

NROTC NMCI/FS/ NVD/ NETFOCUS SAAR Instructions

Purpose: The following NROTC SAAR instructions are provided to minimize the effort for acquiring access to NMCI/Flankspeed/NVD and NETFOCUS (OPMIS, NOSS, CRUISE, CDMIS, NRSAM are included within NETFOCUS) **ONLY**. NMCI/Flankspeed/NVD and NETFOCUS access require a valid SAAR on file with NSTC N6.

All SAAR(s) now are required to be digitally filled out, we will no longer accept any document filled by pen, in part or to completion. This also includes paper scans of digitally filled SAAR(s).

Access requests for other DoD Systems (i.e. BOL, Salesforce, NSIPS, etc.) must follow the specific instructions from those system owners. Those systems usually mandate the use of valid digital signatures and are vetted by a separate process and chain. They will also require their own SAAR per system.

EG. NMCI/Flankspeed/NVD/NETFOCUS may all be put into the same SAAR but (to include but not limited to the following...) NSIPS; BOL; Salesforce; PGT; Enterprise Customer Relationship Management (eCRM); Salesforce Government Cloud; iFTDTL Portal; TRANET-U; ARPR/ASOSH; OMPF Command View Access; NSIPS; ESR; CIMS; WEB Ad-Hoc; Etc. cannot as the system administrator for that system requires that only their system be named.

The POC email for all SAAR related inquires is: nstc_issm@us.navy.mil

Process:

1. **Cyber Awareness Training** is mandated by the DoD as an annual Fiscal Year requirement. The only training accepted to meet this requirement is the current version of the “DoD Cyber Awareness Challenge.” Your training certificate-of-completion must be submitted along with the completed SAAR. *If you do not have a CAC with DoD certificates, go to DoD Cyber Exchange Public*. **Table 1** is a list of options to complete the annual IA Awareness training:

Table 1
MNP (My Navy Portal): https://my.navy.mil/ Log on to MNP by selecting the "MNP Log In" button. MNP requires CAC log on. Once logged on, find Professional Resources in the top navigational menu and click Navy e-Learning/Online Courses.
NEL (Navy eLearning): Can also be accessed directly without MNP. https://learning.nel.navy.mil/ELIAASv2p/ Training completed here is to automatically update FLT MPS.
TWMS (Total Workforce Management Services): https://twms.navy.mil Training complete here is to automatically update FLT MPS.
DISA: https://disa.mil/NewsandEvents/Training Training completed here will need to be manually entered in TWMS or FLT MPS. You must provide a copy of your Certificate of Completion to your IAM.
DoD Cyber Exchange Public: https://public.cyber.mil/training/cyber-awareness-challenge Training completed here will need to be manually entered in TWMS or FLT MPS. You must provide a copy of your Certificate of Completion to your IAM.
MarineNet: https://www.marines.mil/ Marines who attend the schoolhouses can also satisfy the cert requirements for the IA on the MarineNet.

2. **Completing the SAAR form and DoN User Agreement form:**
 - a. The SAAR and DoN User Agreement forms requires digital DoD PKI signatures.

