



Navy Enabler

Screenshots for Registration of Navy Local Population Applicant

Version 1.0



Prepared by:

Enabler Application Support Team

REVISION HISTORY

Version	Date	Author	Description
0.1	9/16/2013	K.Gemmell	Draft document
0.2	9/16/2013	D.Fisher	Edits
1.0	9/16/2013	M.Duncan	Final Document


CONFIDENTIALITY CLAUSE

This document is marked Proprietary Material. Care must be taken to prevent the distribution of this document or any of its parts to anyone who is not directly involved with this project.

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Application Launch



OMB Control Number 0703-XXXX Expires MM/DD/YYYY
Welcome Super Administrator
System Admin, Program: 00001
USN
Max Sep 16 12:21 EDT

Navy Access Control Management System

Credential Application

Privacy Act Statement follows:

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14E, Navy Physical Security; Marine Corps Order 5530.14A, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN), as amended, SORN NM05512-2.

PURPOSE(S): To control physical access to Department of Defense (DoD), Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON, or U.S. Marine Corps has security responsibilities by identifying or verifying an individual through the use of biometric databases and associated data processing/information services for designated populations for purposes of protecting U.S./Coalition/allied government/national security areas of responsibility and information; to issue badges, replace lost badges, and retrieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel.

ROUTINE USE(S): To designated contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility.

DISCLOSURE: Providing registration information is voluntary. Failure to provide requested information may result in denial of access to benefits, privileges, and DoD installations, facilities and buildings.

Agency Disclosure Statement follows:

The public reporting burden for this collection of information is estimated to average 10 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 this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G05, Alexandria, VA 22350-3100 (OMB 0703-XXXX). 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.

Proof of Identity

The screenshot displays the 'Navy Access Control Management System' interface for a 'Credential Application'. The top navigation bar includes a 'Welcome Super Administrator' message, a 'USN' logo, and a date 'Mon Sep 16, 12:21 EDT'. A secondary bar contains 'Help', 'Profile', 'Home', 'Menu', and 'Sign Out' buttons. Below this is an 'Actions' bar with 'Save', 'Save/Continue', and 'Submit' options.

The main content area features a 'Proof of Identity' section with a table of columns: ID, New, Name, Card Type (Undetermined), Barcode (Not assigned), and EDI (Not selected). A progress bar below the table shows steps: Application Submitted, Sponsor Approved, Confirm Identity, Biometrics Captured, Investigating Background, Applicant Approved, Print ID, and Credential Activated.

The 'Proof of Identity Details' section contains the following fields:

- Proof Type: A dropdown menu with a red 'X' icon.
- Proof Number: A text input field with a red 'X' icon.
- Expiration: A date selection field with a red 'X' icon and a calendar icon.
- Buttons: 'Add New' (with a star icon) and 'Delete print' (with a red 'X' icon).


A sidebar on the left lists application categories with status icons:

- Proof of Identity (Red X)
- Applicant Information (Red X)
- Personal Information (Red X)
- Sponsor (Red X)
- Privileges (Green checkmark)
- Vehicles (Green checkmark)
- Biometric (Yellow star)
- Comments (Yellow star)
- Additional Documents (Green checkmark)

An 'Icon Legend' box at the bottom left defines the status icons:

- Red X: Item is missing or invalid and is required for this step.
- Yellow star: Item is missing or invalid and will be required for a later step.
- Green checkmark: Item is missing but is not required.
- Green checkmark: Item is valid and complete.
- Yellow star: Tab is designated as Read-Only.

Applicant Information



Navy Access Control Management System

OMB Control number 0703-XXX Expires MM/DD/YYYY
Welcome Super Administrator
System Admin, Program: 00001

Tue, Sep 17, 2014 8:07
Credential Application

Help Profile Home Menu Sign Out

Actions Save Save/Continue Submit

Proof of Identity	ID	New	Name	Card Type	(Undetermined)	Barcode	(Not assigned)	EDI	(Not selected)
Application Submitted Sponsor Approved Confirm Identity Biometrics Captured Investigating Background Applicant Approved Print ID Credential Activated									
Applicant Information									
Personal Information	Issuing Location: (choose) ✖ Card Type Requested: (choose issuer first) ✖								
Sponsor	Card Sub-type: ✖								
Privileges	Additional Comments: ✔								
Vehicles	Last Name: ✖								
Biometric	First Name: ✖								
Comments	Middle Name: ✔								
Additional Documents	Address Country: ✖ Street Address: ✖ City: ✖ State: ✔ Postal Code: ✔ E-mail: ✖ Phone: ✖ Mission Essential: <input type="radio"/> Yes <input checked="" type="radio"/> No Residence Permit Required: <input type="radio"/> Yes <input checked="" type="radio"/> No Work Permit: <input type="radio"/> Yes <input checked="" type="radio"/> No Pass Expiration Date Requested: ✔ Sign in Privileges: <input type="radio"/> Yes <input checked="" type="radio"/> No FPCON Restriction: ✔ Applicant Justification for Credential: ✖								

Icon Legend

- ✖ Item is missing or invalid and is required for this step.
- ✔ Item is missing or invalid and will be required for a later step.
- ✔ Item is missing but is not required.
- ✔ Item is valid and complete.
- ✔ Tab is designated as Read-Only.

Personal Information

OMB Control Number 0703-XXXX Expires MM/DD/YYYY
Welcome Super Administrator
Navy Access Control Management System
Max Sep 15, 2015 ADT
Credential Application
Help Profile Home Menu Sign Out

Actions Save Save/Continue Submit Approve Reject

Proof of Identity ID New Name Card Type (Undetermined) Barcode (Not assigned) EDI (Not selected)

Applicant Information Application Submitted Sponsor Approved Confirm Identity Biometrics Captured Investigating Background Applicant Approved Print ID Credential Activated

Personal Information Country of Citizenship: [dropdown] ✓

Sponsor Company: [dropdown] ✓

Sponsor Job title: [dropdown] ✓

Privileges Service Branch: (choose) [dropdown] ✓

Vehicles Grade: (choose) [dropdown] ✓

Biometric Date of birth: [dropdown] ✓

Location Access Weight: [dropdown] Pounds [dropdown] ✓

Comments Height: [dropdown] Ft [dropdown] in. [dropdown] Inches ✓

Additional Documents Gender: [dropdown] ✓

Eye: [dropdown] ✓

Hair (color): [dropdown] ✓

Icon Legend

- Item is missing or invalid and is required for this step.
- Item is missing or invalid and will be required for a later step.
- Item is missing but is not required.
- Item is valid and complete.
- Tab is designated as Read-Only.

Sponsor

The screenshot displays the 'Navy Access Control Management System' interface for a 'Credential Application'. At the top, it includes the system logo, a welcome message for a 'Super Administrator', and the date 'Mon Sep 14, 2015 15:40:07'. A navigation bar contains links for Help, Profile, Home, Menu, and Sign Out. Below this is an 'Actions' bar with buttons for Save, Save/Continue, Submit, Approve, and Reject. The main content area is divided into two sections: 'Sponsor Search' and 'Current Sponsor(s)'. The 'Sponsor Search' section contains a search form with fields for Title, Email, First Name, Middle Name, Last Name, Phone Number, and Location Name, along with a 'Search' button. The 'Current Sponsor(s)' section displays the message: 'No Sponsor Details Present. Use the search function to the left to add sponsors.' On the left side of the page, there is a vertical menu with various application sections, each with a status icon: Proof of Identity (red X), Applicant Information (red X), Personal Information (yellow star), Sponsor (red X), Privileges (green check), Vehicles (red X), Biometric (yellow star), Location Access (yellow star), Comments (yellow star), and Additional Documents (green check). Below the menu is an 'Icon Legend' box that explains the status icons: a red X for 'Item is missing or invalid and is required for this step', a yellow star for 'Item is missing or invalid and will be required for a later step', a yellow check for 'Item is missing but is not required', a green check for 'Item is valid and complete', and a grey X for 'Tab is designated as Read-Only'.

Biometrics

Fingerprints not applicable to US Citizens

OMB Control Number 0703-XXXX Expires MM/DD/YYYY
Welcome Super Administrator
NAVAL SECURITY FORCE BAINBRIDGE
May Sep 18, 2010 ADT
Navy Access Control Management System
Credential Application
Help Profile Home Menu Sign Out

Actions Save Save/Continue Submit Approve Reject

Proof of Identity	ID	New	Name	Card Type	(Undetermined)	Barcode	(Not assigned)	EDI	(Not selected)
Applicant Information	Application Submitted → Sponsor Approved → Confirm Identity → Biometrics Captured → Investigating Background → Applicant Approved → Print ID → Credential Activated								
Personal Information	Photo		Signature		Fingerprints				
Sponsor	[Yellow Star]		[Yellow Star]		FINGERPRINTS NOT YET RECEIVED				
Privileges	[Green Check]		[Green Check]		[Green Check]				
Vehicles	[Green Check]		[Green Check]		[Green Check]				
Biometric	[Yellow Star]		[Green Check]		[Green Check]				
Location Access	[Yellow Star]		[Green Check]		[Green Check]				
Comments	[Yellow Star]		[Green Check]		[Green Check]				
Additional Documents	[Green Check]		[Green Check]		[Green Check]				

Icon Legend

- [Red Star] Item is missing or invalid and is required for this step.
- [Yellow Star] Item is missing or invalid and will be required for a later step.
- [Green Star] Item is missing but is not required.
- [Green Check] Item is valid and complete.
- [Grey Star] Tab is designated as Read-Only.

Vehicles - Optional



Navy Access Control Management System

OMB Control Number 0703-XXXX Expires MM/DD/YYYY

Welcome Super Administrator

Super Admin, Register, Logout

NAVMC SECURITY FORCE BARRACADE

Max Sep 15, 2015 ADT

Credential Application

Help Profile Home Menu Sign Out

Actions Save Save/Continue Submit Approve Reject

Proof of Identity	ID	New	Name	Card Type	(Undetermined)	Barcode	(Not assigned)	EDI	(Not selected)
Application Submitted → Sponsor Approved → Confirm Identity → Biometrics Captured → Investigating Background → Applicant Approved → Print ID → Credential Activated									

Personal Information No vehicles for applicant.

Sponsor Vehicle Details Primary Delete

Privileges License Number: Country: Owner:

Vehicles Make: Model: Year:

Biometric Body Type: Color:

Location Access Tag ID: VIN: Remarks:

Comments Add New

Additional Documents

Icon Legend

- ✖ Item is missing or invalid and is required for this step.
- ⚠ Item is missing or invalid and will be required for a later step.
- ✔ Item is missing but is not required.
- ✔ Item is valid and complete.
- ⏪ Tab is designated as Read-Only.