



# MyNavy Assignment (MNA)

## Account Access Request Procedures

Jul 12<sup>th</sup>, 2022





# Required Security Forms

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- **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) #4512-2006. You may decide not to supply this information, but access cannot be granted without it. DGM can be found at <https://mpte.navy.deps.mil/sites/npc/pers4/PERS4%20Approved/Forms/AllItems.aspx>**



# Required Security Forms

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- **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

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- When you are requesting access from an NMCI address, email both forms to [MyNavy\\_Assign.fct@navy.mil](mailto: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

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- **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

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- 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

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- **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

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**\*\* When your account has been created you should receive an auto generated email from [MyNavy\\_Assign.fct@navy.mil](mailto: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](mailto: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.**