Table 2
SAAR Template (attached in e-mail)
 SAAR_DD2875_Rev_5_2022_NROTC_Tem
TYPE OF REQUEST: Use the drop down menu and select “INITIAL”
DATE: (DDMMYYYY) Today's date.
SYSTEM NAME: Enter the name of the systems the user is requesting (ie. NMCI, Flankspeed, NVD, NETFOCUS). **If requesting only NETFOCUS access, do not add NMCI, Flankspeed NVD.** If you are at a university and onboarding, Flankspeed and NVD should be on your SAAR.
LOCATION: Enter the location of your job site.
Block 1: (Last, First, M.I.)
Block 2: (University of XXXX, *School Name*) / UIC (X#####)
Block 3: NROTCU, (*School Name*) / (*Dept of Naval Science*)
Block 4: Enter a valid DSN or Commercial Phone Number
Block 5: Your .edu email address or @us.navy.mil email.
Block 6: Job title, Grade/Rank and branch(e.g. Navy, USMC, etc.).
Block 7: NROTCU mailing address.
Block 8: Check the box that applies.
Block 9: Check the box that applies. **If “Contractor” box is checked, Block 16a must also be filled out.**
Block 10: Check the box and provide a “current” fiscal year completion date.
Block 11: Requester/User must digitally sign
Block 12: Date should automatically populate after the User digitally signs Block 11.
Block 13: Enter “Access required to fulfill duties as assigned. DoDID: #####” (Replace # with your 10-digit DoDID Number found on the back of your CAC)
Block 14: Check the “AUTHORIZED” box.
Block 15: Check the “UNCLASSIFIED” box
Block 16: Check the box to certify requestor requires access.
Block 16a: Only for Contractors to complete. Leave blank for Military and Civilian users.
Block 17-17e: Completed by the Supervisor
<i>SUPERVISOR SIGNATURE, once removed in Block 17d can modify the following Blocks: Type of Request, Date, System Name, Location, Blocks 1-17e.</i>
Block 18-18b: Leave blank for the NSTC IO to complete.
Block 20: Should auto-populate with requester’s name after it is entered in Block 1.
Block 21: Leave blank.
Block 22-26: Your local security representative must validate the user in DISS and complete Part III. If you need assistance with Part III of this form, you may contact the NSTC Security Manager, (847) 688-4510 x158.
<i>SECURITY MANAGER SIGNATURE, once removed can modify all Blocks within Blocks 22-26.</i>
Part IV: Leave blank.

Table 2
DoN User Agreement Form (attached in e-mail)  DoN User Agreement.pdf
Read the User Agreement and Digitally Sign. (attached in e-mail)

3. Additional information required for processing:
 - a. *NMCI/Flankspeed/NVD* account creation requires:
 - i. 10 digit DoD ID number (DoDID: #####) found on the back of your DoD CAC (ID).
 - b. *NETFOCUS* access requires the user to register their DoD CAC (ID) with the NETFOCUS Gateway. See **Table 3** for CAC registration instructions.

Table 3
 OPMIS ACCESS INSTRUCTIONS.pdf (attached in e-mail)

4. **Submitting Requests:** Completed forms contain Personal Identifiable Information (PII) and must be protected as sensitive data.
 - a. *DO NOT* send requests via plain text email; NMCI *REMOVES* digital signatures from the original document when sent through Plain text and makes the form unfillable and unusable.
 - b. Within the SAAR, any signature over 90 days old from submission to ISSM/ISSO will not be accepted.
 - c. Where email encryption is not available, please use the **DoD SAFE App** <https://safe.apps.mil/>. This is a requirement.
 - d. Send your request: nstc_issm@us.navy.mil (Include underscores i.e. **nstc_issm@us.navy.mil**)
 - e. Request packages **MUST** include the following items:
 - i. NMCI/Flankspeed/NVD
 1. SAAR Form
 2. DoN User Agreement Form
 3. DoD Cyber Awareness Challenge Certificate of Completion
 4. 10 digit DoD ID number found on the back of your DoD CAC (ID).
 - ii. NETFOCUS
 1. SAAR Form
 2. DoN User Agreement Form
 3. DoD Cyber Awareness Challenge Certificate of Completion
 4. DoD CAC registration with NETFOCUS Gateway (See Table 3 above).
(NETFOCUS can also be requested with NMCI/Flankspeed/NVD)
5. Using **DoD SAFE App to initiate a drop-off:**
 - a. Go to <https://safe.apps.mil/>.

- b. Click on “Drop-Off” link at the top (to the right of the “Home” link)
 - c. Enter NSTC ISSM in the Name field, and nstc_issm@us.navy.mil in the Email field.
 - i. Click the “Add & Close” button.
 - d. Add Files by either Drag-and-Drop or clicking add files.
 - e. Select Encrypt all files.
 - i. Create Passphrase.
 - f. Click on “Send Drop-off”
 - g. Send your passphrase via a separate email to nstc_issm@us.navy.mil.
6. If unable to initiate a drop-off on DoD SAFE, send an email to nstc_issm@us.navy.mil.
 - a. Subject line: (NMCI; FLANKSPEED; NVD; NETFOCUS) ACCESS REQUEST ICO: Last Name, First Name MI. RANK
 - i. Body: [Full Name], [NROTC Unit Name] is submitting SAAR for access to (NMCI; Flankspeed; NVD; NETFOCUS).
 - ii. Signature: Contact Information
 - b. The NSTC ISSM/ISSO will initiate a “*Drop Off Request*” to the outside user (.edu).
 - c. The outside user (requester) will receive an email from NoReplyTo@csd.disa.mil .
 - i. Click the link within the email (<https://safe.app.mil/dropoff...>)
 - ii. When prompted for your certificate, select “*Cancel*.”
 - d. Upload SAAR, PIV/CAC DODID# and Expiration, Cyber Awareness Challenge proof of completion.
 - i. In the TO: line, remove the initial sender and replace with nstc_issm@us.navy.mil
 - ii. Add Files by either Drag-and-Drop or clicking add files.
 - iii. Select Encrypt all files.
 - iv. Create Passphrase.
 - v. Press upload and send.
 - e. Send your Passphrase via a separate email to: nstc_issm@us.navy.mil
 - i. Subject line exactly the same as the original request email: Subject line: (NMCI; Flankspeed; NVD; NETFOCUS) ACCESS REQUEST ICO: Last Name, First Name MI.
 - ii. Email body: <Passphrase> and Information Block.
7. Once a valid SAAR is on file at NSTC, the NSTC ISSM/ISSO will submit the request for access to the appropriate administrator for processing.
8. **30/45 policy** - Government Directed Action mandates that all DoD Information System accounts that are inactive for 30 consecutive days will be disabled and all accounts inactive for 45 consecutive days will be deleted. Reactivation requires a face to face validation to include DoD photo ID. The face to face validation at the NROTC Unit is defaulted to the Supervisor.
 - a. Disabled Accounts: Requests to re-enable accounts may be submitted by the NSTC ISSM/ISSO as long as there is a valid SAAR on file with NSTC N6. Send an email with the subject line “[NETFOCUS/NMCI/FLANKSPEED/NVD] Account Reactivation Request ICO: [Full Name], [NROTC Unit Name]” to nstc_issm@us.navy.mil.
 - b. Deleted accounts will require a valid SAAR submitted within the past year. If no valid SAAR is found on file, a new SAAR will be required and all associated requested information from the ISSM/ISSO. Validation will be documented using the SAAR through participation of the User, Supervisor, Security Manager, Information Owner, and Information Systems Security Manager (ISSM). The User must have “current” Fiscal Year Cyber Awareness Training (DoD Cyber Awareness Challenge) completed before

being granted access to any DoD IS (Information System). The User's DISS (Defense Information System Security) data must be current and properly depicted in Part III of the SAAR. If any required data is missing or found non-compliant on the form, the request will be deemed invalid and access will be denied.

9. Points of contact for these instructions:

- a.** NSTC NROTC ISSM: nstc_issm@us.navy.mil
- b.** NSTC N6 General Number: 847-688-5895 ext. 420
- c.** NSTC N6 Helpdesk: nstc_nrotc_njrotc_ctrs@us.navy.mil

10. This Document was updated last on 06JAN2026 by Marco Mata, NSTC N6. The validity of this document shall not surpass one year. If you need the most up to date information, please contact [nstc_nrotc_njrotc_ctrs@us.navy.mil] or visit <https://www.netc.navy.mil/NSTC/N6/>