



STRATEGIC SEALIFT OFFICER (SSO)
INDIVIDUAL READY RESERVE (IRR) EMAIL
UNLOCK / REBUILD PROCEDURES

HOW TO UNLOCK / REBUILD AN NMCI ACCOUNT

This guide is only applicable to IRR members of the Strategic Sealift Officer Force (UICs 2525M, 2501M, 2502M, 2503M, and 2504M). If you are not associated with one of these UICs, this guide is not applicable to you.

Is your account Locked or Deleted?

NIPR Reservist accounts will be DISABLED/DELETED with a policy of 60/180 days respectively. If you have been out to sea for a long period of time, your account has most likely been deleted.

Disabled: If you have been inactive for more than 60 days but less than 180 your account is disabled. Contact the NMCI Helpdesk at 866-843-6624 or servicedesk_navy@nmci-isf.com to confirm that your account is disabled and not deleted. Once confirming, provide your NMCI account (legacy email ending in @navy.mil) and your DODID to the N14 ISSO at CNRFC_N14_ISSO@US.NAVY.MIL and request an NMCI unlock.

Deleted: If you have been inactive for more than 180 days, your NMCI account is deleted and will need to be rebuilt. To rebuild your NMCI email account you will need to submit **3 items** to the Reserve Services/Operations/Training Dropbox:

- 1) DOD Annual Cyber Awareness Training (certificate required from *current* FY)
- 2) DOD Annual Privacy Training (certificate required from *current* FY)
- 3) SAAR-N form (Blank form on SSO N14 SharePoint page under Reserve Services Dept, NMCI Email)

- SAAR form needs to be downloaded and opened locally on computer with Adobe Acrobat Reader; web browser view does not work.
- Once opened in Adobe Acrobat, you may need to click "enable all features" to view/edit the form.
- Follow directions below on how to fill out form!
 - i. E-sign form with CAC

Training Websites to Use

- Navy eLearning: <https://learning.nel.navy.mil/ELIAASv2p/>
- TWMS: <https://twms.dc3n.navy.mil/my.policy>
- JKO: https://jkodirect.iten.mil/Atlas2/page/login/Login.jsf?utm_source=mnnp%20public

Once you have completed ALL items above:

- Submit them to the Operations/Training Dropbox under the sub-code: Email unlocks

Things to note:

- Requests normally take up to 3-4 weeks for your email account to be built
- Once email account is created, you MUST complete your first login within 30 days otherwise it will lock again and then delete.
- **First time login on new accounts will need to be done via NMCI.** You will need to visit your nearest NRC or military facility to login at an NMCI machine, or validate your account in Nautilus Virtual Desktop by the following steps:
 - Log in to NVD
 - Open Microsoft Edge
 - Go to the bookmarks bar and open the folder "virtual desktop support"
 - Select NMCI account validation
 - Log in using CAC & pin
- After you've logged in and your NMCI is up and running, remember that NMCI accounts lock at 60 days and delete at 180 days.

How to Fill out the SAAR-N Form

UNCLASSIFIED		OMB No. 0704-0630 OMB approval expires: 20250531
SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)		
<small>The public reporting burden for this collection of information, 0704-0630, is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.</small>		
PRIVACY ACT STATEMENT AUTHORITY: Executive Order 10450; and Public Law 99-474, the Computer Fraud and Abuse Act PRINCIPAL PURPOSE(S): To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form ROUTINE USE(S): None 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		DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications) NMCI		LOCATION (Physical Location of System) NORFOLK, VA
PART I (To be completed by Requester)		
1. NAME (Last, First, Middle Initial)		2. ORGANIZATION COMNAVRESFOR
3. OFFICE SYMBOL/DEPARTMENT N14 SSRG UIC 2525M		4. PHONE (DSN or Commercial)
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK SSO/O-
7. OFFICIAL MAILING ADDRESS 1915 FORRESTAL DRIVE, NORFOLK, VA 23508		8. CITIZENSHIP <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER 9. DESIGNATION OF PERSON <input checked="" type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed the Annual Cyber Awareness Training. DATE (YYYYMMDD)		
11. USER SIGNATURE		12. DATE (YYYYMMDD)
PART II ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)		
13. JUSTIFICATION FOR ACCESS ACCESS TO GOVERNMENT IT SYSTEMS IS REQUIRED TO EXECUTE ASSIGNED DUTIES		
DOD ID#		
14. TYPE OF ACCESS REQUESTED <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED		
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER		
16. VERIFICATION OF NEED TO KNOW <input checked="" type="checkbox"/> I certify that this user requires access as requested.		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 21 if needed.)
17. SUPERVISOR'S NAME (Print Name)		17a. SUPERVISOR'S EMAIL ADDRESS
17c. SUPERVISOR'S ORGANIZATION/DEPARTMENT COMNAVRESFOR N14		17d. SUPERVISOR SIGNATURE
18. INFORMATION OWNER/OPR PHONE NUMBER		18a. INFORMATION OWNER/OPR SIGNATURE
19. ISSO ORGANIZATION/DEPARTMENT		19b. ISSO OR APPOINTEE SIGNATURE
19a. PHONE NUMBER		19c. DATE (YYYYMMDD)

Your official
Navy email

Check box and
type date

DIGITALLY SIGN
WITH CAC

Ensure all three
boxes are
checked

Leave as is

Date you fill
out the form

Enter your
rank

Completion date
from certificate

Date you
signed

Type your DOD ID# (on back of CAC)

UNCLASSIFIED

20. NAME (Last, First, Middle Initial)

21. OPTIONAL INFORMATION

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

22. TYPE OF INVESTIGATION

22a. INVESTIGATION
DATE (YYYYMMDD)22b. CONTINUOUS EVALUATION (CE) DEFERRED
INVESTIGATION

22c. CONTINUOUS EVALUATION (CE) ENROLLMENT DATE (YYYYMMDD)

22d. ACCESS LEVEL

23. VERIFIED BY (Printed Name)

24. PHONE NUMBER

757-322-2598

25. SECURITY MANAGER SIGNATURE

26. VERIFICATION DATE
(YYYYMMDD)

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

TITLE:

SYSTEM

ACCOUNT CODE

DOMAIN

SERVER

APPLICATION

FILES

DATASETS

DATE PROCESSED (YYYYMMDD)

PROCESSED BY (Print name and sign)

DATE (YYYYMMDD)

DATE REVALIDATED (YYYYMMDD)

REVALIDATED BY (Print name and sign)

DATE (YYYYMMDD)

Leave as
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