

NCTE Program

Navy Enterprise Tactical Training Network (NETTN) System Authorization Access Request Navy (SAAR-N) Action Tracker User Guide



Version 1.5

**DISTRIBUTION C. DISTRIBUTION LIMITED TO U.S. GOVERNMENT AGENCIES AND THEIR CONTRACTORS;
ADMINISTRATIVE AND OPERATIONAL USE OTHER REQUESTS FOR THIS DOCUMENT SHALL BE
REFERRED TO ENOSC West Coast ISSO.**

Prepared By:

NOSC WC ISSO

Prepared For:

TTGP Exercise Participants

Date Prepared:

15 September 2023

1 Purpose

The purpose of this guide is to assist **Exercise Participants** when submitting online account requests via the NSWC NETTN SAAR-N Action Tracker. Access to the NETTN_REDOP is required to support all TTGP Fleet Synthetic Training (FST)

2 References

- DOD Cyber Awareness Challenge 2024 <https://cyber.mil/training/cyber-awareness-challenge>
- Derivative Classification Training: <https://securityawareness.usalearning.gov/derivative/index.htm>
- NAVSEA NATO Security Briefing US NAVY Only available at <https://mytwms.dc3n.navy.mil> (from the site, search for course number TWMS-595151) https://twms.dc3n.navy.mil/selfservice/online_training_NEW/modules/NAVSEA_NATO_SECURITY_BRIEFING_595151_T/index.html
- For Others: Please use training and certificate attachments provided in email template.

3 Scope

This guide outlines how to submit a request for new or modified access to NETTN networks, ranges, and systems. First time users of the NETTN SAAR-N Action Tracker must heed Section 4.2 below. Users who have previously logged a request using the tracker may skip over Section 4.2.

4 Instructions

4.1 Before Starting the Request

After the user has been instructed to request NETTN access using the Action Tracker, they should ensure they have the required material to complete the Action Tracker. Those items are:

1. Cyber Awareness Annual Training Certificate
2. Derivative Classification Training Certificate
3. Appropriate security clearance
4. Direction to gain access from a supervisor
5. A supervisor's email address and contact information for the Command/Unit/Organization
 - a. If the Organization is a contractor, the user must have the contract expiration date and contract number.
6. An active Common Access Card (CAC)

With these items in the hand, the user may access the Action Tracker.

Use a Chrome browser to navigate to: <https://wwwdd.csd.disa.mil/cgi-bin/NAVSEA.pl>

- The Common Access Card (CAC) will authenticate the home page with DOD ID (Authentication) certificate.

Select “NSWC NETTN” in the Tracker list and select **I Agree** to the prompt to reach the NETTN SAAR-N Tracker site.

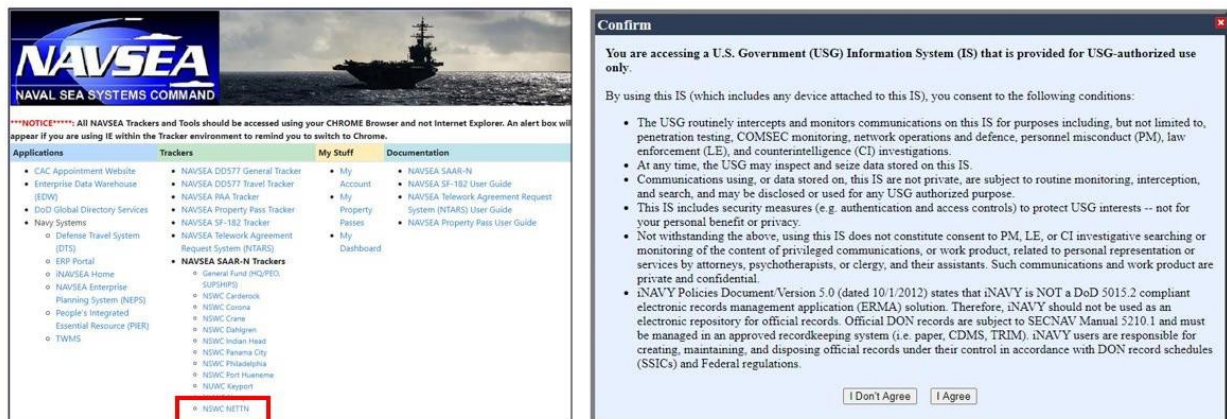


Figure 1: View of the Tracker List and the prompt.

4.2 Access the Tracker as a First Time User

First time users will need to register with the site. For returning users requesting amendment of their NETTN access, move to Section 6.3 below.

7. Navigate to the Action Tracker using the link above.
8. Enter your personal information in the fields provided.
9. Select **Corona** from the drop down menu for Site Name.
10. Once all fields are complete, hit the **Submit** button.

Please fill in the following fields to register:

Last Name:

First Name:

Telephone:

Email Addr:

Email Addr:

[Enter the email again for validation.]

Site Name:

Figure 2: View of the Action Tracker registration window.

Please Note: Registering provides the system with the information necessary to auto-populate and update the user's SAAR-N as needed.

4.3 Completing the Action Tracker

All users that have access may proceed with the NETTN access request using the Action Tracker.

4.3.1 Adding an Action to the Tracker

- 1) Navigate to the Action Tracker.
 - i) Click **+Add Action** from the top menu bar.



Figure 3: View of the top menu bar with +Add Action.

- ii) A blank SAAR-N will load in the browser. This page will be titled “Add Action to NETTN SAAR-N”. Read items *a-e* below and then **complete all fields** as outlined in subsection 6.3.2 below.
- iii) An incomplete or inaccurate SAAR request will cause rework or result in a rejection of the access request.
- iv) Highlighted fields indicate required information.
- v) Hovering the cursor over left-hand blue title fields will call out instructions for each data field.
- vi) Inputs may be manual entries, drop-down selections, or check boxes. Clicking inside a blank field will show available options if applicable.

4.3.2 Complete the Privacy Act Statement Fields

A. **Type of Request** – Select **Functional**:

B. **Effective Date** - Select the current (today's) date.

C. **Enter by Proxy** – Select **NO**:

D. **NAVSEA System/Network Name (Platform or Application)** - Select **NETTN-RedOP**:

E. **Location (Physical Location of the System)** – Enter **NBPL San Diego**:

F. **UIC** - Select the NCTE NETTN UIC (46579). ***This should be the default value in the field.***

4.3.3 Complete the PART I (To be completed by Requester) Fields



1. **Name** – This field will auto-populate from user's CAC.

Name	
	Type in a search term

2. **Organization** – Change this field **Your Command** as it Auto-populates to Corona.

2. Organization	YOUR COMMAND NAME HERE
-----------------	------------------------

3. **Site** – Select **"Virtual Constructive – West"**

*******YOU MUST Select: Virtual Constructive – West*******

3. Site	Virtual Constructive - West
---------	-----------------------------

4. **Phone** – Enter your work phone number:

4. Phone	1234567890
----------	------------

5. **Official Email** – Enter the user's official government email address.

- **Commercial email addresses are not permitted.** This field can be blank if the user does not have an official government email assigned to them at the time of the SAAR-N completion.

5. Official E-mail Address	John.B.Doe@us.navy.mil
----------------------------	------------------------

6. **Job Title and Grade/Rank** – Enter the user's title and grade and rank separated by a forward slash.

6. Job Title and Grade/Rank	
-----------------------------	--

- **Example: N6 DLCPO E9/ITCM**
- **Example: Contractor**

7. **Official Mailing Address** – Enter your Commands official mailing address.

7. Official Mailing Address	53720 Horizon Drive, San Diego, CA 92147
-----------------------------	--

8. **Citizenship** – Select **US**:

8. Citizenship	US
----------------	----

9. **Designation of Person** – Select the option that applies: **Civilian, Contractor, or Military**

9. Designation of Person	Choose
--------------------------	--------

10. **Cyber Awareness Training Requirements** – Annual training requirements must be current and

completed prior to requesting access for Classified RedOp network access

- **DOD Cyber Awareness Challenge 2023**
- **NCTE Acceptable Use Policy (AUP) - DON_IT_AUP**
- **Derivative Classification**
- **NAVSEA NATO**

Complete the fields under Step 10. For each training certificate required:

- Check the box to affirm that requester has completed the required training.
- Select the date training was completed.
- Click **Choose File** to browse to a locally saved copy of the training completion certificate.
- Navigate to the correct certificate copy, click **Open** and add the file. When the file has been uploaded, it will be listed below the **Choose file** field.
 - To remove the selected file, click the red X in front of the file name. Click **Choose File** again and select and **Open** the correct certificate file.

10. Cyber Awareness/IA Awareness Training Requirements

I have completed Annual IA Awareness Training	<input type="checkbox"/>
Date IA Training was complete	31-Aug-2023
Upload IA Training Certificate	<input type="button" value="Choose File"/> No file chosen

NCTE Acceptable Use Policy (AUP)

NCTE AUP Upload	<input type="button" value="Choose File"/> No file chosen
NCTE AUP Date Signed	31-Aug-2023

Derivative Training

Derivative Classification Training	<input type="button" value="Choose File"/> No file chosen
Date Derivative Classification Training was complete	31-Aug-2023

NAVSEA NATO Training

NAVSEA NATO Training Upload	<input type="button" value="Choose File"/> No file chosen
Date NAVSEA NATO Training was complete	31-Aug-2023

4.3.4 Complete Part II – Endorsement of Access by Information Center, User Supervisor or Government Sponsor Fields

11. Justification for Access: Enter and make sure to enter the course number start date and end date: **“Access to the NETTN_REDOP is required to Support TTGP Fleet Synthetic Exercise (FST): (Exercise Name and Dates)”**

11. Justification for Access	Access to the NETTN_REDOP is required to Support TTGP Fleet Synthetic Exercise (FST): (Exercise Name and Dates)
------------------------------	---

12. Type of Access Required – Select **Authorized**

12. Type of Access Required	Authorized
-----------------------------	------------

12a. SKIP

13 User Requires Access To –

- a. Select **Classified**
- b. In “If Classified, Specify Category” box enter. **NETTN_REDOP**

13. User Requires Access To:	<input type="text" value="Classified"/> <input type="text" value="Unclassified"/>
If Classified, Specify Category	<input type="text" value="NETTN_REDOP"/>

14a. Access Expiration Date – The following fields must be completed by all users. For contract questions, contact the Contractor Program Management Office.

- c. **Company Name** – Provide the Company name of contractor. All other users may insert N/A in this field.
- d. **Contract Expiration Date** – **Select the last day of the Exercise or Course ***MUST BE FILLED OUT*****

Contract Expiration Date	<input type="text"/>
--------------------------	----------------------

- e. **Contract Number** – Enter the contract number to which the contractor is assigned. All other users may insert N/A in this field.

15. Supervisor/COR Organization/Department – Enter “**Virtual Constructive – West**”

15a. Supervisor/COR Email Address – Auto populates after completing below step 16

15b. Supervisor/COR Phone Number – Auto populates after completing below step 16

16. Supervisor/COR Name: Type the assigned TTGP Exercise Supervisor’s name in the search field.

16. Supervisor/COR Name	<input type="text"/>
-------------------------	----------------------

TACTRAGRUPAC Supervisor SAAR Approver: Must use

- Ahlstrom, Adam LT
- Buack, Diosabelle LTC
- Langham, Jason CDR
- Whitt, Adam CDR
- Miley, John CIV- N3A

TTGP Security Staff:

- Whitaker, Fred - SECMGR
- ITC Merkel, Andy - ASECMGR

TTGP Cyber Security Staff:

- LT Emily Gray - ISSM
- Richard Furhman - ISSO

Please Note: *If your supervisor is not listed above means they are not approved to sign your SAAR in the tracker.*

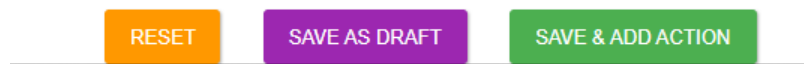
4.4 User Agreement & User Responsibilities

Read the notices, provisions, and responsibilities within the User Agreement and User Responsibilities sections.

23. User Name – This should auto populate with your name

24. User Signature – Click in the field to digitally sign the request form. A pop-up will be displayed with the message “Are you sure you want to digitally sign this Action? Signatures cannot be removed once saved.” Click **OK**.

After signing the request form, scroll to the bottom of the form and click the **“SAVE & ADD ACTION”** Button.



4.5 Next Steps

- A. After the request is submitted via the SAVE & ADD ACTION button, **the user will receive an email confirming** that the request has been added to the tracker and approved.
- B. To check the status of a request, access the SAAR-N Tracker via the following link. The user’s request will be the only entry visible.
https://wwwdd.csd.disa.mil//navsea/mods/Tracker/?instance_id=260
 - If the request was rejected for any reason, the user will be notified via an automated email. This email will ask the user to rework the request and include guidance.
 - It is recommended that the user keep their supervisor informed. The user’s supervisor will be the best resource during this process, especially if the request needs to be reworked.
 - Any SAAR-N left in the tracker without activity on behalf of the user or supervisor will be deleted after 30 calendar days.
- C. Users have the ability to click top navigation items on the Tracker, but this functionality is not required or supported unless the user has Administrative Access to the Tracker.
- D. Once the user has received confirmation of their account is created, they should test their account access and confirm with their supervisor that this account request is complete.

4.6 Issues with the Tracker

If you experience a technical issue at any point in this process Please reach out to NCTE West Coast Account Creation Team ENOSC WC at (619) 553-8106 or (619) 767-4039 (S-VOIP: 30000) NOSC WC ISSO (619) 553-9084 email: NCTE WC_TTGP SAAR <TTGP_NCTE_SAAR@navy.mil>