NCTE Program

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



Version 1.6

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Participants

Date Prepared: Update

15 October, 2024

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 EWTGPAC Fleet Synthetic Training (FST) and JEWL events.

2 References

- DOD Cyber Awareness Challenge 2025 <u>https://cyber.mil/training/cyber-awareness-challenge</u>
- <u>Derivative Classification Training:</u> <u>https://securityawareness.usalearning.gov/derivative/index.htm</u>
- <u>NAVSEA NATO Security Briefing</u> US NAVY Only available at <u>https://mytwms.dc3n.navy.mil</u> (from the site, search for course number TWMS-595151) <u>https://twms.dc3n.navy.mil/selfservice/online_training_NEW/modules/NAVSEA_NATO_SECURI_TY_BRIEFING_595151_T/index.html</u>

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: Per DOD / NAVY must be completed FY
- 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)
- 7. An active SIPR Token

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.

NAVAL SEA SYSTEMS O	and Tools should be accessed using Tracker environment to remind you t	your CHROME Bron	were and not Internet Explore: An alert box wil	Confirm You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: • The USG routinely intercepts and monitors communications on this IS for purposes including, but not limit penetration testing, COMSEC monitoring, network operations and defence, personnel misconduct (PM), Is
Applications	Trackers • MAVSIA D0377 General Tracker MAVSIA D0377 Travel Tracker • MAVSIA Tracker • MAVSIA Tracker • MAVSIA Tracker • MAVSIA Tracker • MAVSIA Tracker • MAVSIA Tracker • General Traut (%2970) • General Traut (My Stuff My Account 6 My Property Passes My Dashboard	Documentation • NV752A SARI-N • NV752A SARI-N • NV752A SHI'DU ber Guide • NV752A Televork Agreement Repett gisten (TRAS) ber Guide • NV752A Property Pas User Guide	 enforcement (LE), and counterintelligence (CD) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, intercep and search, and may be disclosed or used for any USG authorized purpose. This IS includes security measures (e.g. authentication and access controls) to protect USG interests - not your personal benefit or privacy. Not withstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative search monitoring of the content of privaleged communications, or work product, related to personal representation services by attorneys, psychotherapist, or clergy, and their assistants. Such communications and work procupitivate and confidential. NAVY Policies Document Version 5.0 (dated 101/2012) states that INAVY is NOT a DoD 5015.2 compliatelectronic records management application (ERMA) solution. Therefore, INAVY should not be used as an electronic repository for official records. Official DON records are subject to SECNAV Manual 2210.1 and be managed in an approved recordkeeping system (i.e. paper, CDMX, FRM). INAVY users are responsible creating, manitaning, and disposing official records under their control in accordance with DON record sci (SSICs) and Federal regulations.

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.

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

Last Name:
First Name:
Telephone:
Email Addr:
Email Addr:
[Enter the email again for validation.]
Site Name: Select Site

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**:

Type of Request	
Functional	

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

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Su	Мо	Tu	We	Th	Fr	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

- C. Enter by Proxy Select NO: Entry by Proxy Yes No
 - D. NAVSEA System/Network Name (Platform or Application) Select NETTN-RedOP:



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

Location (Physical Location EWTGPAC San Dieg

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

Name - This field will auto-nonulate from user's CAC 1

1.	Name - This field will duto-populate from user's CAC.
Name	John B. Doe
2. 2. Organ	Organization – Change this field EWTGPAC as it Auto-populates to Corona.
3.	Site – Select <mark>"Virtual Constructive – West"</mark>
3. Site	****YOU <u>MUST</u> Select: Virtual Constructive – West*****
	Virtual Constructive - West
4. 4. Phone	Phone – Enter your work phone number: 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. Officia	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 Titl	le and Grade/Rank FST Planning & Execution / 04 / LCDR
7. 7. Officia	Official Mailing Address – Enter your Commands official mailing address.
8. 8. Citizen	Citizenship – Select US:
9.	Designation of Person – Select the option that applies: Civilian, Contractor, or Military
9. Designation o	Choose

10. Cyber Awareness Training Requirements – Annual training requirements must be current and 5

completed prior to requesting access for Classified RedOp network access

- DOD Cyber Awareness Challenge 2025
- Derivative Classification
- NAVSEA NATO

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

- a) Check the box to affirm that requester has completed the required training.
- b) Select the date training was completed.
- c) Click **Choose File** to browse to a locally saved copy of the training completion certificate.
- d) 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.
 - a. 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					
Date IA Training was complete	31-Aug-2023				
Upload IA Training Certificate	Choose File No file chosen				
NCTE Acceptable Use Policy (AUP)					
NCTE AUP Upload	Choose File No file chosen				
NCTE AUP Date Signed	31-Aug-2023				
Derivative Training					
Derivative Classification Training	Choose File No file chosen				
Date Derivative Classification Training was complete	31-Aug-2023				
NAVSEA NATO Training					
NAVSEA NATO Training Upload	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 EWTGPAC JEWL Exercise : (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: Select Classified

In "If Classified, Specify Category" box enter. NETTN_REDOP

13. User Requires Access To:	Classified Unclassified		
If Classified, Specify Category	NETTN_REDOP		

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

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



c. **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 EWTGPAC Exercise Supervisor's name in the search field.

16. Supervisor/COR Name

EWTGPAC Supervisor SAAR Approver: Must use one of the listed personnel below

Supervisor Role:

SSgt Greene, Kelvin B IT1 Tablan, Edgar B Jr IT1 Nelson, Gable

EWTGPAC Security Staff: SSgt Lebron, Anthony ET1 Medina, Jorge

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

4.4 DON User Agreement – Standard Mandatory Notice and Consent Provision

DEPARTMENT OF THE NAVY - USER AGREEMENT - STANDARD MANDATORY NOTICE AND CONSENT PROVISION:

User Responsibilities

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.

4.5.1 Issues with the Tracker

If you experience a technical issue at any point in this process Please reach out to NCTE EWTGPAC West Coast Account Creation Team at (619) 437-0865 or EWTGPAC NOO (619) 437-5071.