

Reciprocity – Proxy SAAR Submission: NCTE – TTGP VC West RedOp

You do not need any training requirements. If the SAAR being submitted is from the parent command, then create a Proxy using these steps:

Add Action on the SAAR Tracker:

Type of Request: Most of these are **Functional**, could be Initial. The difference is Account will be tied to Watch stander account for Functional in support of exercise, and Initial is a named account.

Effective Date: **Current Date**

Enter by Proxy: **Yes**

Date New Employee Submitted Approved SAAR: **Current Date**

Upload Employee's Signed SAAR: This is where you upload the submitted pdf approved SAAR, make sure it's approved, Classified is checked and signed through Security as well.

***Upload Employee's Signed User Agreement:** I have attached that document in this email. Since it's a Proxy, and the person that will gain access with this proxy SAAR is not signing the User Agreement that is embedded in the online SAAR process, See Below Block 17C User Agreement. So, in its place you upload the attached document, digitally signed or Wet Signature, both are good.

NAVSEA System/Network Name: **NETTN- RedOp**

Location: **NBPL – TTGP**

UIC: This will auto fill with the UIC of the person creating the PROXY, probably you or your co-workers who ever is submitting proxy SAAR

Name: The person the proxy is being submitted for will not be in the database, but you can start typing the Name and a selection will come up to Click to add new entry. Select that and add the person's name, Just First Name and Last name are sufficient, if you have email, from the pdf SAAR, you can add that as well.

Site: **Virtual Constructive West**

***Do not select Southern California**

Proxy Signature: **This is where the person creating the Proxy will sign**

Justification for Access: Type event(s), Command, timeframe, just something

that gives an overall reason for the account. Nothing formal is for this section. Functional SAARs are good for a year, then will be archived. Initial SAARs are good for 3 years or for contractors, until contract date ends.

Type of Access Required: Authorized

User Requires access to: Classified

If Classified, Specify Category: NETTN-RedOp

Supervisor name:

TACTRAGRUPAC Supervisor SAAR Approver:

- Bancroft, Olivia LT
- Olson, Ian LT
- Mcleod, Ian LT
- Vasquez, Art LT
- Garay, Romario CPO
- Lloyd, Alexander LCDR
- Myers, Anthony CDR
- Whitt, Adam CDR
- Nepomuceno, Joseph CDR
- Miley, John CIV- N3A
- Cole, James CIV- N2A
- Lahman, Caroline CIV N76
- Rossi, William CIV N7
- Smith, Thomas. W CIV N7
- Harris, Quiana PO1
- Maldonado, Luis-Lynch – TTGP ISSO
- Pilkington, Darry LT – TTGP ISSM
- Whitaker, Fred CIV - SECMGR
- Merkel, Andy ITC – ASECMGR

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

Save & Add Action. Select this.

Now the SAAR is with the supervisor that was selected. Reminder, the supervisor must be registered in the tracker. You can tell this because once you start typing their name, their name should come up to be selected.

Now the SAAR is with the Supervisor, Click Red Dot, bottom Right, and Digitally sign.

SAAR moves to EAM, (Enterprise Account Management), where the PDF will be

verified as filled out, and AUP is signed.

Then the SAAR will move to the NCTE-TTGP ENOSC WC ISSO Armando Araico
Virtual Constructive West (VC WEST)

He will sign it and then it goes to ACTR, where Account Management will send the Account
creation notification and create the Remedy ticket for creation.