BUPERSINST 5230.13B
BUPERS-073
9 Mar 2019

BUPERS INSTRUCTION 5230.13B

From: Chief of Naval Personnel

Subj: SYSTEM AUTHORIZATION ACCESS REQUEST NAVY

Ref: (a) ALCOM 170/11, Navy Telecommunications Directive 10-11
         (b) DoDM 5200.1, Volume 2, DoD Information Security Program: Marking of
              Classified Information of 24 February 2012
         (c) SECNAVINST 5510.30B

1. Purpose. To provide specifications, per references (a) through (c) to correctly 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 OPNAV 5239/14s within the Bureau of Naval Personnel (BUPERS) and Navy Personnel Command (NAVPERSCOM). Major revision to this instruction includes an expanded underscoring authority by the BUPERS Command Information System Security Manager (BUPERS-073) or representative and providing the information owner a copy of the OPNAV 5239/14 for system-unique processing. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUPERSINST 5230.13A.

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

4. Policy

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

    b.   OPNAV 5239/14 must be resubmitted 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 all forms quarterly for accuracy and proper account deactivation.

d. BUPERS Security Manager (BUPERS-00Y) 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 5239/14 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.

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 can be found at the link below. The requester will complete blocks 1 through 13 and 23 through 25 per BUPERS-073-001 SAAR-N Standard Operating Procedures, located at: https://mpte.navy.deps.mil/sites/npc/pers00/00S/Admin%20Tool%20Kit/Forms/All Items.aspx

b. Supervisor. The supervisor is responsible for ensuring the requesting user has access to complete the OPNAV 5239/14, has 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-00Y or their respective code assistant contract technical representative (ACTR)/ISC.

c. BUPERS-00Y. BUPERS-00Y or appointed representative will verify that the requestor is eligible for system access by reviewing Joint Personnel Adjudication System (JPAS) information, completing blocks 26 through 30 appropriately and placing OPNAV 5239/14 in the BUPERS/NAVPERSCOM SAAR-N folder.

d. Command ISSM. BUPERS-073 has coordinated with system owners and gained concurrence to authorize the ISSM to sign the SAAR-N form as the information owner/OPR where system-unique processing is not a requirement. BUPERS-073 maintains the list of systems that can be combined on one SAAR form. 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 IAM or Appointee" on the SAAR-N form for BUPERS/NPC members. Additionally, the ISSM or representative will complete blocks 19-21 and distribute to the proper Hewett Packard Enterprise Records Management folder.

e. BUPERS, Capital Planning/Navy and Marine Corps (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 an 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 to NSIPS is complete, but will only be signing block 17 as the authoritative representative for NSIPS, despite several other systems being listed.

6. Records Management

a. Records created as a result of this instruction [notice, change transmittal], regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 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 https://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 [notice, change transmittal] or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS Information Management Office (BUPERS-07) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, 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, 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 Request – Navy (SAAR-N) is available at https://navalforms.documentservices.dla.mil/web/public/forms.

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Releasability and distribution:
This instruction is cleared for public release and is available electronically only, via BUPERS
Web site: http://www.public.navy.mil/bupers-npc/reference/Pages/default.aspx