



MY NAVY ASSIGNMENT (MNA)

Account Access Request Procedures

FEB 16, 2024



Mission First... Sailors Always



NOTICE



- Effective 28 February 2024, the DD Form 2875 will replace the OPNAV 5239/14 as per NAVADMIN 23/25912. This change impacts the Navy's System Authorization Access Request (SAAR) process.

Key points:

- **Form Update:** The Department of Defense (DoD) SAAR Form (DD Form 2875) will now be used in place of the Navy SAAR-N Form (OPNAV 5239/14) for all new access requests, re-issuance of access requests, or modification of access requests.
- **Transition Period:** Commands can continue using the current approved OPNAV 5239/14 (REV 9/2011) until the SAAR needs to be re-issued or modified. However, by 28 February 2024, all commands must use the DD Form 2875.

Form Differences:

- References to "For Official Use Only" have been replaced with "Controlled Unclassified Information" on the DD Form 28753.
- Block 19 now designates "Information Systems Security Officer (ISSO) or Appointee" instead of "Information Assurance Officer" as per reference3.
- For more details and to access the DD Form 2875, visit here <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2875.pdf>.



Required Security Forms/Authority and Information



- New My Navy Assignment Security Forms are **mandatory** for all users (AC/FTS/RC) to access the system.
- **No security forms** are required for the roles of **Enlisted User (USN, FTS, or SELRES)**.
- If you haven't submitted new forms requesting access, you won't have access to any roles related to My Navy Assignment.
- **Indicate ALL roles** you require along with proper justification.
- Authority to request this information is granted by **Naval Personnel Command Distribution Guidance Memorandum (DGM) #4512-1510**.
- You may choose not to supply this information, but **access cannot be granted without it**.
- Find the DGM at this link.
- <https://mpte.portal.navy.mil/sites/NPC/pers4/SitePages/DGM.aspx>



Required Security Forms



- Two forms are required:
 - DD Form 2875 can be found at:
<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2875.pdf>
 - NAVPERS 1330/3 form can be found at
https://www.mynavyhr.navy.mil/Portals/55/Reference/Forms/NAVPERS/NAVPERS_1330-3_Rev08-22.pdf?ver=RuvTJLG3I-lovIwWwFACUw%3d%3d
 - ***** ALL FORMS MUST BE DIGITALLY SIGNED *****

**** If a Windows Security dialog box asking for your credentials comes up, please click CANCEL to access the form.**

***Requests are to be emailed to MyNavy_Assign_fct@navy.mil. When a user transfers, the gaining command must resubmit a new access request. Account permissions from your previous command will be removed and cannot be reinstated without a new request form.**



DD FORM 2875 SAAR-N



- **DD Form 2875 can be found at**

<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2875.pdf>

** If a Windows Security dialog box asking for your credentials comes up, please click CANCEL to access the form.

- **When filling out the DD Form 2875, the following rules apply:**

- From the dropdown at the top of the form, select “CUI”. Any other option will result in the form being returned.
- System Name, specify it as “My Navy Assignment” if you are only requesting MNA access. If you are requesting NMPDS (EAIS, ODIS, ARIS) access, mention the relevant system name accordingly.
- Location is: New Orleans, LA
- Blocks 1 through 9 must be filled out completely
- Block 10 must reflect a date of 1 OCT of the current Fiscal year or later
- Block 11 Digitally signed by requestor (Sign this block before any other signatures).
- Block 13 – Provide a clear justification for the specific role(s) you are requesting. (i.e., To carry out duties as Command Career Counselor. Review and provide comments as Command representative on Sailor Applications. To review the commands manning as Activity Manning Manager).

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DD FORM 2875 SAAR-N

- **Block 14 – Authorized, Make sure to check this block.**
- **Block 15 – Unclassified, Ensure that this block is checked.**
- **Block 16 – Remember to check this block.**
- **Block 16A – If you are a contractor, please follow the specific instructions provided on the form.**
- **Blocks 17 – 17E**
 - » **If requesting Activity Manning Manager or “View Only” role at the ISIC or command level, the forms must be digitally signed by your CO, XO, OIC or by direction authority for those officials**
 - **Note: If signed by direction, please include a copy of the by direction letter (Manning/ADMIN related)**
 - **Note: this requirement for command level users is due to the amount of PII and sensitive information available**
 - » **For other access levels, forms must be digitally signed by a commissioned officer or a civilian GS-13 or above**
- **Blocks 18 – 18b Leave these blocks blank (they are reserved for MNA Help Desk use).**
- **Blocks 19 – 19C must be digitally signed by your command Information Assurance Manager (IAM).**
- **Blocks 22 through 26 (Part III) must be completed and digitally signed by your command security manager**



NAVPERS 1330/3 DSR

NAVPERS 1330/3 form can be found at http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS_1330-3_Rev12-19.pdf

**** If a Windows Security dialog box asking for your credentials comes up, please click CANCEL to access the form.**

- **When filling out the NAVPERS 1330/3, the following rules apply:**
 - **Section I must be completely filled out**
 - **In Section II, check the Role(s) for the level of access you are requesting.**
 - **Section III is used to request NSIPS Retirements and Separations access for Detailers and Community Managers**
 - **Section IV is used to request NMPDS (EAIS, ODIS, ARIS) access**
 - **The Remarks block in Section IV will describe anything special about your access**
 - » **Enter up to 10 additional UICs access is required to.**
 - **If more than 10 additional UICs are requested, please submit an Excel or Word Doc listing the UICs with your request.**
 - **If requesting TYCOM or View Only access, please supply TGC code/range of codes or BSO info**
 - » **To further assist request processors, please annotate your security clearance date and phone number in this section; however, the request will not be rejected if it is not entered**

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NAVPERS 1330/3 DSR

- **Signature blocks – The authorizing official must match blocks 17-17D on the DD Form 2875 SAAR-N form and be digitally signed.**
 - » **If requesting Activity Manning Manager or “View Only” role at the ISIC or command level, the forms must be digitally signed by your CO, XO, OIC or by direction authority for those officials**
 - **Note: If signed by direction, please include a copy of the by direction letter (Manning/ADMIN related)**
 - **Note: this requirement for command level users is due to the amount of PII and sensitive information available**
 - » **For other access levels, forms must be digitally signed by a commissioned officer or a civilian GS-13 or above**

**** When your account has been created you should receive an auto generated email from MY NAVY ASSIGNMENT HELPDESK stating that your account has been updated.**

Normal request processing time should be within one to five business day of receipt. During system implementation it may take longer.



My Navy Assignment

Contact NPC for account issues or to submit your access request at MyNavy_Assign.fct@navy.mil

For account enablement due to inactivity contact the SSCLANT helpdesk at mynavyassignmenthelpdesk@navy.mil by email or phone 1 800 537-4617.

Reminder, all forms must be digitally signed.