

## ACCESS TO CAREER WAYPOINTS

As of 13FEB2014, the Career Waypoints (C-WAY) Program helpdesk will only utilize SAAR-N (OPNAV FORM 5239/14) for authorization to create/modify any type of C-WAY account. The NAVPERS FORM 5239/8 (C-WAY SAAR ADDENDUM) will no longer be accepted. Users requiring new access will be required to submit a SAAR-N (OPNAV FORM 5239/14). SAAR-N (OPNAV FORM 5239/14) should be digitally signed and emailed to the Career Waypoints helpdesk (listed below). Faxes will no longer be accepted. Sailors are encouraged to download this form from the Career Waypoints website or from the NPC Career Waypoints webpage (listed below) due to the fact that many fields are prefilled.

Command Career Counselors (CCC) can create temporary Department Career Counselor access (DEPT/DIV CCC must be a NEW user) for their Career Counseling team by utilizing the instructions contained in the C-WAY User Guide located at: <http://www.public.navy.mil/BUPERS-NPC/CAREER/CAREERCOUNSELING/Pages/C-WAY.aspx>. Temporary DEPT/DIV CCC accesses created by CCCs will expire after 30 days if the C-WAY helpdesk does not receive a SAAR-N to verify access.

If your SAAR-N is rejected, you cannot manually type in or write in any information in blocks 11, 14, or 14a. Those blocks must be filled in prior to digital signature.

If you have any questions about the new change to the SAAR process, contact the C-Way help desk.

Telephone: 901-874-2102  
Email: [career\\_waypoints@navy.mil](mailto:career_waypoints@navy.mil)

### INSTRUCTIONS FOR COMPLETING SAAR-N OPNAVFORM 5239/14

The following information is provided to assist with correctly completing this form:

1. "Type of Request". If you've never had access, check "Initial". If you are modifying current access, mark "User ID" and fill in your user ID in the block.
2. "Date". Fill in today's date in DDMMYYYY.
3. "System Name". Fill in "Career Waypoints".
4. "Location". Fill in "SPAWAR, NOLA".

\*\*\*\*\* PART I BY BLOCK \*\*\*\*\*

1. "Name". Fill in your Last Name, First Name, and Middle Initial.
2. "Organization". Fill in the name of your command (i.e. USS Carl Vinson or CVN 70).
3. "Office Symbol/Department". Fill in the department in which you work (e.g. CCC, or DEPT CC for Deck Div, etc.).
4. "Phone". Fill in your DSN and Commercial phone number. If you don't have DSN, leave DSN blank.
5. "Official E-Mail Address". Fill in your ".mil" email address.
6. "Job Title and Grade/Rank". Fill in your Job Title (i.e. CCC or DEPT CC) and your rate/rank (i.e. NC1, AE2, etc.).
7. "Official Mailing Address". Not required.
8. "Citizen". Check the appropriate box as it pertains to you (i.e. US means US citizen).

9. "Designation of Person". Check the appropriate box as it pertains to you (i.e. Check "Military" if you are military).
10. "Information Assurance (IA) Awareness Training Requirements". Check the box and fill in the "Date" with the date you completed Information Assurance training in DDMMYYYY format (2014's training is available).

\*\*\*\*\* PART II BY BLOCK \*\*\*\*\*

11. "Justification for Access". Type in "Type Access Required", then type in the appropriate type of access you require. Refer to Block 11 for examples. Then type in "Requested UICs" and fill in the UICs for which you require access. If you are simply adding an additional UIC, type in "Keep existing UICs and add NXXXXX". If you are changing UIC access, type in "Delete UIC NXXXXX and add NXXXXX." This block must be filled in prior to the SAAR-N being digitally signed by anyone, including the Sailor requesting access.
12. "Type of Access Required". Check "Authorized".
  - 12a. Not required.
13. "User Requires Access to". Check "Unclassified".
14. "Verification of Need to Know". Check box.
  - 14a. "Access Expiration Date". Fill in your current PRD in MMMYYYY format.
15. "Supervisor's Name". Fill in your CCC for DEPT CC access. Must be rated NC. Must be CMDCM, XO, or CO for CCC access.
  - 15a. "Supervisor's E-Mail Address". Fill in the email for the supervisor referred to in #15 & 16.
  - 15b. "Phone Number". Supervisor's phone number.
16. "Supervisor's Name". Fill in name of CCC, CMDCM, XO, or CO referred to in #15 including rate/rank.
  - 16a. "Supervisor's Signature". Have supervisor digitally sign this block. MUST be digitally signed or application will be rejected.
  - 16b. "Date". Fill in date supervisor signed in DDMMYYYY format.
- 17 thru 17b. Not applicable. Leave Blank.
18. "Signature of IAM or Appointee". Fill in the name of the Information Assurance Manager (IAM) at your command including rate/rank.
19. "Organization/Department". Fill in "IAM" if it is the IAM, etc.
20. "Phone Number". Fill in the IAM's phone number.
21. "Date". Fill in the date the IAM digitally signed the SAAR-N.
23. "Name". Fill in Sailor requesting access' name in Last Name, First Name, Middle Initial order.
24. "User Signature". Sailor requesting access' digital signature required. Form MUST be digitally signed or it will be rejected.
25. "Date Signed". Date the Sailor requesting access digitally signed in DDMMYYYY format.

