



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

BUPERSINST 5230.13C
BUPERS-073
24 Aug 2022

BUPERS INSTRUCTION 5230.13C

From: Chief of Naval Personnel

Subj: SYSTEM AUTHORIZATION ACCESS REQUEST NAVY

Ref: (a) BUPERSINST 5239.5A Command Cybersecurity Instruction
(b) DoDM 5200.01 Volume 2, DoD Information Security Program: Marking of Information of 24 February 2012
(c) SECNAVINST 5510.30C

1. Purpose. To provide specifications per references (a) through (c), to accurately complete the mandatory OPNAV 5239/14 System Authorization Access Request Navy (SAAR-N), record user credentials for the purpose of verifying the identities of individuals requesting access to the Department of Navy systems and information, and to document the process for handling routing, storing, and auditing of OPNAV 5239/14s within the Bureau of Naval Personnel (BUPERS)/ Navy Personnel Command (NAVPERSCOM). This update has been developed to speed the routing of OPNAV 5239/14s and most importantly, to combine multiple system access requests on a single form (in most cases), thereby eliminating multiple forms for a single user. Major revisions to this instruction include adding the requirement for a host nation agreement on file before granting foreign national access, adding a requirement to complete personal identifiable information (PII) training before accessing BUPERS/NAVPERSCOM applications and information systems, and updating the authoritative data base storage locations for BUPERS SAAR-N.

2. Cancellation. BUPERSINST 5230.13B.

3. Scope and Applicability. This instruction applies to military, civilian, and contractor personnel assigned to BUPERS, NAVPERSCOM, and subordinate commands.

4. Policy

a. All users requiring access to BUPERS/NAVPERSCOM applications and information systems must complete and sign OPNAV 5239/14, and complete the latest version of the Department of Defense (DoD) Cyber Awareness Challenge training and Department of the Navy Personal Identifiable Information (PII) training within the current fiscal year (1 October to 30 September).

b. OPNAV 5239/14s must be resubmitted every five years, upon reassignment to a different code within BUPERS or NAVPERSCOM and for contractors, upon the expiration date identified on the original form. Digital submission is the preferred method to submit forms. If unable to submit digitally, users must contact their code information systems coordinators (ISC) for assistance and guidance.

c. BUPERS and NAVPERSCOM information system security managers (ISSM) or designated representatives will review a sampling of OPNAV 5239/14 forms quarterly for accuracy and proper account deactivation using the Managers Internal Control Program guidelines.

d. BUPERS Security Manager (BUPERS-00T5) or appointed representative will immediately notify the BUPERS ISSM when a member's clearance eligibility is revoked or denied. The BUPERS ISSM will invalidate any previously submitted OPNAV 5239/14s and initiate actions to revoke all privileged or sensitive information system accesses for the member.

5. Responsibilities. Overall responsibility for the accurate completion of OPNAV 5239/14 resides with the requesting department supervisor.

a. Requesting User. The requesting user must have a need to know, have completed training within the past 12 months, and be eligible for access. Pre-filled OPNAV 5239/14 templates have been created to eliminate common errors and delays, and may be found at the link below. The requester will complete blocks 1 through 13 and 23 through 25 per BUPERS-073 SAAR-N Standard Operating Procedures at:
<https://mpte.navy.deps.mil/sites/npc/pers00/00S/Admin%20Tool%20Kit/Forms/AllItems.aspx>.

b. Supervisor. The supervisor is responsible for ensuring the requesting user has access to complete OPNAV 5239/14, completed training, and has a need to know. The supervisor or sponsor of the user is responsible for ensuring blocks 1 through 16b have been accurately completed. If users are unable to access a computer to complete their section, supervisors will assist them using their access to complete the form. After completing this portion, supervisors will forward the form to BUPERS-00T5 or their respective assistant contract technical representative in their code or ISC.

c. BUPERS-00T5. BUPERS-00T5 or appointed representative will verify that the requestor is eligible for system access by reviewing Defense Information System for Security (DISS) information, completing part III (blocks 26 through 30) appropriately, and placing OPNAV 5239/14 in the BUPERS/NAVPERSCOM SAAR-N folder.

d. Command ISSM. BUPERS-073 Cyber Security Division has coordinated with system owners and gained concurrence to authorize the ISSM to sign the OPNAV 5239/14 as the information owner/office of primary responsibility (OPR) where system-unique processing is not a requirement. BUPERS-073 maintains the list of systems that may be combined on one OPNAV 5239/14. The command ISSM or appointed representative will verify the proper completion of the form, and will digitally sign block 17 "Information Owner/OPR" and block 18 "Signature of ISSM or Appointee" on the OPNAV 5239/14 for BUPERS/NAVPERSCOM members. Additionally, the ISSM or representative will complete blocks 19-21 and distribute the SAAR to the proper Department of Navy (DON) TRACKER folder: <https://dontracker.navy.mil/share/page/site/BUPERS073IA/documentlibrary#filter=path%7C%2FBUPERS-07%2520IA%2520Cyber%2520Branch%2FSAAR&page=1>.

e. BUPERS, Capital Planning/Navy and Marine Corps Intranet (NMCI) (BUPERS-071). For NMCI account requests, BUPERS-071 is responsible for receiving completed OPNAV 5239/14s, completing blocks 31 through 32b, and creating accounts.

f. Navy Standard Integrated Personnel System (NSIPS). Due to current system-unique processing requirements by NSIPS, a user must upload OPNAV 5239/14 with block 17 blank for the system to accept the form. When an OPNAV 5239/14 includes a request for access to NSIPS, the BUPERS ISSM team will send a copy with block 17 blank to the user to accommodate this process, and will then sign block 17 for the remainder of systems on the OPNAV 5239/14. The NSIPS team will sign block 17 after entry into NSIPS is complete, but will only be signing block 17 as the authoritative representative for NSIPS, despite several other systems being listed.

g. Foreign Nationals Access. Foreign national access to BUPERS information systems and networks will be granted on a demonstrated “need to know” and per DoD Instruction 8500.01 DoD Cybersecurity and DoD Instruction 5200.02 DoD Personal Security Program (PSP). Foreign exchange personnel and representatives of foreign nations, coalitions, or international organizations may be authorized access to BUPERS information systems and networks containing classified information or information that could be considered controlled unclassified information, to include sensitive information, only if all applicable requirements are met per DoD Instruction 8500.01 Cybersecurity. The Host Nation Agreement (HNA) must be submitted by a commanding officer or officer in charge, and held on file by the systems owner and command ISSM. The HNA must be on file prior to granting foreign national employees access to sensitive information or systems.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <http://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD Program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-073 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A,

24 Aug 2022

paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Form. OPNAV 5239/14 System Authorization Access Request Navy (SAAR-N) is available at <https://navalforms.documentservices.dla.mil/web/public/forms>.



A. HOLSEY
Deputy Chief of Naval Personnel

Releasable and distribution:

This instruction is cleared for public release and is available electronically only, via BUPERS

Web site: <https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/>.