

COMMAND LETTER HEAD

5000

Date

From: **Requesting COMMAND**

To: Navy Personnel Command (PERS-455E), Millington, TN, 38055-4550

Subj: BUPERS ACCESS WEB REQUEST

1. Request BUPERS ACCESS for the following individual(s):

RATE/RANK:

NAME: (Full Name – Last, First, and Middle (no initials))

PRD: MM/DD/YY

Level access desired: (choose one of the following) CCC/Support Officer, SEA, CMC, XO, CO, Admiral/Admiral (SEL)

UIC(s) responsible for: (start with parent UIC)

Email: (Official email of individual(s) request is for)

Phone Number: DSN (___) Number ___-____

Commercial Country Code (___) Area Code (____) Number ___-____

2. POC: Title_____, Name_____, DSN (___) Number ___-____

Commercial Country Code (___) Area Code (____) Number ___-____, Fax ___-____

CO, XO, or OIC Signature

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Requests may be mailed to the above address or e-mailed to

mill_pers-4helpdesk@navy.mil.

Point of contact: Pers-4 Helpdesk 901-874-3249 DSN 882.

***Note:** For all civilians, contractors and non-Navy military members this letter must be accompanied by **OPNAV 5239/14 Rev 9/2011 – System Authorization Access Request Navy (SAAR-N)**, and emailed to npc_it_service_desk@navy.mil.*

Email must be encrypted and digitally signed.