\*\*\*\*\* PART III BY BLOCK \*\*\*\*\*

26. "Type of Investigation". Fill in the type of security clearance investigation was performed for the Sailor requesting C-WAY access.
  - 26a. "Date of Investigation". Fill in the date the security clearance investigation was performed in DDMMYYYY format.
  - 26b. "Clearance Level". Fill in the Sailor requesting C-WAY access' clearance level (i.e. Secret).
  - 26c. "IT Level Designation". Check the appropriate box.
27. "Verified by". Fill in the IAM or Security Manager's name including rate/rank.
28. "Security Manager Phone Number". Fill in the phone number for the Security Manager / IAM.
29. "Security Manager Signature". Security Manager/IAM must digitally sign the SAAR-N. Form MUST be digitally signed or it will be rejected.
30. "Date". Fill in the date that the Security Manager/IAM digitally signed the SAAR-N Form.
- 31 - 33b. Not applicable.



E-MAIL SUBMIT		FOR OFFICIAL USE ONLY WHEN FILLED	
(Block 22 Cont)			
<p><b>I further understand that, when using Navy IT resources, I shall not:</b></p> <ul style="list-style-type: none"> <li>- Auto-forward any e-mail from a Navy account to commercial e-mail account (e.g., .com).</li> <li>- Bypass, stress, or test IA or Computer Network Defense (CND) mechanisms (e.g., Firewalls, Content Filters, Proxy Servers, Anti-Virus Programs).</li> <li>- Introduce or use unauthorized software, firmware, or hardware on any Navy IT resource.</li> <li>- 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).</li> <li>- Use personally owned hardware, software, shareware, or public domain software without written authorization from the Local IA Authority.</li> <li>- Upload/download executable files (e.g., .exe, .com, .vbs, or .bat) onto Navy IT resources without the written approval of the Local IA Authority.</li> <li>- Participate in or contribute to any activity resulting in a disruption or denial of service.</li> <li>- Write, code, compile, store, transmit, transfer, or introduce malicious software, programs, or code.</li> <li>- 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.</li> <li>- Place data onto Navy IT resources possessing insufficient security controls to protect that data at the required classification (e.g., Secret onto Unclassified).</li> </ul>			
23. NAME (Last, First, Middle Initial): LAST, FIRST MI		24. USER SIGNATURE: 	25. DATE SIGNED (DDMMYYYY): 
<b>PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION</b>			
26. TYPE OF INVESTIGATION: FILL THIS BLOCK IN BASED ON SAILOR'S CLEARANCE		26a. DATE OF INVESTIGATION (DDMMYYYY): DATE OF INVESTIGATION	
26b. CLEARANCE LEVEL: FILL IN CLEARANCE LEVEL (E.G. "SECRET")		26c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
27. VERIFIED BY (Print name): SECURITY MANAGER'S NAME	28. SECURITY MANAGER TELEPHONE NUMBER: 	29. SECURITY MANAGER SIGNATURE: 	30. DATE (DDMMYYYY): 
<b>PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION</b>			
31. TITLE: N/A	31a. SYSTEM: N/A	31b. ACCOUNT CODE: N/A	
N/A	31c. DOMAIN: 	N/A	
N/A	<p><b>In order to gain access to C-WAY, the minimum security clearance standard must be a favorably adjudicated NACLIC during the requestor's career.</b></p>		
N/A	31h. DATASETS: N/A	N/A	
N/A	31f. DIRECTORIES: N/A	N/A	
N/A	31g. FILES: N/A	N/A	
32. DATE PROCESSED (DDMMYYYY): N/A	32a. PROCESSED BY: N/A	32b. DATE (DDMMYYYY): N/A	
33. DATE REVALIDATED (DDMMYYYY): N/A	33a. REVALIDATED BY: N/A	33b. DATE (DDMMYYYY): N/A	