



MyNavy Assignment (MNA)

Account Access Request Procedures

Jul 12th, 2022





Required Security Forms

- **MNA Security Forms are required 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 do not submit forms requesting access you will not have access to any roles related to MNA. Be sure to indicate ALL roles that you require with justification.**
- **Authority to request this information is granted by Naval Personnel Command Distribution Guidance Memorandum (DGM) #4512-2206, <https://mpte.navy.deps.mil/sites/npc/pers4/PERS4%20Approved/DGM%204512-2206.pdf>. You may decide not to supply this information, but access cannot be granted without it.**



Required Security Forms



- **Two forms are required:**

- **OPNAV 5239/14 form can be found at:**

<https://forms.documentservices.dla.mil/nfol/NONSN00007631.PDF>

- **NAVPERS 1330/3 form can be found at**

<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>
and find the 1330/13 form.



Requesting Access

- When you are requesting access from an NMCI address, email both forms to MyNavy_Assign.fct@navy.mil.
- **If you are requesting access and sending in your access request forms from a non-NMCI address, DO NOT EMAIL your forms.**
 - **The digital signature will be corrupted and we will be unable to process your request.**
 - **In most cases we are unable to even reply to these emails as they receive an Undeliverable Response.**
- Non-NMCI users will submit their forms via DoD SAFE (<https://safe.apps.mil/>)
 - We will be able to process your form, and you will get a notification that we have picked up your forms.



OPNAV 5239/14 SAAR-N



- **When filling out the OPNAV 5239/14, the following rules apply:**
 - **System Name is MyNavy Assignment**
 - **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 – Provide justification for the 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).**
 - **Block 12 – Authorized**
 - **Block 13 – Unclassified**
 - **Block 14 – remember to check it**



OPNAV 5239/14 SAAR-N



- Block 14A – if contractor, please follow the instructions on the form
- Blocks 15 – 16b
 - » If requesting Activity Manning Manager, Activity Manning Support, or “View Only” roles, 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 17 – 17b leave blank
- Blocks 18 – 21 must be digitally signed by your command Information Assurance Manager (IAM)
- Remember to fill out blocks 23-25 and digitally signed.
- Blocks 26 through 30 (Part III) must be completed and digitally signed by your command security manager



NAVPERS 1330/3 DSR



- **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.**
 - » **Under Active Duty or Reserve accounts, 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.**
 - **Section III is used to request NMPDS (EAIS, ODIS, and OAIS) access**
 - **The Justification/Remarks block in Section III will describe anything special about your access**
 - **If requesting TYCOM or View Only access, please supply TGC code/range of codes or BSO info**
 - **Signature blocks – The authorizing official must match blocks 15-16b on the OPNAV 5239/14 SAAR-N form and be digitally signed.**



GRANTING ACCESS



**** When your account has been created you should receive an auto generated email from MyNavy_Assign.fct@navy.mil stating that your account has been updated.**

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

Contact NPC for account enablement due to inactivity or account issues at MyNavy_Assign.fct@navy.mil. Submit forms for access as previously mentioned – email for NMCI users, DoD SAFE for non-NMCI users.

Reminder, all forms must be digitally signed.

E-MAIL
SUBMIT

FOR OFFICIAL USE ONLY WHEN FILLED

SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)**PRIVACY ACT STATEMENT**

AUTHORITY: Executive Order 10450, Public Law 99-474, the Computer Fraud and Abuse Act; and System of Records Notice: NMD500-2 Program Management and Locator System.

PRINCIPAL PURPOSE: To record user identification for the purpose of verifying the identities of individuals requesting access to Department of Defense (DOD) systems and information.

ROUTINE USES: The collection of data is used by Navy Personnel Supervisors/Managers, Administration Office, Security Managers, Information Assurance Managers, and System Administration with a need to know.

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST: <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		DATE (DDMM/YYYY): 11 Aug 2022
SYSTEM NAME (Platform or Application): MyNavy Assignment		LOCATION (Physical Location of System): New Orleans
PART I (To be completed by Requester)		
1. NAME (Last, First, Middle Initial): Sailor, I. M.		2. ORGANIZATION: USS Buttercup
3. OFFICE SYMBOL/DEPARTMENT: Personnel		4. PHONE (DSN and Commercial): DSN: 555-4321 COM: 999-555-4321
5. OFFICIAL E-MAIL ADDRESS: Irving.m.sailor@ddg001.navy.mil		6. JOB TITLE AND GRADE/RANK: Activity Manning Manager, PSC
7. OFFICIAL MAILING ADDRESS: USS Buttercup, DDG001 Norfolk Operations Base (NOB) Norfolk, VA 23511		8. CITIZENSHIP: <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> LN <input type="checkbox"/> Other
9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input checked="" type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR		
10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS (Complete as required for user or functional level access.): <input checked="" type="checkbox"/> I have completed Annual IA Awareness Training. DATE (DDMM/YYYY): 05 Jan 2022		
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If an individual is a contractor - provide company name, contract number, and date of contract expiration in Block 14a).		
11. JUSTIFICATION FOR ACCESS: I am the manpower manager for my command and require Activity Manning Manager access		
<h1>SAMPLE SAAR</h1>		
12. TYPE OF ACCESS REQUIRED: <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED		12a. If Block 12 is checked "Privileged", user must sign a Privileged Access Agreement Form. DATE SIGNED (DDMM/YYYY):
13. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify Category): <input type="checkbox"/> OTHER:		
14. VERIFICATION OF NEED TO KNOW: I certify that this user requires access as requested. <input checked="" type="checkbox"/>		14a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date): Jun 2025
15. SUPERVISOR'S ORGANIZATION/DEPARTMENT: Admin Dept		15a. SUPERVISOR'S E-MAIL ADDRESS: john.p.jones@ddg001.navy.mil
15b. PHONE NUMBER: 999-555-9876		15c. SUPERVISOR'S NAME (Print Name): CAPT John Paul Jones
16a. SUPERVISOR'S SIGNATURE: Digital Signature		16b. DATE (DDMM/YYYY): 15 Aug 2022
17. SIGNATURE OF INFORMATION OWNER/OPR: Digital Signature		17a. PHONE NUMBER: 999-555-6789
17b. DATE (DDMM/YYYY): 15 Aug 2022		18. SIGNATURE OF IAM OR APPOINTEE: Digital Signature
19. ORGANIZATION/DEPARTMENT: Admin Dept, IAM Manager		20. PHONE NUMBER: 999-555-6789
21. DATE (DDMM/YYYY): 15 Aug 2022		


(Block 22 Cont)

I further understand that, when using Navy IT resources, I shall not:



- Auto-forward any e-mail from a Navy account to commercial e-mail account (e.g., .com).
- Bypass, stress, or test IA or Computer Network Defense (CND) mechanisms (e.g., Firewalls, Content Filters, Proxy Servers, Anti-Virus Programs).
- Introduce or use unauthorized software, firmware, or hardware on any Navy IT resource.
- Relocate or change equipment or the network connectivity of equipment without authorization from the Local IA Authority (i.e., person responsible for the overall Implementation of IA at the command level).
- Use personally owned hardware, software, shareware, or public domain software without written authorization from the Local IA Authority.
- Upload/download executable files (e.g., .exe, .com, .vbs, or .bat) onto Navy IT resources without the written approval of the Local IA Authority.
- Participate in or contribute to any activity resulting in a disruption or denial of service.
- Write, code, compile, store, transmit, transfer, or introduce malicious software, programs, or code.
- Use Navy IT resources in a way that would reflect adversely on the Navy. Such uses include pornography, chain letters, unofficial advertising, soliciting or selling except on authorized bulletin boards established for such use, violation of statute or regulation, inappropriately handled classified information and PII, and other uses that are incompatible with public service.
- Place data onto Navy IT resources possessing insufficient security controls to protect that data at the required classification (e.g., Secret onto Unclassified).

23. NAME (Last, First, Middle Initial): Sailor, I. M.	24. USER SIGNATURE: 	25. DATE SIGNED (DDMM/YYYY): 15 Aug 2022
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PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION

26. TYPE OF INVESTIGATION: Super Secret	26a. DATE OF INVESTIGATION (DDMM/YYYY): 27 Dec 2019		
26b. CLEARANCE LEVEL: Level Red	26c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input checked="" type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III		
27. VERIFIED BY (Print name): PS1 Navy, Joseph	28. SECURITY MANAGER TELEPHONE NUMBER: 999-555-1234	29. SECURITY MANAGER SIGNATURE: 	30. DATE (DDMM/YYYY): 15 Aug 2022

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

31. TITLE:	31a. SYSTEM:	31b. ACCOUNT CODE:
	31c. DOMAIN:	
	31d. SERVERS:	
	31e. APPLICATION:	
	31h. DATASETS:	
	31f. DIRECTORIES:	
	31g. FILES:	
32. DATE PROCESSED (DDMM/YYYY):	32a. PROCESSED BY: 	32b. DATE (DDMM/YYYY):
33. DATE REVALIDATED (DDMM/YYYY):	33a. REVALIDATED BY: 	33b. DATE (DDMM/YYYY):

SAMPLE SAAR

CUI (when filled in)

DISTRIBUTION SYSTEMS REQUEST
NAVPERS 1330/3 (Rev. 06-2022) PREVIOUS EDITIONS ARE OBSOLETE Supporting Directive DGM # 4527-2206

I. To Be Completed By All Users New Request Add Desk Code Change Desk Code

Name: I. M. Sailor E-mail Address: irving.m.sailor@ddg001.navy.mil Phone Number: 999-555-4321

Onboard UIC: 12345 Activity: USS Buttercup PRD (Military): 2506

CAC DoD ID Number: 0101010101 CAC Expiration Date: 15 Jun 2025 CE Yes No SAAR on file (PERS-455 Use Only):

II. To Be Completed By All MyNavy Assignment Users

Active Duty/Full-Time Support Accounts

Activity Manning Manager <input checked="" type="checkbox"/>	Activity Manning Support <input type="checkbox"/>	View Only <input type="checkbox"/>
Enlisted Command <input type="checkbox"/>	Enlisted Command Career Counselor <input type="checkbox"/>	Community Management <input type="checkbox"/>
Type Commander <input type="checkbox"/>	Immediate Superior In Command <input type="checkbox"/>	Community Manager Lead <input type="checkbox"/>
Manning Control Authority <input type="checkbox"/>	Manning Control Readiness <input type="checkbox"/>	Community Manager Director <input type="checkbox"/>

Reserve User Accounts

Reserve Asgn. Coord. - HQ Enlisted <input type="checkbox"/>	Reserve Command - Staff <input type="checkbox"/>	Reserve Assignment Coord. - Field <input type="checkbox"/>
Reserve Accession Manager <input type="checkbox"/>	Reserve Manning Control <input type="checkbox"/>	Reserve Placement Coordinator <input type="checkbox"/>
NOSC Detailer <input type="checkbox"/>	Reserve User (View Only) <input type="checkbox"/>	Reserve Command Career Counselor <input type="checkbox"/>
Reserve Command <input type="checkbox"/>	Reserve Asgn. Coord. - HQ Officer <input type="checkbox"/>	

UICs (List UICs only, no additional information. If more than 10 UICs, please provide a separate MS Excel list):

12345,67890,82700

NPC/NETC/SSC User Accounts

Allocation Manager <input type="checkbox"/>	Allocation Support <input type="checkbox"/>	Incentive Manager <input type="checkbox"/>
Special Case Placement <input type="checkbox"/>	Placement Coordinator Lead <input type="checkbox"/>	Placement Coordinator <input type="checkbox"/>
Rating Specialist Lead <input type="checkbox"/>	Rating Specialist <input type="checkbox"/>	Enlisted Detailer <input type="checkbox"/>
Rating Assignment Officer <input type="checkbox"/>	Women in Ships Coordinator <input type="checkbox"/>	Help Desk <input type="checkbox"/>
Deployability Coordinator <input type="checkbox"/>	Assignment Management <input type="checkbox"/>	MyNavy Assignment Administrator <input type="checkbox"/>

III. To Be Completed By Navy Military Personnel Distribution System (NMPDS) Access Users Only

EAIS: OAIS: ODIS:

Desk Codes: _____

MIAP Community of Interest: CNOMPTE URL: <https://miap.csd.disa.mil>

Requesting access to codes outside of your PERS code? If yes, please justify in space provided. Yes No

Justification/Remarks:
I am the manpower manager for my command and require Activity Manning Manager access.

SAMPLE NAVPERS 1330/3

Information in the above mentioned system/applications has been deemed Controlled Unclassified Information - Sensitive. Unauthorized disclosure of personal information in any of these systems is punishable under the Privacy Act of 1974 and the Uniform Code of Military Justice with a fine up to \$5,000 and or 1 year confinement. Access and authorization is based on the use identified on this request. The access is granted on a need to know basis.

User Name, Title, Rank/Grade: I.M. Sailor, Personnel LCPO, PSC User Signature: Digital Signature Date: Aug 15, 2022

Authorized Official (AO) Name: **John Paul Jones** Must match SAAR Supv. AO Title, Rank/Grade: Commanding Officer, CAPT

AO Signature: Digital Signature Date: Aug 15, 2022