| 3. OFFICE SYMBOL/DEPARTMENT  | REQUIRED: Enter Five-digit competency code   |
| 4. PHONE   | REQUIRED: Contractors enter company phone number   |
| 5. OFFICIAL EMAIL  | REQUIRED: Enter GOV email or CTR email address<br><b>"No personal email addresses are accepted"</b>  |
| 6. JOB TITLE AND GRADE/RANK  | REQUIRED:  |
| 7. OFFICIAL MAILING ADDRESS  | REQUIRED: In-Command Civilians or Military should use the NIWC ATLANTIC address. Out of Command Civilians or Military should write their address <b>"No residential addresses"</b>   |
| 8. CITIZENSHIP   | REQUIRED: "US" is the only acceptable input  |
| 9. DESIGNATION OF PERSON   | REQUIRED: Select ONLY one  |
| 10. (IA) AWARENESS TRAINING REQUIREMENTS   | REQUIRED: Select checkbox. Add date IA training completed in this format: <b>DDMMYYYY</b>  |
| <b>PART II – ENDORSEMENT OF ACCESS...</b>  |  |
| 11. JUSTIFICATION FOR ACCESS   | REQUIRED: "Access required to perform job duties"  |
| 12. TYPE OF ACCESS REQUIRED  | REQUIRED: AUTHORIZED should <b>ALWAYS</b> be checked AND if privileged access is required check the PRIVILEGED box.<br>NOTE: privileged users are required to submit a PAA with the SAAR-N. * <i>Developers and System Administrators are considered Privileged Users.</i>                 |
| 12a. IF BLOCK 12 IS CHECKED " <b>PRIVILEGED</b> ", USER <b>MUST SIGN PRIVILEGED ACCESS AGREEMENT</b> | REQUIRED: "IF" block 12 was checked enter the signed date of Privileged Access Agreement. NOTE: <i>Privileged access requires designation in the Cybersecurity Workforce (CSWF).</i>   |
| 13. USER REQUIRES ACCESS TO  | REQUIRED: Select access requested: <b>UNCLASSIFIED</b> and/or <b>CLASSIFIED</b> (both can be checked). NOTE: If CLASSIFIED is checked – enter for the "Specify Category" either <b>SECRET</b> or <b>SIPR</b> .<br>TS/SCI category is NOT approved for this SAAR-N                          |
| 14. VERIFICATION OF NEED TO KNOW   | REQUIRED: Must <b>ALWAYS</b> be checked  |
| 14a. ACCESS EXPIRATION DATE  | REQUIRED: "IF" Contract Enter "COMPANY NAME", "CONTRACT NUMBER", "CONTRACT EXPIRATION DATE"  |
| 15. SUPERVISOR'S ORGANIZATION/DEPARTMENT   | REQUIRED: ALL Blocks 15-16b are to be completed by GOV staff (COR or Supervisor)<br><br>NOTE: All the information in the blocks should be for the same person. If an individual is signing on behalf of another, they must state that in Block 16. (ex. John Smith signing for Jane Doe)   |
| 15a. SUPERVISOR'S E-MAIL ADDRESS   |  |
| 15b. PHONE NUMBER  |  |
| 16. SUPERVISOR'S NAME  |  |
| 16a. SUPERVISOR'S SIGNATURE  |  |
| 16b. DATE  |  |
| 17. SIGNATURE OF INFORMATION OWNER/OPR   | Block 17-17b are reserved for "SYSTEM OWNER"<br><b>Do Not Complete</b>   |
| 17a. PHONE NUMBER  |  |
| 17b. DATE  |  |
| 18. SIGNATURE OF IAM   | Blocks 18-21 to be completed by <b>NIWC ISSM</b><br><b>Do Not Complete</b>   |
| 19. ORGANIZATION/DEPARTMENT  |  |
| 20. PHONE NUMBER   |  |
| 21. DATE   |  |
| 23. NAME   | REQUIRED: Enter your Legal Name (Last, First, MI)<br>if no MI enter "NMN"  |
| 24. DATE SIGNED  | REQUIRED: Enter date ( <i>not over 60 days</i> )   |
| 25. USER SIGNATURE   | REQUIRED: CAC Digital Signature ONLY   |
| <b>PART III – SECURITY MANAGER VALIDATION</b>  |  |
| 26-30. SECURITY MANAGER VALIDATION   | Blocks 26-30 – NIWC Command Security Manager to complete (FSO will not be accepted). If requestor is NOT part of NIWC UIC, requestor command's Security Manager should complete user security clearance validation and forward copy of Security Manager Designation letter to ISSM office. |