SYSTEM AUTHORIZATION REQUEST NAVY (SAAR-N) INSTRUCTIONS FOR BOL/ADMITS ACCESS

- Below are the instructions that are by the NPC IAM to complete the OPNAV 5239/14 SAAR-N. Although there is not a block for the SSN and DOB, they are needed to create a BOL/ADMITS account.
- The requestor can either send the information in an encrypted e-mail or if that is not possible, use the DOD SAFE via the following link, https://safe.apps.mil/ . When accessing, use the Email certificate. When sending to us, please include Passcode and Decryption Passcode (if you assign for File download) in comments section of DOD SAFE.
- The requestor may already know this, but the SAAR has to be electronically completed and submitted in that form. Sometimes we will receive a SAAR that has been scanned, but we can't accept it because the IAM can only verify the signatures when it is in the original electronic form.

TYPE OF REQUEST:

The appropriate box should be checked.

User ID- full SSN (Can be left blank until final submission to **BOL/ADMITS**)

SYSTEM NAME:

Enter application required (**BOL/ADMITS**)

LOCATION:

Millington, TN

PART I

1. NAME- Last, First, Middle Initial
2. ORGANIZATION- Command Name/UIC (Unit Identification Code)
3. OFFICE SYMBOL/DEPARTMENT
4. PHONE- DSN/COM
5. Official E MAIL ADDRESS- Military E mail address
6. JOB TITLE AND GRADE/RANK-

      Job title enter from the following options

            ADCO

            DAPA

            UPC

            SACO

            SARP

            CMC/SEL (Senior Enlisted Leader)

            CO/OIC

            DAR Approver (Must include Letter of By-Direction)

      Grade/Rank

            Enlisted and Officers

                  E1-E9/Rate

                  O1-O9/Grade

            Civilian/Contractor

                  GS 1-15

                  Civ

7. OFFICIAL MAILING ADDRESS-
8. CITIZENSHIP-N/A
9. DESIGNATION OF PERSON- Select appropriate box
10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENT

      Check Box

      Date Completed

PART II

11. JUSTIFICATION FOR ACCESS:

I request ADMITS access to preform my duty as (DAPA, UPC, SARP Provider, Etc.)
Include Primary UIC and all Other UIC's (if applicable)

12. TYPE OF ACCESS:

Select "Authorized"

13. USER REQUIRES ACCESS TO:

Select "Unclassified"

14. VERIFICATION OF NEED TO KNOW:

Select "box"

14a. ACCESS EXPIRATION DATE:

Military
MM/YYYY
PRD is expiration date
Civilian
 MM/YYYY
5 years from the date of request

15. SUPERVISOR'S ORGANIZATION/DEPARTMENT:

Command Name

15a. SUPERVIORS E MAIL ADDRESS:

CO/OIC Military e mail Address

15b. PHONE NUMBER

CO/OIC Phone Number

16. SUPERVISORS NAME (Print Name): (**CO when requesting ADMITS can sign as own for Supervisor)**

CO/OIC Name

16a. SUPERVISORS SIGNATURE:

CO/OIC signature (digital or actual)

16b. DATE:

DD/MMM/YYYY

17-21 Command IAM (Information Assurance Manager) or the CO/OIC

PART III

23. NAME (Last, First, Middle Initial):

Same as Block 1

24. USERS SIGNATURE:

Digital or Actual

25. DATE SIGNED

DD/MMM/YYYY

26-33. All blocks must be completed by the command's Security Manager

- Send completed form via digitally signed and encrypted e mail to:
  bupers07_it_eoc.fct@navy.mil, For BOL access
  MILL_N17_ADMITS@navy.mil, For ADMITS access
- Please contact ADMITS Support if you have any questions:
  Com Phone: 901-874-4214
  DSN Phone: 882-4214
  Email: MILL_N17_ADMITS@navy.mil