

Total Workforce Management Services (TWMS) Quick User Guide

Self-Service

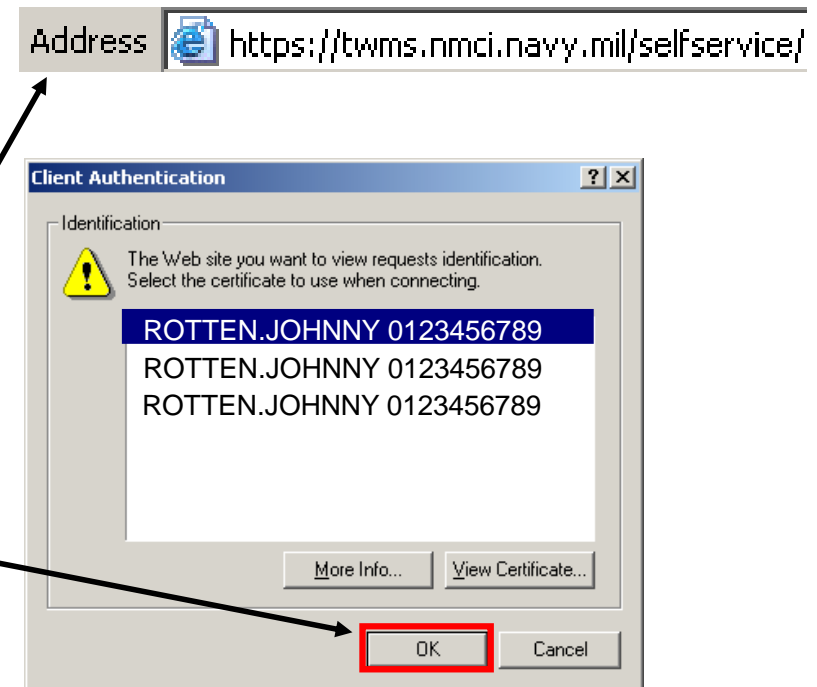


Self-Service

Every employee who has a record in TWMS is able to view, print and even update specific pieces of information about their record using the Self-Service Module. Employees must have a valid CAC and know their PIN to access this module. Their TWMS information must match the information on their CAC to access this module. Please contact the Government Enterprise Help Desk (1-888-264-4255) for help or further information.

To access the Self-Service Module:

1. Insert your CAC into your CAC reader.
2. Open up your internet browser and type the following website in the address bar:
3. Click **OK** at the Client Authentication dialog box and enter your CAC PIN if prompted.



Self-Service

Your initial access to the Self-Service module will lead you to the screen shown below. Subsequent access to the Self-Service module will take you to the form shown on the next page.

4. Enter the last four digits of your SSN and your date of birth.
5. Click **Submit**.

Total Workforce Management Services (TWMS)
Employee Self-Service 2.0 //
Self-Service Login

* For Official Use Only *
* Safeguard in accordance with the provisions of the Privacy Act *

Navigation:
Logout
Contact Us/Help
Data Update Status
User Guide
Privacy Act Statement
Employee Locator

Log into Website

LAST 4 OF SSN:
DATE OF BIRTH: ****(mm/dd/yyyy) with slashes*****
submit reset

DoD Disclaimer
This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U. S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.

Self-Service

Shown below is the General Information form for an Active Duty employee. The Navigation Menu lists the other forms available for this employee type. Some forms allow updates to specific fields.

To update information using the self-service module:

1. Go to the form that contains the information you want to update by clicking the corresponding button on the Navigation Menu.
2. Enter the new data or replace the existing data in the editable fields for that form. The form shown here has several fields that can be changed.
3. Click **Update** to accept the new information and refresh the page.

Total Workforce Management Services (TWMS)
Employee Self-Service 2.0 //
General Information

* For Official Use Only *
* Safeguard in accordance with the provisions of the Privacy Act *

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR IT2	DEMO2 / N6	DEMO2 / N6	ACTIVE DUTY

TITLE	GRADE	MILITARY TYPE
IT SPECIALIST	E-5	ENLISTED

EMPLOYEE STATUS:	Active - On Board	RANK/RATE:	IT2	DATE OF RANK:	
MILITARY STATUS (ACC):					
ACTIVE DUTY START DATE:		TIME IN RATE DATE:		NUMBER OF ENLISTMENTS:	
DNEC:		PNEC:		SNEC:	
REPORT DATE:	1/29/2007	EAOS DATE:		SOFT EAOS DATE:	
CURRENT COMMAND:	DEMO2 - COMMANDER, NAVY APPLICATION DEMO COMMAND #2		PROJ ROTATION DATE:	11/1/2007	
PREVIOUS COMMAND:	No Previous UIC found				
BASE LOCATION:	NB Coronado NAS North Island, CA, United States			Select	Clear
BUILDING:		ROOM NUMBER:		CUBICLE/SPACE:	
SUPERVISOR'S NAME:		Select	Clear	SUPERVISOR'S ORG CODE:	
WORK SHIFT:	1st - 0730-1600	LIMDU:	No	LIMDU TYPE:	0

LEAVE BALANCE INFO (In Days)			
Leave carried forward this FY:	0	Leave earned this FY:	0
Leave balance:	0	Leave lost last FY:	0

Navigation:

- Logout
- Assignment/Position Information
- IA/Deploy Questionnaire
- IA/Deployment/TAD Info
- Awards/Quals Info
- Training/Educ/Cert & Skills
- Personal/Recall Information
- Security Clearance Info
- IA Workforce Info
- Daily Muster
- Online Training & Notices
- Assigned Assets
- OPNAV 5239/SAAR-N Form
- Contact Us/Help
- Data Update Status
- User Guide
- Privacy Act Statement
- Employee Locator

Update

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Self-Service

Shown below is the General Information form for a Civilian employee. The Navigation Menu lists the other forms available for this employee type.

To view different forms within the Self-Service module:

1. Click on one of the buttons on the Navigation menu. Here the **SF50s/Work History** button will be selected.

Total Workforce Management Services (TWMS)
Employee Self-Service 2.0 // General Information

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NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
Germanicus, Gaius Caesar Augustus	DEMO1 / N60V	DEMO1 /	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG
COMPUTER TECHNICAN	DP	1310	04	04

EMPLOYEE STATUS:	Active - On Board	WORK SCHEDULE:	Full Time	WEEKLY HOURS:	40
APPOINTMENT TYPE:	Competitive - Career	TENURE GROUP:	1 - Career / Permanent		
ANNUITANT STATUS:	Not Applicable	PAY RATE DETERMINANT:	(0) Regular Rate		
VETERANS PREF:	None	SCD LEAVE:	6/16/1986	BARG UNIT:	8888
VETERANS PREF RIF:	None	SCD RIF:	6/16/1986	DT LAST PROM:	9/27/1998
VETERAN STATUS:	Not A Vietnam-Era Veteran	SCD CIV:	6/16/1986	LAST EQUIVALENT DATE:	10/8/2000
SPECIAL PROGRAM ID:	Not Applicable	PAYROLL ORG CODE:	285000	DT WGI DUE:	
TRAINING PROGRAM ID:	Not Applicable	DT START PRESENT POSITION: 4/3/2005		DT EOD CURRENT COMMAND	
DT EOD CURRENT AGENCY: 6/16/1986					
BASE LOCATION:	San Diego, CA, United States			Select	
BUILDING: 1	ROOM NUMBER: 12	CUBICLE/SPACE:			
SUPERVISOR'S NAME: MORENO, CRAIG ALLAN		Select	Clear	SUPERVISOR'S ORG CODE: N65CR1W	

Suspense / Tickler Dates			
DATE PROB\TRIAL PERIOD ENDS:	N/A	DATE TEMP PROMOTION EXPIRES:	N/A
DATE LWOP NTE:	N/A	DATE TEMP REASSIGNMENT EXPIRES:	N/A
DATE VRA CONVERSION DUE:	N/A	DATE CONVERSION TO CAREER DUE:	N/A
DATE TEMP APPOINTMENT EXPIRES:	N/A	DATE SES PROBATION EXPIRES:	N/A
DATE SUPV/MGR PROBATION EXPIRES:	N/A	DATE CAREER PROMOTION DUE:	N/A
DATE LIM APPOINT EXPIRES:	N/A		

Update Reset

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Self-Service

Shown below is the SF50s/Work History form for a Civilian employee. Civilian employees can view their SF50s and print them as desired.

- Click **Training/Educ/Certs & Skills** on the Navigation Menu.



Navigation:	
Logout	
General Information	
Assignment/Position Info	
Benefits/Pay/Leave Info	
Training/Educ/Cert & Skills	
Personal/Recall Information	
Security Clearance Info	
IA Workforce Info	
Awards Info	
Daily Muster	
Online Training & Notices	
Assigned Assets	
OPNAV 5239/SAAR-N Form	
SF182	
Contact Us/Help	
Data Update Status	
User Guide	
Privacy Act Statement	
Employee Locator	

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE		
Germanicus, Gaius Caesar Augustus	DEMO1 / N60V	DEMO1 /	CIVILIAN-APF		
TITLE	PAY PLAN/SCHED	SRS	GRADE/PAY BAND	TG	
COMPUTER TECHNICAN	DP	1310	04	04	
*** CLICK HERE TO PRINT ALL YOUR SF-50's ***					
ACTION: CHG TO LOWER GRADE DATE: 11/29/2003					
FROM	Pay Plan:	Series:	Grade:	Step:	Salary:
TO	GS	0081	07	06	\$37,136.00
	GS	0081	06	07	\$34,372.00
					View SF-50
ACTION: PROMOTION NTE 28-NOV-2003 DATE: 11/16/2003					
FROM	Pay Plan:	Series:	Grade:	Step:	Salary:
TO	GS	0081	06	07	\$34,372.00
	GS	0081	07	06	\$37,136.00
					View SF-50
ACTION: CHG TO LOWER GRADE DATE: 10/31/2003					
FROM	Pay Plan:	Series:	Grade:	Step:	Salary:
TO	GS	0081	07	06	\$37,136.00
	GS	0081	06	07	\$34,372.00
					View SF-50
ACTION: PROMOTION NTE 30-NOV-2003 DATE: 10/19/2003					
FROM	Pay Plan:	Series:	Grade:	Step:	Salary:
TO	GS	0081	06	07	\$34,372.00
	GS	0081	07	06	\$37,136.00
					View SF-50
ACTION: INDIVIDUAL CASH AWARD DATE: 9/8/2003					
FROM	Pay Plan:	Series:	Grade:	Step:	Salary:
TO	GS	0081	07	06	\$37,136.00
					\$750.00
					View SF-50

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Click any of the “View SF-50” buttons to view and print the selected SF-50.



Self-Service

The Training/Educ/Cert & Skills form has six tabs associated with it. These tabs are: Training, Certifications, Agreements, Education, Languages, and Skills. Within the Training tab are four additional views: Completed Training, Training Archive, Training Requirements, and Projected Training. Completed Training is the default view and is displayed below.

Click any tab here to view information corresponding to the tabs' title.

- Click another link on this form to view other training information. Here, the **Training Requirements** link will be selected.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR IT2	DEMO2 / N6	DEMO2 / N6	ACTIVE DUTY

TITLE	GRADE	MILITARY TYPE
IT SPECIALIST	E-5	ENLISTED

[TRAINING](#) | [CERTIFICATIONS](#) | [AGREEMENTS](#) | [EDUCATION](#) | [LANGUAGES](#) | [SKILLS](#)

[Completed Training](#) • [Training Archive](#) • [Training Requirements](#) • [Projected Training](#)

[Add a Training Record](#)

Completed Training for the past 2 years.
 For training older than 2 years, click on Training Archive

Print/Export Training History: [Excel](#) [PDF](#)

Sort: [Date Completed](#) [Desc](#) [Sort](#)

Course Title	Course ID	Training Data Source	Date Completed	Hours
ADVANCED SEWING MACHINE REPAIR		MANAGER PROVIDED	6/1/2009	24

Note: Information about adding training, certifications, and skills can be found in the "Training Management in TWMS" Quick User Guide.

Listed here are the training courses associated with this employee that have been completed within the last two years. Courses completed more than two years ago will be listed under "Training Archive".

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Self-Service

The required training for this employee will now be displayed. This form provides more information about each requirement.

4. Click the **Detail** link to view additional information about this requirement.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR IT2	DEMO2 / N6	DEMO2 / N6	ACTIVE DUTY

TITLE	GRADE	MILITARY TYPE
IT SPECIALIST	E-5	ENLISTED

[TRAINING](#)
[CERTIFICATIONS](#)
[AGREEMENTS](#)
[EDUCATION](#)
[LANGUAGES](#)
[SKILLS](#)

[Completed Training](#) •
 [Training Archive](#) •
 [Training Requirements](#) •
 [Projected Training](#)

REQUIRED COURSES						
	REQUIREMENT	DUE BY	REQUIRED	REASON NOT REQUIRED	COMPLETED	DATE COMPLETED
Detail	DOD INFORMATION ASSURANCE AWARENESS	10/31/2009	Yes	n/a	No	--

The **Detail** view displays additional information about the requirement and will list all courses that will satisfy the training requirement.

Close Window X

REQUIREMENT DETAILS	
Requirement Name	DOD INFORMATION ASSURANCE AWARENESS
Requirement Description	
Start Date	11/1/2008
End Date	10/31/2009

COURSES WHICH SATISFY THE REQUIREMENT	
COURSE ID	COURSE TITLE
TWMS-68268	DOD INFORMATION ASSURANCE AWARENESS

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Self-Service

Employees can also satisfy their various training requirements using Self-Service. The Online Training & Notices form is where you will find these requirements and the courses that you must take to satisfy them.

To take a required online training course:

1. Click the **Online Training & Notices** button on the Navigation Menu.

Total Workforce Management Services (TWMS)
Employee Self-Service 2.0 //
General Information

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NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR. IT2	DEMO2 / N6	DEMO2 / N6	ACTIVE DUTY

TITLE	GRADE	MILITARY TYPE
IT SPECIALIST	E-5	ENLISTED

EMPLOYEE STATUS:	Active - On Board	RANK/RATE:	IT2	DATE OF RANK:	
MILITARY STATUS (ACC):					
ACTIVE DUTY START DATE:		TIME IN RATE DATE:		NUMBER OF ENLISTMENTS:	
DNEC:		PNEC:		SNEC:	
REPORT DATE:	1/29/2007	EAOS DATE:		SOFT EAOS DATE:	
CURRENT COMMAND:	DEMO2 - COMMANDER, NAVY APPLICATION DEMO COMMAND #2		PROJ ROTATION DATE:	11/1/2007	
PREVIOUS COMMAND:	No Previous UIC found				
BASE LOCATION:	NB Coronado NAS North Island, CA, United States			<input type="button" value="Select"/>	<input type="button" value="Clear"/>
BUILDING:	<input type="text"/>	ROOM NUMBER:	<input type="text"/>	CUBICLE/SPACE:	<input type="text"/>
SUPERVISOR'S NAME:	<input type="text"/>	<input type="button" value="Select"/>	<input type="button" value="Clear"/>	SUPERVISOR'S ORG CODE:	<input type="text"/>
WORK SHIFT:	1st - 0730-1600	LIMDU:	No	LIMDU TYPE:	0

LEAVE BALANCE INFO (In Days)			
Leave carried forward this FY:	0	Leave earned this FY:	0
Leave balance:	0	Leave lost last FY:	0

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Self-Service

The Online Training & Notices form has two tabs associated with it. These tabs are: Required Training and Available Training. Required Training is the default view and is displayed below.

Click any tab here to view information corresponding to the tabs' title.

Listed here are the current training requirements for this employee. The requirements listed here are only those which have at least one course associated with the requirement that can be completed online. All training requirements can be found listed in the Training Requirements area located on the Training/Educ/Certs & Skills form.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR IT2	DEMO2 / N6	DEMO2 / N6	ACTIVE DUTY

TITLE	GRADE	MILITARY TYPE
IT SPECIALIST	E-5	ENLISTED

REQUIRED TRAINING	AVAILABLE TRAINING
--------------------------	---------------------------

The following courses are required.

To take a course, click on the course name. Once completed, your training record will be updated.

To view what training classes you have completed, please click on the Training/Educ/Certs button on the sidebar on the left side of your screen.

REQUIREMENTS		
ID	REQUIREMENT	REQUIRED BY
261	DOD INFORMATION ASSURANCE AWARENESS	9/30/2010

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2. Click on the name of the requirement to view the online courses that will satisfy this requirement. After it is completed, your training record will be updated.

Self-Service

A new window will open that will list the online classes satisfying the selected requirement.

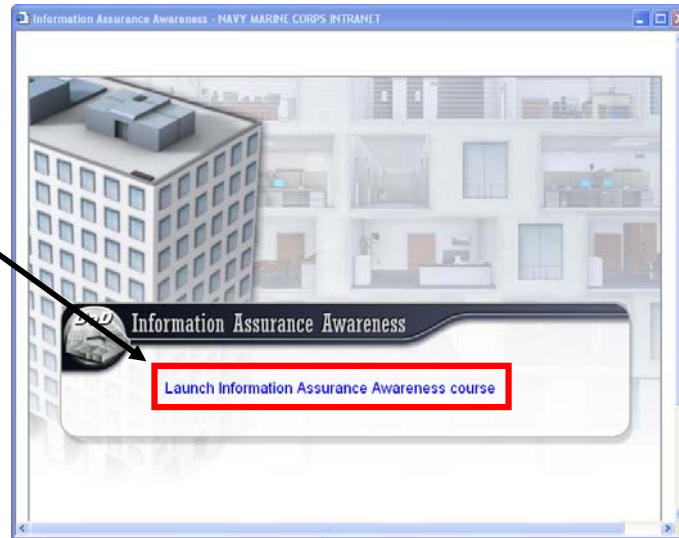
3. Click on the name of the course title to launch the course. After it is completed, your training record will be updated.

Any one of the following courses satisfy this requirement. To take a course, click on the course title.		
Course Titles		
CIN	COURSE TITLE	HOSTED BY
TWMS-68268	DOD INFORMATION ASSURANCE AWARENESS	TWMS



Self-Service

4. The course will open in a new window. In this course, click the link to launch the course.



5. When you have successfully completed this course it will be removed from the listing of Required Training.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR IT2	DEMO2 / N6	DEMO2 / N6	ACTIVE DUTY

TITLE	GRADE	MILITARY TYPE
IT SPECIALIST	E-5	ENLISTED

REQUIRED TRAINING AVAILABLE TRAINING

The following courses are required.
 To take a course, click on the course name. Once completed, your training record will be updated.
 To view what training classes you have completed, please click on the **Training/Educ/Certs** button on the sidebar on the left side of your screen.

REQUIREMENTS		
ID	REQUIREMENT	REQUIRED BY
You have completed all requirements or none have been assigned by your command		

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Self-Service

Returning to the Training/Educ/Certs & Skills form will now reflect the successful completion of the online training course.

- Click **Training/Educ/Certs & Skills** on the Navigation Menu to view the course that has now been completed.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR. IT2	DEMO2 / N6	DEMO2 / N6	ACTIVE DUTY

TITLE	GRADE	MILITARY TYPE
IT SPECIALIST	E-5	ENLISTED

TRAINING ▾ CERTIFICATIONS AGREEMENTS EDUCATION LANGUAGES SKILLS

Completed Training • Training Archive • Training Requirements • Projected Training

Add a Training Record

Print/Export Training History: [Excel](#) [PDF](#)

Completed Training for the past 2 years. For training older than 2 years, click on Training Archive

Sort:

TRAINING					
Course Title	Course ID	Training Data Source	Date Completed	Hours	
DOD INFORMATION ASSURANCE AWARENESS	TWMS-68268		7/1/2009	1	View Certificate
ADVANCED SEWING MACHINE REPAIR		MANAGER PROVIDED	6/1/2009	24	View ?

The Training Requirements area will also display that the course has been completed.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR. IT2	DEMO2 / N6	DEMO2 / N6	ACTIVE DUTY

TITLE	GRADE	MILITARY TYPE
IT SPECIALIST	E-5	ENLISTED

TRAINING ▾ CERTIFICATIONS AGREEMENTS EDUCATION LANGUAGES SKILLS

Completed Training • Training Archive • **Training Requirements** • Projected Training

REQUIRED COURSES						
	REQUIREMENT	DUE BY	REQUIRED	REASON NOT REQUIRED	COMPLETED	DATE COMPLETED
Detail	DOD INFORMATION ASSURANCE AWARENESS	10/31/2009	Yes	n/a	Yes	07/01/2009

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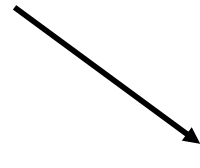
Self-Service

Self-service is also where you can view and print your OPNAV 5239/SAAR-N Form.

To view and print your OPNAV 5239/SAAR-N Form:

1. Click the associated button on the Navigation Menu

Navigation:
Logout
Assignment/Position Info
Benefits/Pay/Leave Info
Training/Educ/Cert & Skills
Personal/Recall Information
Security Clearance Info
SF50s/Work History
IA Workforce Info
Awards Info
Daily Muster
Online Training & Notices
Assigned Assets
OPNAV 5239/SAAR-N Form
SF182
Contact Us/Help
Data Update Status
User Guide
Privacy Act Statement
Employee Locator



NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE	
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N12	CIVILIAN-APF	
TITLE	PAY PLAN /SCHED	SRS	GRADE/PAY BAND	TG
MANAGEMENT ANALYST	GS	0343	10	10
EMPLOYEE STATUS: Active - On Board WORK SCHEDULE: Full Time WEEKLY HOURS: 40				
APPOINTMENT TYPE: Competitive - Career-Conditional		TENURE GROUP: 2 - Conditional		
DOB: 1/21/1954		ANNUITANT STATUS: Not Applicable		
VETERANS PREF: None		SCD LEAVE: 9/12/1997		BARG UNIT: 0010
VETERANS PREF RIF: None		SCD RIF: 9/12/1997		DT LAST PROM: 12/14/2003
VETERAN STATUS: Not A Veteran		SCD CIV: 9/12/1997		LAST EQUIVALENT DATE: 12/14/2003
SPECIAL PROGRAM ID: Not Applicable		PAYROLL ORG CODE: 714		DT WGI DUE: 6/12/2005
TRAINING PROGRAM ID: Not Applicable		PAY RATE DETERMINANT: (0) Regular Rate		
DT EOD CURRENT AGENCY: 7/6/1998		DT START PRESENT POSITION: 10/3/2004		DT EOD CURRENT COMMAND:
BASE LOCATION: New Orleans, LA, United States <input type="button" value="Select"/>				
BUILDING: 791		ROOM NUMBER:		CUBICAL/SPACE:
SUPERVISOR'S NAME: ADAM, ROBERT <input type="button" value="Select"/> <input type="button" value="Clear"/>				SUPERVISOR'S ORG CODE: N111
Suspense / Tickler Dates				
DATE PROB\TRIAL PERIOD ENDS: N/A		DATE TEMP PROMOTION EXPIRES: N/A		
DATE LWOP NTE: N/A		DATE TEMP REASSIGNMENT EXPIRES: N/A		
DATE VRA CONVERSION DUE: N/A		DATE CONVERSION TO CAREER DUE: 10/3/2007		
DATE TEMP APPOINTMENT EXPIRES: N/A		DATE SES PROBATION EXPIRES: N/A		
DATE SUPV/MGR PROBATION EXPIRES: N/A		DATE CAREER PROMOTION DUE: N/A		
DATE LIM APPOINT EXPIRES: N/A				

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Self-Service

2. Read the instructions and then click the **View SAAR-N** button.

**TWMS
View SAAR-N**

OPNAV 5239/14 is the Navy approved user acknowledgment form utilized for granting IT system access. All persons seeking to use Navy IT resources must sign a SAAR-N form with the additional required content appearing in blocks 26 and 30, and submit it to your Information Assurance Manager or Information Assurance officer. This form must be signed and cannot be faxed or scanned:

- If you are a current Navy employee as of 08/05/2008, OR
- If you are a new user to Navy IT resources, OR
- If you are a current user of Navy IT resources and have changed commands, please do the following:

- Click the "View SAAR-N" button to generate and open the SAAR-N form.
- Read the User Agreement in block 26 on page 2, and the User Responsibilities in block 30 on page 3.
- Print the form by clicking on the "Print" button located above the form.
- Enter the IT System Name(s) of the Systems that you access (i.e. NMCI, ONE-NET, TWMS) in the system name block at the top of page 1.
- Sign and date the form in blocks 12 & 13 on page 1, 27 and 28 on page 2, and 31 and 32 on page 3.
- Mail the form to your Command Information Assurance Manager(IAM) or Information Assurance Officer (IAO), original copies only, faxed or scanned copies are not allowed.

View SAAR-N

Self-Service

A new window will open showing your OPNAV 5239/SAAR-N Form. This form will be in the Adobe .pdf format as shown below.

3. After viewing your form, click the Print icon in Adobe Acrobat.



4. Sign, date, and give to your Supervisor, Information Assurance Manager (IAM), or Information Assurance Officer (IAO).

SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)	
PRIVACY ACT STATEMENT	
PURPOSE: This form is used to request access to information systems and/or data. It is not intended to be used for systems and/or data that are classified or otherwise controlled.	
PRIVACY ACT STATEMENT: This information system and/or data is controlled under the Privacy Act of 1974 (5 U.S.C. 552a). This information system and/or data may contain information that is exempt from public release under the Freedom of Information Act (5 U.S.C. 552). This information system and/or data may contain information that is exempt from public release under the Privacy Act of 1974 (5 U.S.C. 552a). This information system and/or data may contain information that is exempt from public release under the Privacy Act of 1974 (5 U.S.C. 552a). This information system and/or data may contain information that is exempt from public release under the Privacy Act of 1974 (5 U.S.C. 552a).	
I, the undersigned, understand that the information system and/or data that I am requesting is controlled under the Privacy Act of 1974 (5 U.S.C. 552a). I understand that the information system and/or data may contain information that is exempt from public release under the Privacy Act of 1974 (5 U.S.C. 552a). I understand that the information system and/or data may contain information that is exempt from public release under the Privacy Act of 1974 (5 U.S.C. 552a). I understand that the information system and/or data may contain information that is exempt from public release under the Privacy Act of 1974 (5 U.S.C. 552a).	
I hereby certify that the information system and/or data that I am requesting is controlled under the Privacy Act of 1974 (5 U.S.C. 552a). I understand that the information system and/or data may contain information that is exempt from public release under the Privacy Act of 1974 (5 U.S.C. 552a). I understand that the information system and/or data may contain information that is exempt from public release under the Privacy Act of 1974 (5 U.S.C. 552a). I understand that the information system and/or data may contain information that is exempt from public release under the Privacy Act of 1974 (5 U.S.C. 552a).	

14. USER IDENTIFICATION AND CONSENT	
14.1 NAME (Last, First, Middle Initial)	14.2 SOCIAL SECURITY NUMBER (LAST FOUR)
CAYCE, BERNARD	XXXX-XXXX
14.3 ORGANIZATION (Navy Component/Department)	
US NAVY	
14.4 OFFICIAL E-MAIL ADDRESS	
BERNARD.CAYCE@NAVY.MIL	
14.5 TYPE OF ACCESS REQUESTED	
[] UNCLASSIFIED [] CLASSIFIED (Specify Category) [] OTHER	

15. USER RESPONSIBILITIES	
I understand that it is my responsibility to ensure the integrity, safety, and security of Navy IT resources, when using those resources. I shall...	
I further understand that, when using Navy IT resources, I shall not:	
- Access computer networks without approval...	
- Use computer networks for unauthorized purposes...	
- Disclose information to unauthorized personnel...	
- Engage in inappropriate or offensive conduct...	
- Use computer networks for unauthorized communications...	
- Engage in prohibited activities...	
- Engage in prohibited activities...	
- Engage in prohibited activities...	

INSTRUCTIONS	
A. PART I: The following information is provided by the user when submitting the form...	
B. PART II: The following information is provided by the user when submitting the form...	
C. PART III: Confirmation of Background Investigation or Clearance...	
D. PART IV: The information below requires the endorsement from the user's supervisor or the Information Assurance Manager...	

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Self-Service

Employees can also view their training, certifications, agreements, education, languages, and skills using Self-Service.

To logout of your self-service record:

1. Click **Logout** on the Navigation Menu.

Total Workforce Management Services (TWMS)
Employee Self-Service 2.0 //
General Information

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NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ROTTEN, JOHNNY JR. IT2	DEMO2 / N6	DEMO2 / N6	ACTIVE DUTY

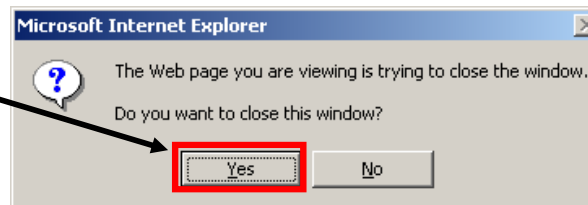
TITLE	GRADE	MILITARY TYPE
IT SPECIALIST	E-5	ENLISTED

EMPLOYEE STATUS:	Active - On Board	RANK/RATE:	IT2	DATE OF RANK:	
MILITARY STATUS (ACC):					
ACTIVE DUTY START DATE:		TIME IN RATE DATE:		NUMBER OF ENLISTMENTS:	
DNEC:		PNEC:		SNEC:	
REPORT DATE:	1/29/2007	EAOS DATE:		SOFT EAOS DATE:	
CURRENT COMMAND:	DEMO2 - COMMANDER, NAVY APPLICATION DEMO COMMAND #2			PROJ ROTATION DATE:	11/1/2007
PREVIOUS COMMAND:	No Previous UIC found				
BASE LOCATION:	NB Coronado NAS North Island, CA, United States			Select	Clear
BUILDING:		ROOM NUMBER:		CUBICLE/SPACE:	
SUPERVISOR'S NAME:		Select	Clear	SUPERVISOR'S ORG CODE:	
WORK SHIFT:	1st - 0730-1600	LIMDU:	No	LIMDU TYPE:	0

LEAVE BALANCE INFO (In Days)			
Leave carried forward this FY:	0	Leave earned this FY:	0
Leave balance:	0	Leave lost last FY:	0

Update

2. Click **Yes** at the dialog box.



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