How to Request a BUPERS Online (BOL) Account

All users of eNavFit must have a BOL account, and all reporting seniors, regardless of branch, must sign eNavFit reports. All military members of the Department of the Navy (DoN) should already have an account, but some civilians and non-DoN personnel (such as supervisors in a joint command) involved in the evaluation process may not have an account. Those personnel may request BOL access by submitting a SAAR-N form (OPNAV 5239/14) to the BOL Help Desk. If your PDF viewer does not open the direct link to the form provided in the previous sentence, copy and paste the following web address into your browser: https://forms.documentservices.dla.mil/nfol/NONSN00007631.PDF

- The SAAR-N form is for reporting seniors, reviewers, and administrators of the Navy performance evaluation program who do not have an active BOL account and require the use of eNavFit.
- The "Supervisor" on the SAAR-N can be the "Navy Sponsor" – a Navy service member who administers the Navy evaluation program for the command.
- Provide a copy of the Cyber Security training certificate, completed within the current fiscal year. Ensure the completed date on the SAAR-N form matches the certificate.

Instructions for completing the SAAR-N Form (OPNAV 5239/14)
Refer to the sample below for assistance

Step 1: Non-Navy Reporting Senior is the Requestor and must complete the following items:

SYSTEM NAME (Platform or Application): BOL/ NPC DOCUMENT SERVICES/ ENAVFIT

LOCATION (Physical Location of System): Millington, TN

PART I:
Fill-in blocks 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 (verify IA/Cyber Security completion and use actual completion date in block 10)

PART II:
Read Block 22 – user agreement
Fill-in Blocks 23, 25 (use actual date signing), and then sign Block 24

PART III:
Work with your local security manager and complete the section BEFORE routing to BUPERS-07.

Step 2: Navy sponsor for the non-USN reporting senior will complete the Supervisor sections as follows:

PART I:
Fill-in block 11. (Justification for Access) by copy/pasting the following text:

BOL, SPECIFICALLY ENAVFIT ACCESS REQUIRED FOR DUTIES ASSIGNED IN (ADD YOUR COMMAND AND UIC).

** PLEASE ENSURE TO ENABLE LIFE-CYCLE DEFAULT FOR ACCESS TO NPC DOCUMENT SERVICES.

Block 12: Authorized

Block 13: Unclassified

Block 14: Verification of need to know – check the box

Complete blocks 15, 15a, 15b, 16, 16b THEN sign 16a.

Step 3: Once complete, email the SAAR-N and the IA/Cyber Security certificate to BUPERS07_IT_EOC.FCT@navy.mil

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: NM0500-2 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.
ROUNTINE 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: ☒ INITIAL ☐ MODIFICATION ☐ DEACTIVATE ☐ USER ID		DATE (DD/MM/YYYY): ADD DATE
SYSTEM NAME (Platform or Application): BOL/ NPC DOCUMENT SERVICES/ ENAVFIT	LOCATION (Physical Location of System): MILLINGTON, TN	

PART I *(To be completed by Requester)*

1. NAME (Last, First, Middle Initial): * LAST, FIRST, MI	2. ORGANIZATION: * UNIT IDENTIFICATION CODE (UIC)
3. OFFICE SYMBOL/DEPARTMENT: * N1/J1/S1 - ADMIN	4. PHONE (DSN and Commercial): DSN: COM: * (123) 456-7890

5. OFFICIAL E-MAIL ADDRESS: * FIRST.M.LAST.MIL@US.NAVY.MIL	6. JOB TITLE AND GRADE/RANK: * SUPERVISOR/ GS-12	
7. OFFICIAL MAILING ADDRESS: *1600 PENNSYLVANIA AVE NW WASHINGTON, DC 20500	8. CITIZENSHIP: ☒ US ☐ FN ☐ LN ☐ Other	9. DESIGNATION OF PERSON ☐ MILITARY ☒ CIVILIAN ☐ CONTRACTOR

10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS *(Complete as required for user or functional level access.)*:
☒ I have completed Annual IA Awareness Training. DATE (DD/MM/YYYY): ACTUAL COMPLETION DATE

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:
BOL, SPECIFICALLY ENAVFIT ACCESS REQUIRED FOR DUTIES ASSIGNED IN (ADD YOUR COMMAND AND UIC).

** PLEASE ENSURE TO ENABLE LIFE-CYCLE DEFAULT FOR ACCESS TO NPC DOCUMENT SERVICES.

12. TYPE OF ACCESS REQUIRED: ☒ AUTHORIZED ☐ PRIVILEGED	12a. If Block 12 is checked "Privileged", user must sign a Privileged Access Agreement Form.	DATE SIGNED (DD/MM/YYYY):

13. USER REQUIRES ACCESS TO:
☒ UNCLASSIFIED ☐ CLASSIFIED *(Specify Category)*: ☐ OTHER:

14. VERIFICATION OF NEED TO KNOW: I certify that this user requires access as requested. ☒	14a. ACCESS EXPIRATION DATE *(Contractors must specify Company Name, Contract Number, Expiration Date)*:	
15. SUPERVISOR'S ORGANIZATION/DEPARTMENT: * COMPLETED BY SUPERVISOR	15a. SUPERVISOR'S E-MAIL ADDRESS: * COMPLETED BY SUPERVISOR	15b. PHONE NUMBER: * COMPLETED BY SUPERVIS
16. SUPERVISOR'S NAME (Print Name): * COMPLETED BY SUPERVISOR	16a. SUPERVISOR'S SIGNATURE	16b. DATE (DD/MM/YYYY): ENTER DATE SIGNED
17. SIGNATURE OF INFORMATION OWNER/OPR:	17a. PHONE NUMBER:	17b. DATE (DD/MM/YYYY):

18. SIGNATURE OF IAM OR APPOINTEE:	19. ORGANIZATION/DEPARTMENT:	20. PHONE NUMBER:	21. DATE (DD/MM/YYYY):

(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)*:	24. USER SIGNATURE:	25. DATE SIGNED *(DDMMMYYYY)*:
* LAST, FIRST, MI		ENTER DATE SIGNED

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION

26. TYPE OF INVESTIGATION:	26a. DATE OF INVESTIGATION *(DDMMMYYYY)*:
YOUR LOCAL COMMAND SECURITY	
26b. CLEARANCE LEVEL:	26c. IT LEVEL DESIGNATION
MANAGER COMPLETES/SIGNS PART III	LEVEL I ☐ LEVEL II ☐ LEVEL III ☐

27. VERIFIED BY *(Print name)*:	28. SECURITY MANAGER TELEPHONE NUMBER:	29. SECURITY MANAGER SIGNATURE:	30. DATE *(DDMMMYYYY)*:

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

31. TITLE:	31a. SYSTEM:	31b. ACCOUNT CODE:
	31c. DOMAIN:	
	31d. SERVER:	
	31e. APPLICATION:	
	31h. DATASETS:	
	31f. DIRECTORIES:	
	31g. FILES:	

32. DATE PROCESSED *(DDMMMYYYY)*:	32a. PROCESSED BY:	32b. DATE *(DDMMMYYYY)*:

33. DATE REVALIDATED *(DDMMMYYYY)*:	33a. REVALIDATED BY:	33b. DATE *(DDMMMYYYY)*: