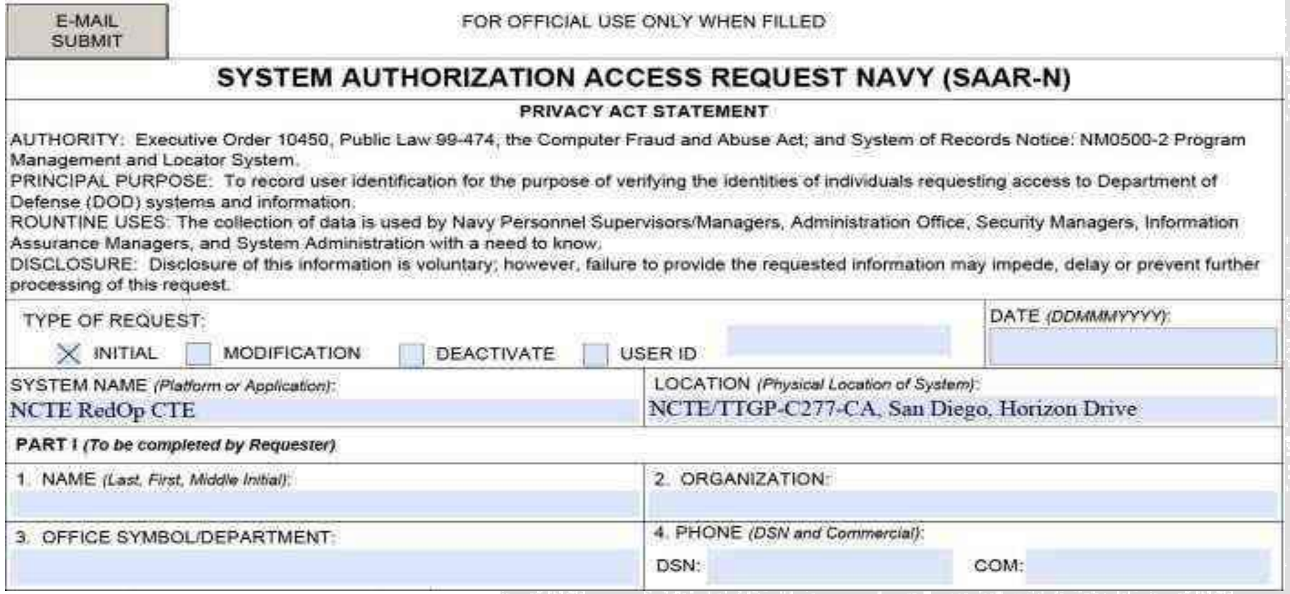
NCTE/TTGP REDOP CTE SAAR-N GUIDE

FOR EXERCISE SIPRNET ACCOUNT REQUESTS

- TYPE OF REQUEST:
  - For most scenarios select the "INITIAL" checkbox
  - If you feel that you should select any checkbox other than "INITIAL" consult your Cybersecurity Staff
- SYSTEM NAME *(Platform or Application)*:
  - Pre-filled. Please do not modify.
- LOCATION *(Physical Location of System)*:
  - Pre-filled. Please do not modify.
- 1. NAME *(Last, First, Middle Initial)*:
  - Please type name of requestor in the specified format: Last name, first name, then middle initial.
- 2. ORGANIZATION:
  - Pre-filled. Please do not modify.
- 3. OFFICE SYMBOL/DEPARTMENT:
  - Please list requestor's department
  - Example: "N6"
- 4. PHONE *(DSN and Commercial):*
  - Please list a commercial work phone number where the requestor may be reached.
  - A DSN number is not required, but may be listed if applicable.



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SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, Public Law 99-474, the Computer Fraud and Abuse Act; and System of Records Notice: NM0500-2 Program Management and Locator System.
PRINCIPAL PURPOSE: To record user identification for the purpose of verifying the identities of individuals requesting access to Department of Defense (DOD) systems and information.
ROUNTINE USES: The collection of data is used by Navy Personnel Supervisors/Managers, Administration Office, Security Managers, Information Assurance Managers, and System Administration with a need to know.
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST: ☒ INITIAL □ MODIFICATION □ DEACTIVATE □ USER ID	DATE *(DDMMMYYYY)*:
SYSTEM NAME *(Platform or Application)*: NCTE RedOp CTE	LOCATION *(Physical Location of System)*: NCTE/TTGP-C277-CA, San Diego, Horizon Drive
PART I ***(To be completed by Requester)***	
1. NAME *(Last, First, Middle Initial)*:	2. ORGANIZATION:
3. OFFICE SYMBOL/DEPARTMENT:	4. PHONE *(DSN and Commercial)*: DSN: COM:

5. OFFICIAL E-MAIL ADDRESS:

- List requestor’s unclassified email address.

6. JOB TITLE AND GRADE/RANK:

- List requestor’s job title and military or GS rank, as applicable.

7. OFFICIAL MAILING ADDRESS:

- Pre-filled. Please do not modify.

8. CITIZENSHIP:

- Specify requestor’s citizenship.
- If requestor is not a US citizen, please contact Cybersecurity ISSO/ISSM for guidance.

9. DESIGNATION OF PERSON:

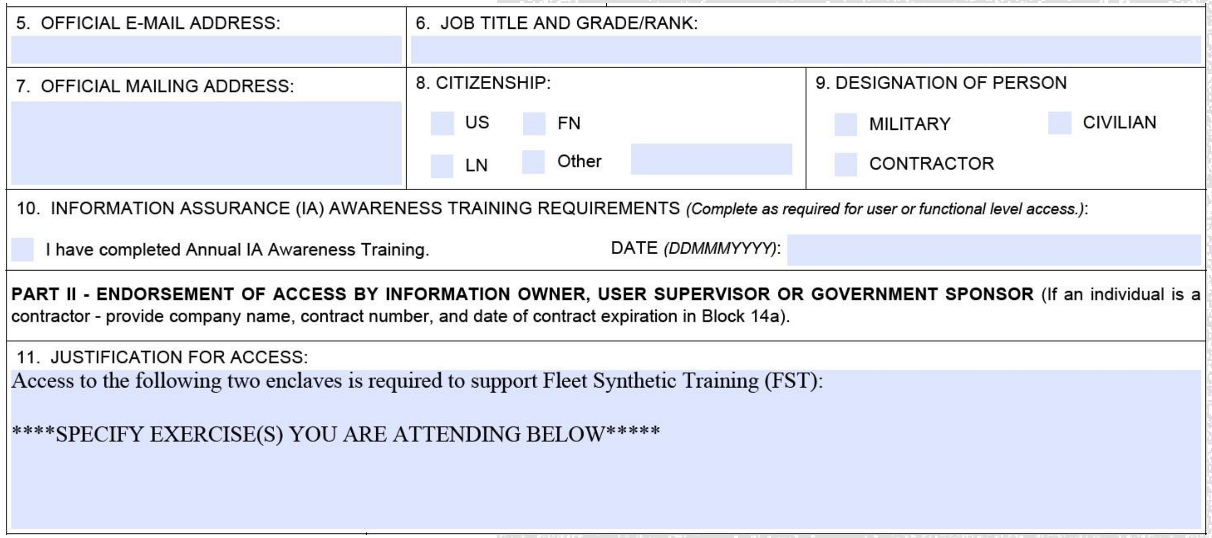
- Please specify whether requestor is: military, contractor, or civilian.

10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS *(Complete as required for user or functional level access.)*:

- The DOD Cyber Awareness Challenge course must be completed, prior to gaining access to NETTN RedOp Classified Training Enclave.
- The DOD Cyber Awareness Challenge course must be renewed annually.
- Please provide a digital copy of the certificate, along with your completed SAAR-N form, to the Cybersecurity Staff. TTGP_NCTE_SAAR@navy.mil
- The DOD Cyber Awareness Challenge course can be found on the DoD website: https://public.cyber.mil/training/cyber-awareness-challenge/or the JKO website: https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf# and the Navy E-Learning website: https://public.cyber.mil/training/cyber-awareness-challenge/

11. JUSTIFICATION FOR ACCESS:

- The justification for access is pre-filled. Please do not modify this information.
- ****SPECIFY EXERCISE(S) YOU ARE ATTENDING BELOW*****



5. OFFICIAL E-MAIL ADDRESS:

6. JOB TITLE AND GRADE/RANK:

7. OFFICIAL MAILING ADDRESS:

8. CITIZENSHIP:
□ US □ FN
□ LN □ Other

9. DESIGNATION OF PERSON
□ MILITARY □ CIVILIAN
□ CONTRACTOR

10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS *(Complete as required for user or functional level access.)*:

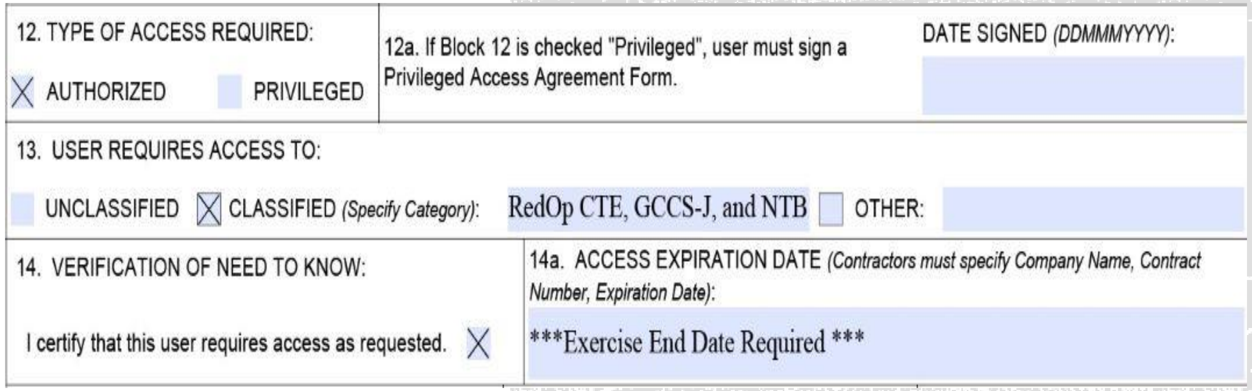
□ I have completed Annual IA Awareness Training. DATE *(DDMMMYYYY)*:

PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If an individual is a contractor - provide company name, contract number, and date of contract expiration in Block 14a).

11. JUSTIFICATION FOR ACCESS:
Access to the following two enclaves is required to support Fleet Synthetic Training (FST):

****SPECIFY EXERCISE(S) YOU ARE ATTENDING BELOW*****

- **12. TYPE OF ACCESS REQUIRED:**
  - Most users will check the "Authorized" box, which has been pre-filled.
  - If you believe that the requestor requires privileged access, please contact the Cybersecurity Staff for further instructions.
- **12a. If Block 12 is checked "Privileged", user must sign a Privileged Access Agreement Form.**
  - Not applicable to most users. If you believe that the requestor requires privileged access, please contact the RedOp CTE ISSO for further instructions.
- **13. USER REQUIRES ACCESS TO:**
  - This block has been pre-filled. Please do not modify.
- **14. VERIFICATION OF NEED TO KNOW:**
  - Ensure the box is checked.
- **14a. ACCESS EXPIRATION DATE IS REQUIRED *(Contractors must specify Company Name, Contract Number, Expiration Date)*:**
  - For military and DoD Civilians, please provide Exercise end date .
  - For contractors, please list the Company Name, Contract Number, and Contract Expiration Date.



12. TYPE OF ACCESS REQUIRED:

☒ AUTHORIZED □ PRIVILEGED

12a. If Block 12 is checked "Privileged", user must sign a Privileged Access Agreement Form.

DATE SIGNED *(DDMMMYYYY)*:

13. USER REQUIRES ACCESS TO:

□ UNCLASSIFIED ☒ CLASSIFIED *(Specify Category)*: RedOp CTE, GCCS-J, and NTB □ OTHER:

14. VERIFICATION OF NEED TO KNOW:

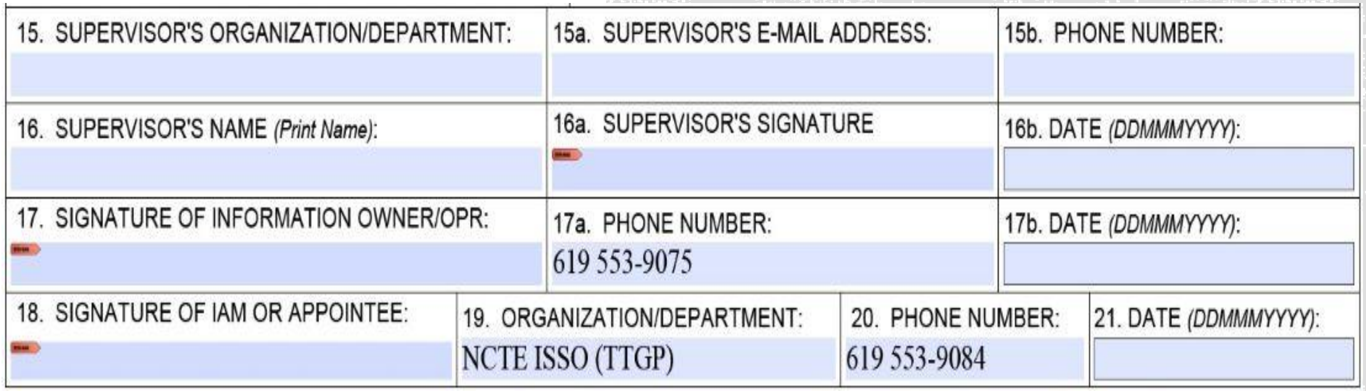
I certify that this user requires access as requested. ☒

14a. ACCESS EXPIRATION DATE *(Contractors must specify Company Name, Contract Number, Expiration Date)*:

***Exercise End Date Required ***

**Supervisor must be either military E-7 or above, or a GS Staff Member **

- 15. SUPERVISOR'S ORGANIZATION/DEPARTMENT:
  - Example: N6
- 15a. SUPERVISOR'S E-MAIL ADDRESS:
  - Provide supervisor's unclassified e-mail address.
- 15b. PHONE NUMBER:
  - Provide supervisor's office phone number.
- 16. SUPERVISOR'S NAME *(Print Name)*:
  - Use the following format: *Last Name, First Name, Middle Initial, Grade/Rank.*
- 16a. SUPERVISOR'S SIGNATURE
  - Signature must be digital. No "wet" signatures will be permitted.
- 16b. DATE (DDMMMYYYY):
  - Date in which supervisor reviewed and signed the document.
  - Please use the provided format example.

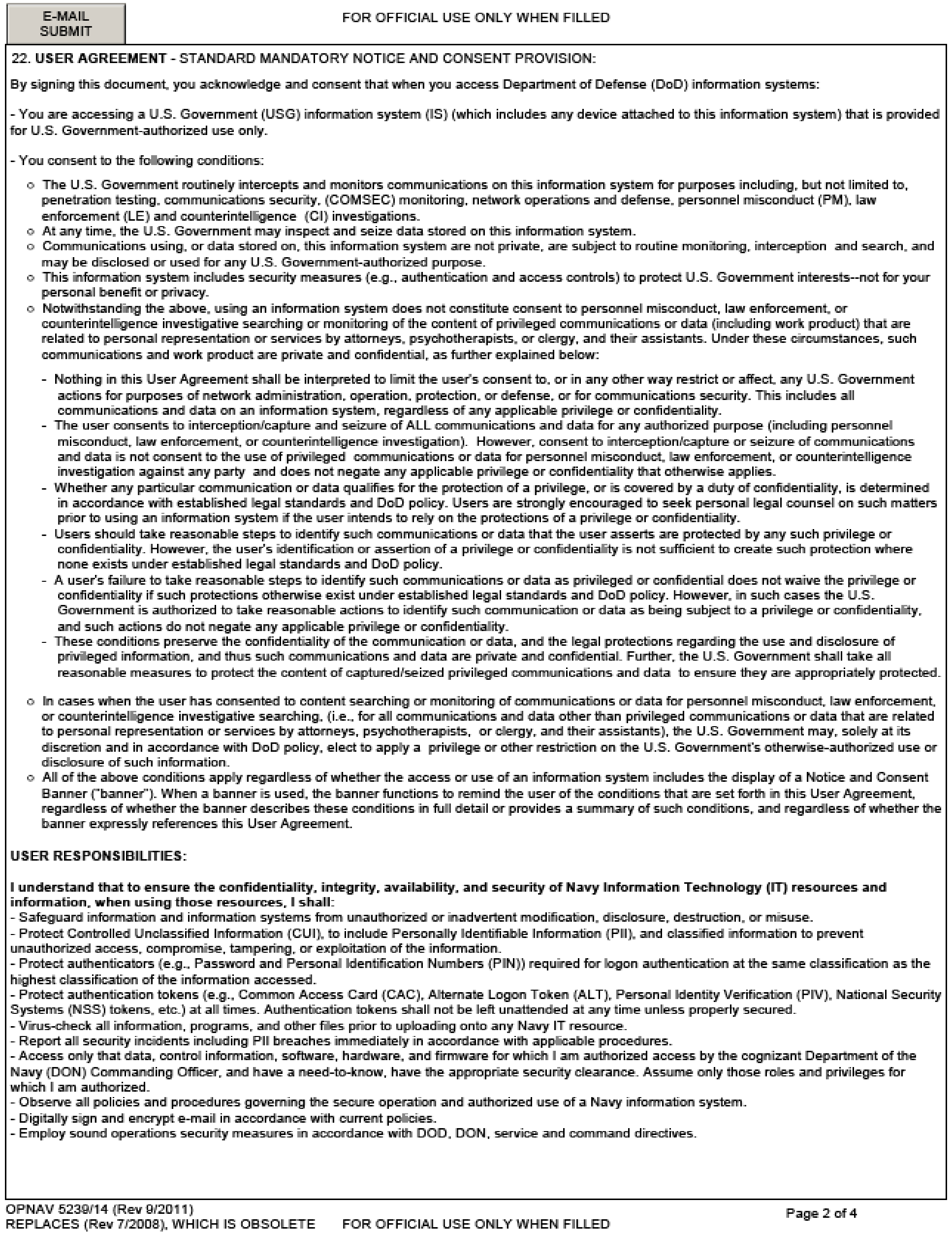


15. SUPERVISOR'S ORGANIZATION/DEPARTMENT:	15a. SUPERVISOR'S E-MAIL ADDRESS:		15b. PHONE NUMBER:
16. SUPERVISOR'S NAME *(Print Name)*:	16a. SUPERVISOR'S SIGNATURE		16b. DATE *(DDMMMYYYY)*:
17. SIGNATURE OF INFORMATION OWNER/OPR:	17a. PHONE NUMBER: 619 553-9075		17b. DATE *(DDMMMYYYY)*:
18. SIGNATURE OF IAM OR APPOINTEE:	19. ORGANIZATION/DEPARTMENT: NCTE ISSO (TTGP)	20. PHONE NUMBER: 619 553-9084	21. DATE *(DDMMMYYYY)*:

Blocks 17-21 will be completed by REDOP CTE NOO / ISSO. Please do not modify.

22. USER AGREEMENT

- Read over the user agreement before signing.
- The user agreement continues onto page 3 of the SAAR-N form


E-MAIL SUBMIT

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22. **USER AGREEMENT** - STANDARD MANDATORY NOTICE AND CONSENT PROVISION:

By signing this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems:

- You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government-authorized use only.

- You consent to the following conditions:

- ○ The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security, (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE) and counterintelligence (CI) investigations.
- ○ At any time, the U.S. Government may inspect and seize data stored on this information system.
- ○ Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception and search, and may be disclosed or used for any U.S. Government-authorized purpose.
- ○ This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests--not for your personal benefit or privacy.
- ○ Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below:

  - Nothing in this User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.
  - The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose (including personnel misconduct, law enforcement, or counterintelligence investigation). However, consent to interception/capture or seizure of communications and data is not consent to the use of privileged communications or data for personnel misconduct, law enforcement, or counterintelligence investigation against any party and does not negate any applicable privilege or confidentiality that otherwise applies.
  - Whether any particular communication or data qualifies for the protection of a privilege, or is covered by a duty of confidentiality, is determined in accordance with established legal standards and DoD policy. Users are strongly encouraged to seek personal legal counsel on such matters prior to using an information system if the user intends to rely on the protections of a privilege or confidentiality.
  - Users should take reasonable steps to identify such communications or data that the user asserts are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or confidentiality is not sufficient to create such protection where none exists under established legal standards and DoD policy.
  - A user's failure to take reasonable steps to identify such communications or data as privileged or confidential does not waive the privilege or confidentiality if such protections otherwise exist under established legal standards and DoD policy. However, in such cases the U.S. Government is authorized to take reasonable actions to identify such communication or data as being subject to a privilege or confidentiality, and such actions do not negate any applicable privilege or confidentiality.
  - These conditions preserve the confidentiality of the communication or data, and the legal protections regarding the use and disclosure of privileged information, and thus such communications and data are private and confidential. Further, the U.S. Government shall take all reasonable measures to protect the content of captured/seized privileged communications and data to ensure they are appropriately protected.

- ○ In cases when the user has consented to content searching or monitoring of communications or data for personnel misconduct, law enforcement, or counterintelligence investigative searching, (i.e., for all communications and data other than privileged communications or data that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants), the U.S. Government may, solely at its discretion and in accordance with DoD policy, elect to apply a privilege or other restriction on the U.S. Government's otherwise-authorized use or disclosure of such information.
- ○ All of the above conditions apply regardless of whether the access or use of an information system includes the display of a Notice and Consent Banner ("banner"). When a banner is used, the banner functions to remind the user of the conditions that are set forth in this User Agreement, regardless of whether the banner describes these conditions in full detail or provides a summary of such conditions, and regardless of whether the banner expressly references this User Agreement.

USER RESPONSIBILITIES:

I understand that to ensure the confidentiality, integrity, availability, and security of Navy Information Technology (IT) resources and information, when using those resources, I shall:
- Safeguard information and information systems from unauthorized or inadvertent modification, disclosure, destruction, or misuse.
- Protect Controlled Unclassified Information (CUI), to include Personally Identifiable Information (PII), and classified information to prevent unauthorized access, compromise, tampering, or exploitation of the information.
- Protect authenticators (e.g., Password and Personal Identification Numbers (PIN)) required for logon authentication at the same classification as the highest classification of the information accessed.
- Protect authentication tokens (e.g., Common Access Card (CAC), Alternate Logon Token (ALT), Personal Identity Verification (PIV), National Security Systems (NSS) tokens, etc.) at all times. Authentication tokens shall not be left unattended at any time unless properly secured.
- Virus-check all information, programs, and other files prior to uploading onto any Navy IT resource.
- Report all security incidents including PII breaches immediately in accordance with applicable procedures.
- Access only that data, control information, software, hardware, and firmware for which I am authorized access by the cognizant Department of the Navy (DON) Commanding Officer, and have a need-to-know, have the appropriate security clearance. Assume only those roles and privileges for which I am authorized.
- Observe all policies and procedures governing the secure operation and authorized use of a Navy information system.
- Digitally sign and encrypt e-mail in accordance with current policies.
- Employ sound operations security measures in accordance with DOD, DON, service and command directives.

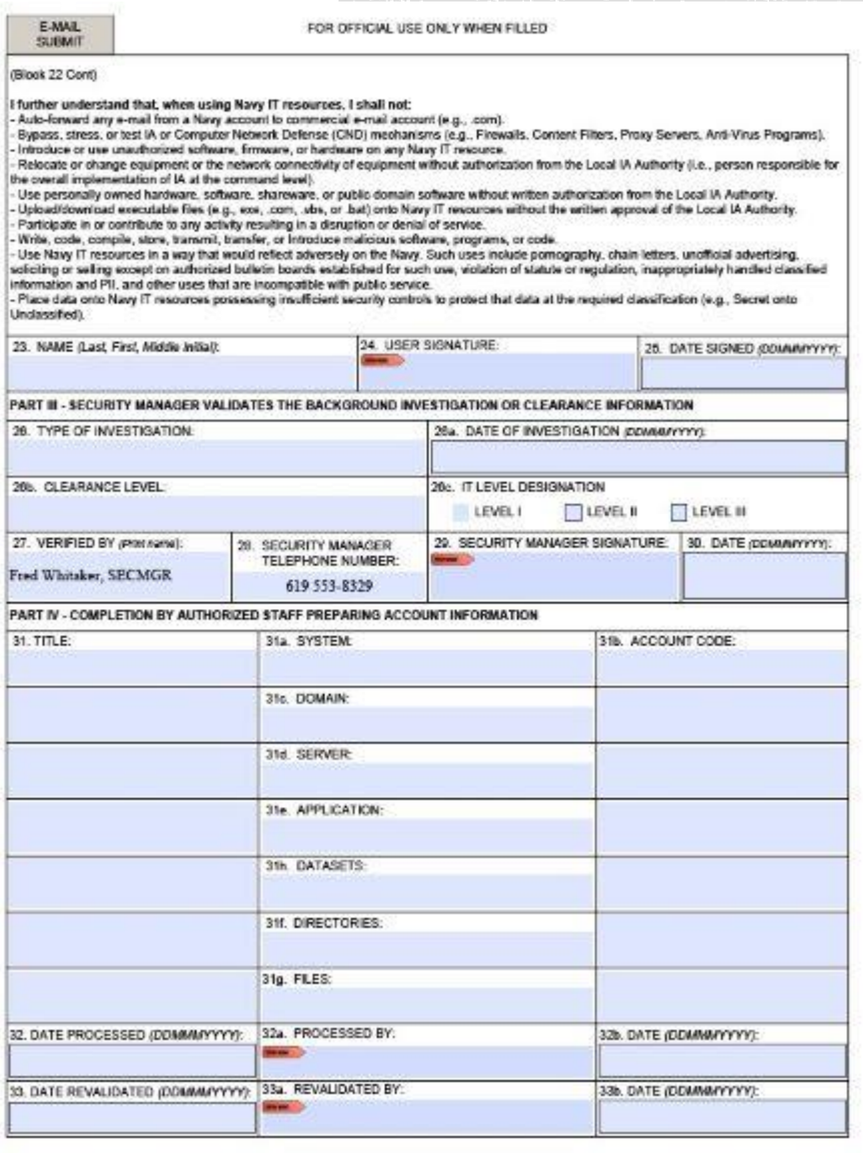
OPNAV 5239/14 (Rev 9/2011)
REPLACES (Rev 7/2008), WHICH IS OBSOLETE FOR OFFICIAL USE ONLY WHEN FILLED

Page 2 of 4

- 23. NAME *(Last, First, Middle Initial)*:
  - Type name of requestor, paying attention to the given format: Last name, First name, Middle initial.
- 24. USER SIGNATURE:
  - Signature must be digital. No "wet" signatures will be permitted.
- 25. DATE SIGNED *(DDMMMYYYY)*:
  - Date in which requestor completed and signed the document.
  - Please use the provided format example.

Blocks 26-33b are completed by Cybersecurity Staff and Security Manager. If the above sections are completed, the SAAR-N is ready to be emailed to Cybersecurity Staff for further processing at the following e-mail address:

TTGP_NCTE_SAAR@navy.mil



E-MAIL SUBMIT

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(Block 22 Cont)

I further understand that, when using Navy IT resources, I shall not:
- Auto-forward any e-mail from a Navy account to commercial e-mail account (e.g., .com).
- Bypass, stress, or test IA or Computer Network Defense (CND) mechanisms (e.g., Firewalls, Content Filters, Proxy Servers, Anti-Virus Programs).
- Introduce or use unauthorized software, firmware, or hardware on any Navy IT resource.
- Relocate or change equipment or the network connectivity of equipment without authorization from the Local IA Authority (i.e., person responsible for the overall implementation of IA at the command level).
- Use personally owned hardware, software, shareware, or public domain software without written authorization from the Local IA Authority.
- Upload/download executable files (e.g., exe, .com, .vbs, or .bat) onto Navy IT resources without the written approval of the Local IA Authority.
- Participate in or contribute to any activity resulting in a disruption or denial of service.
- Write, code, compile, store, transmit, transfer, or introduce malicious software, programs, or code.
- Use Navy IT resources in a way that would reflect adversely on the Navy. Such uses include pornography, chain letters, unofficial advertising, soliciting or selling except on authorized bulletin boards established for such use, violation of statute or regulation, inappropriately handled classified information and PII, and other uses that are incompatible with public service.
- Place data onto Navy IT resources possessing insufficient security controls to protect that data at the required classification (e.g., Secret onto Unclassified).

23. NAME *(Last, First, Middle Initial)*:	24. USER SIGNATURE:	25. DATE SIGNED *(DDMMMYYYY)*:

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION

26. TYPE OF INVESTIGATION:	26a. DATE OF INVESTIGATION *(DDMMMYYYY)*:
26b. CLEARANCE LEVEL:	26c. IT LEVEL DESIGNATION □ LEVEL I □ LEVEL II □ LEVEL III

27. VERIFIED BY *(Print name)*: Fred Whitaker, SECMGR	28. SECURITY MANAGER TELEPHONE NUMBER: 619 553-8329	29. SECURITY MANAGER SIGNATURE:	30. DATE *(DDMMMYYYY)*:

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

31. TITLE:	31a. SYSTEM:	31b. ACCOUNT CODE:
	31c. DOMAIN:	
	31d. SERVER:	
	31e. APPLICATION:	
	31h. DATASETS:	
	31f. DIRECTORIES:	
	31g. FILES:	
32. DATE PROCESSED *(DDMMMYYYY)*:	32a. PROCESSED BY:	32b. DATE *(DDMMMYYYY)*:
33. DATE REVALIDATED *(DDMMMYYYY)*:	33a. REVALIDATED BY:	33b. DATE *(DDMMMYYYY)*: