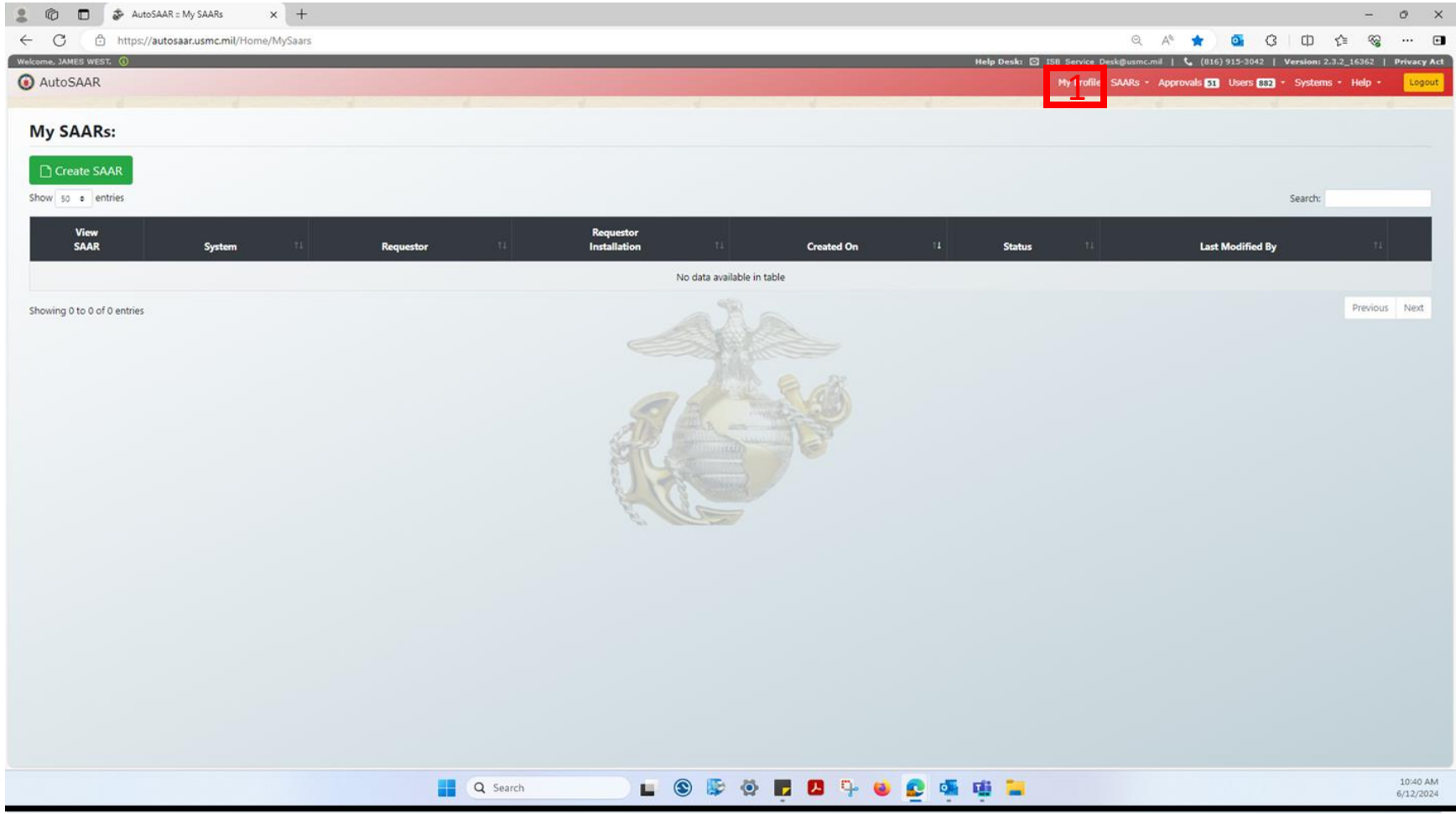
How to create and Submit SAAR for access to ORMA (Security Managers)

Click on the link below to open the Auto SAAR site

AutoSAAR :: My SAARs

Home Page

1) Please select My Profile at the top right of the page
2) Once there you must update your profile first see the next slide for detailed instructions.
3) After you have completed the profile then you need to select the training tab. See the slide after the profile for detailed instructions.

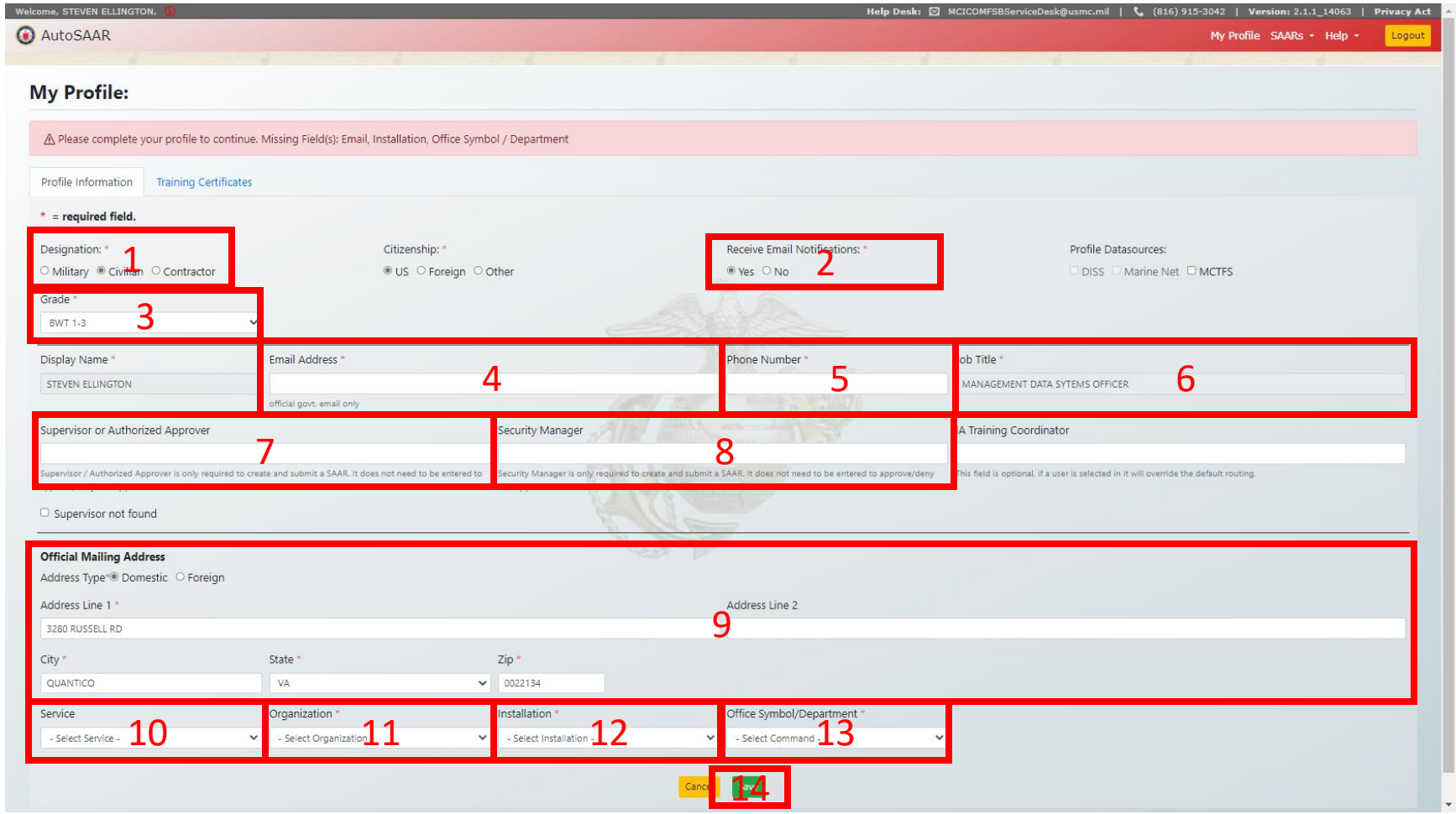


Update “My Profile”

Sub-Steps:

1) Select your Designation
2) Select “Yes” to receive email notifications
3) Select your Grade
4) Enter your work email
5) Enter your work phone number
6) Enter your job title
7) Enter “James West” Then select the first one you see from the drop down
8) Enter "Lamar Outlaw" Then select the first one you see.
9) Enter your work address – must match your GAL information!
10) Select “Marine Corps”
11) Select your organization
12) Select your installation
13) Select "OTHER"
14) This is a manual enter section please type "Security Manager"
15) *Click “Save”*

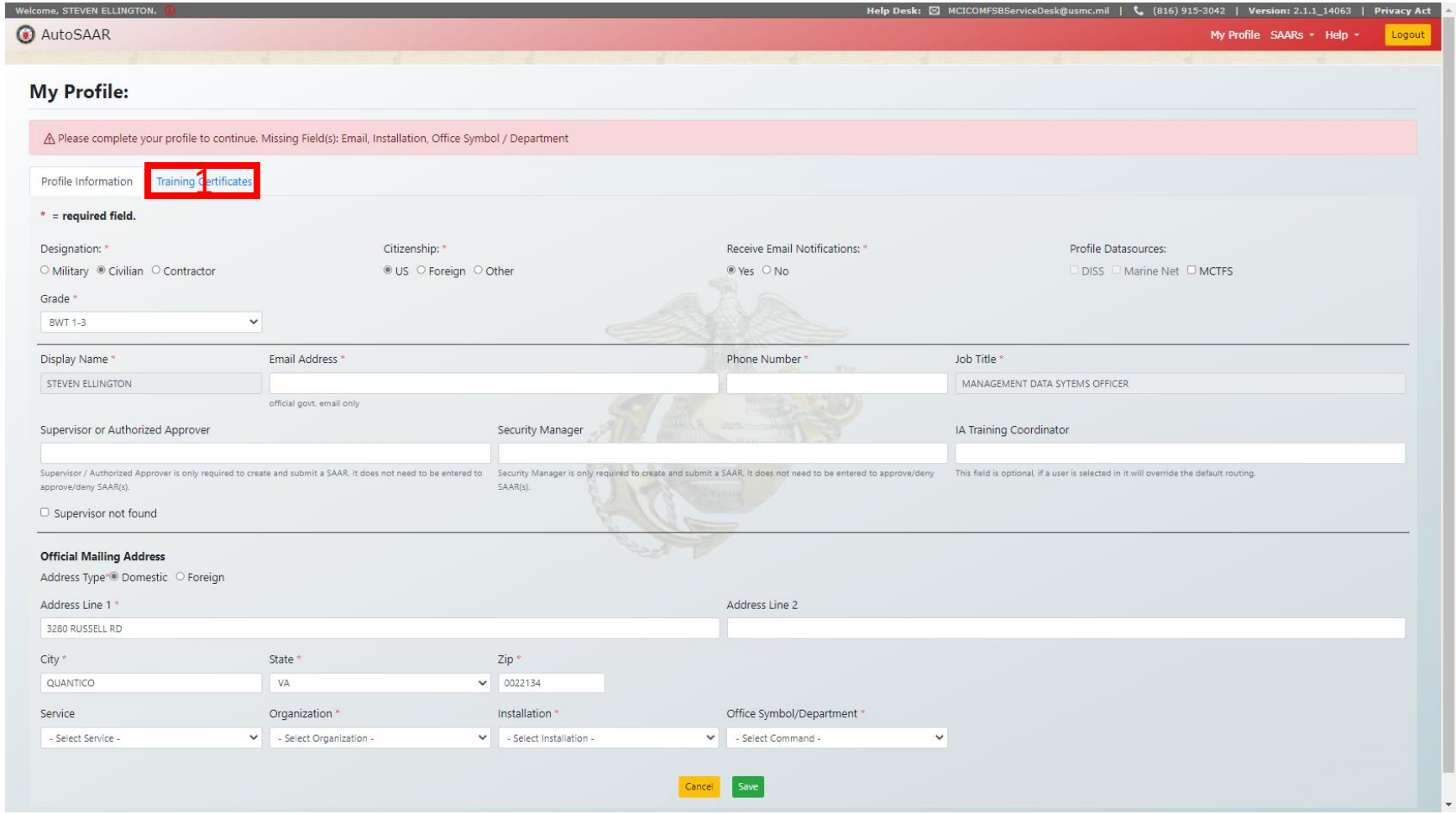
DO NOT MOVE ON UNTIL YOU CLICK SAVE



Move to “Training Certificates” Tab

Sub-Steps:

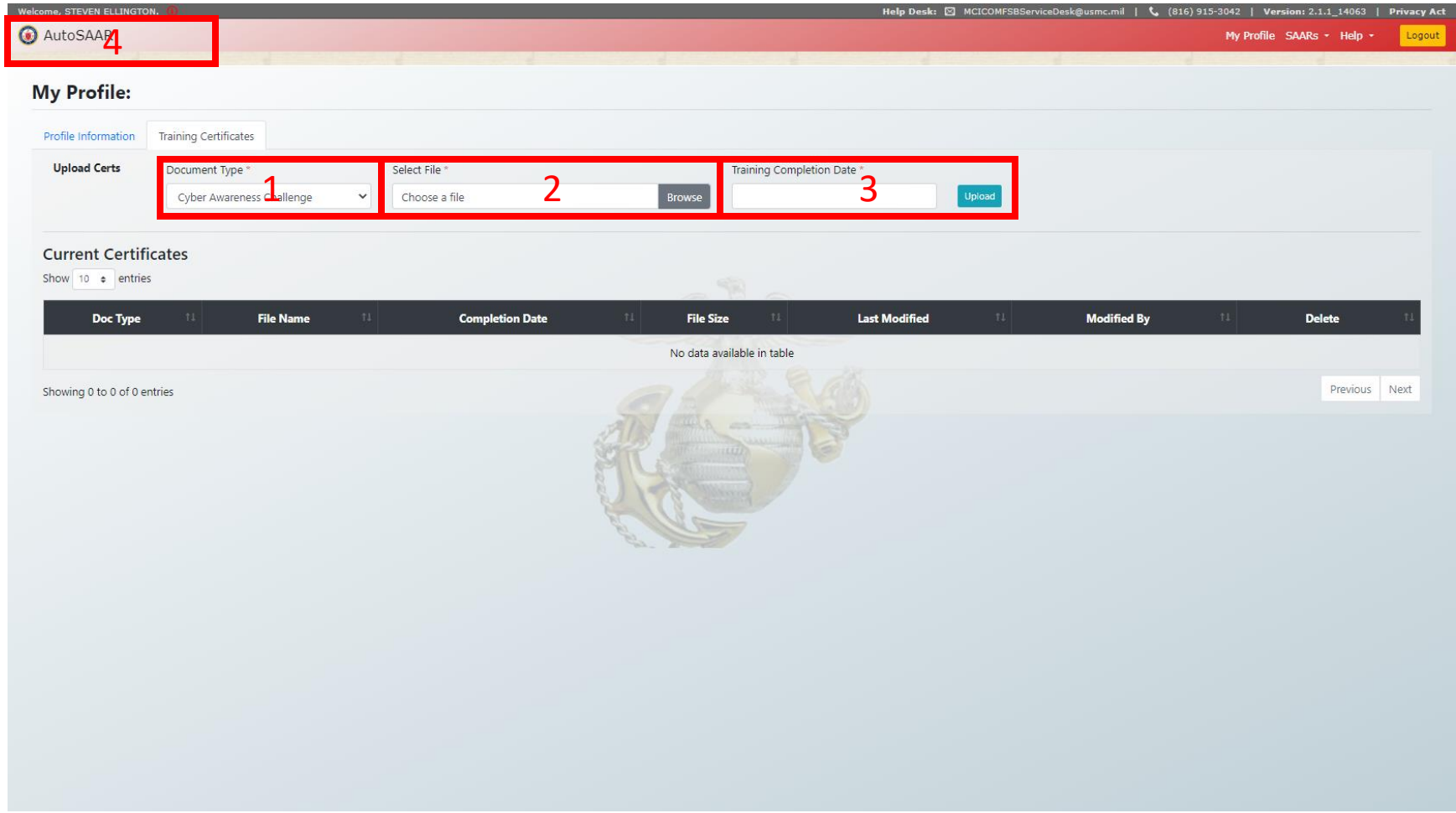
1) Click “Training Certificates”



Upload Training Certificates

Sub-Steps:

1) Select the certificate your uploading
2) Select the file for the certificate
3) Please enter the date of completion of training
4) Return to the home page



Required Training

The following certificates are required for Marines:

1) CYBERM00
2) HIPAA and Privacy Act Training

The following certificates are required for Civilians:

1) Cyber Awareness Challenge
2) Department of the Navy Annual Privacy Training
3) HIPAA and Privacy Act Training

Cyber Awareness Challenge

MarineNet Course = CYBERM0000 for military
MarineNet Course = CYBERC for civilian

https://portal.marinenet.usmc.mil/content/mnet-portal/en/catalog.html?from=aem

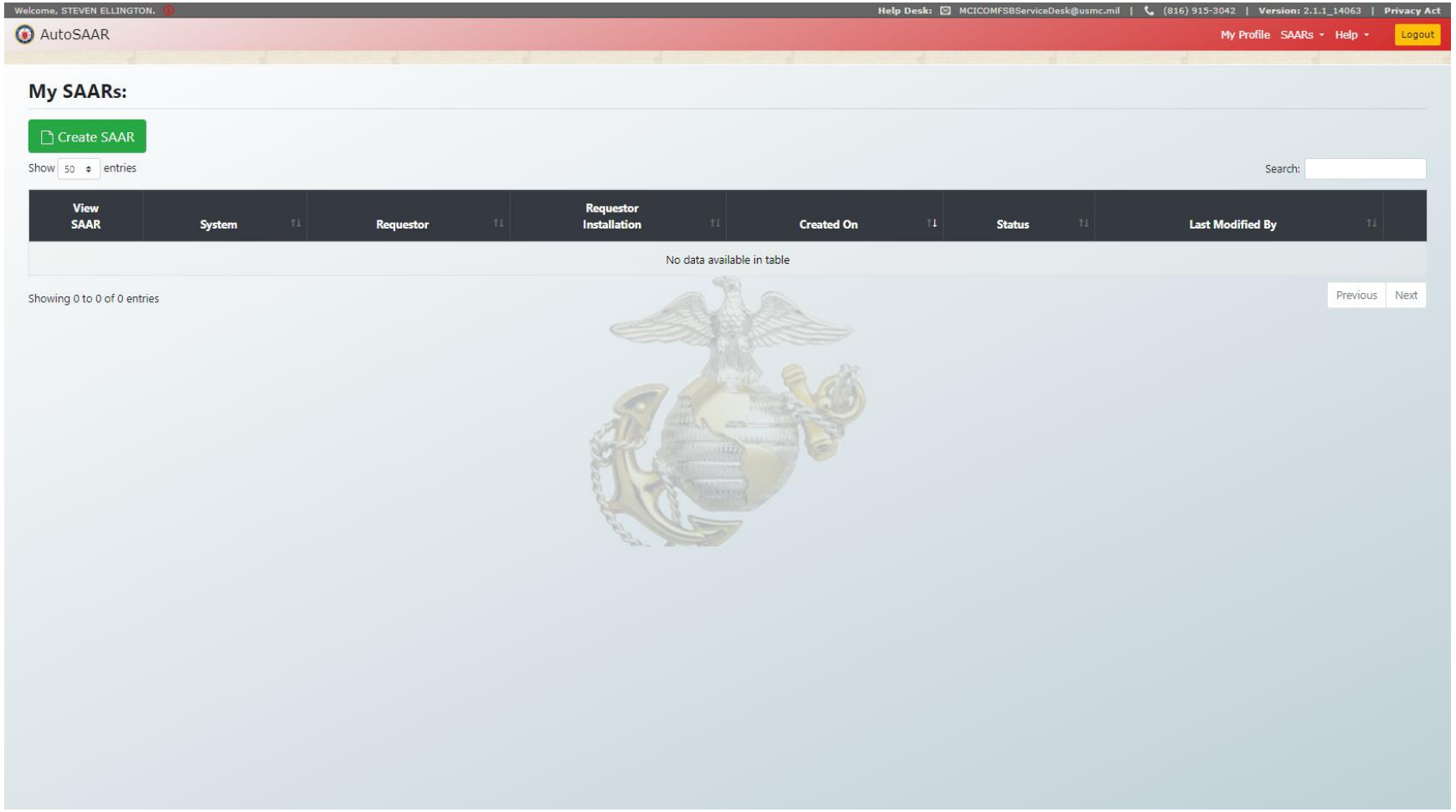
HIPAA and Privacy Act Training

JKO course = DHA US001
https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=DHA&course_number=-US001

*****STOP ON THIS SLIDE*****

Notify Supervisor

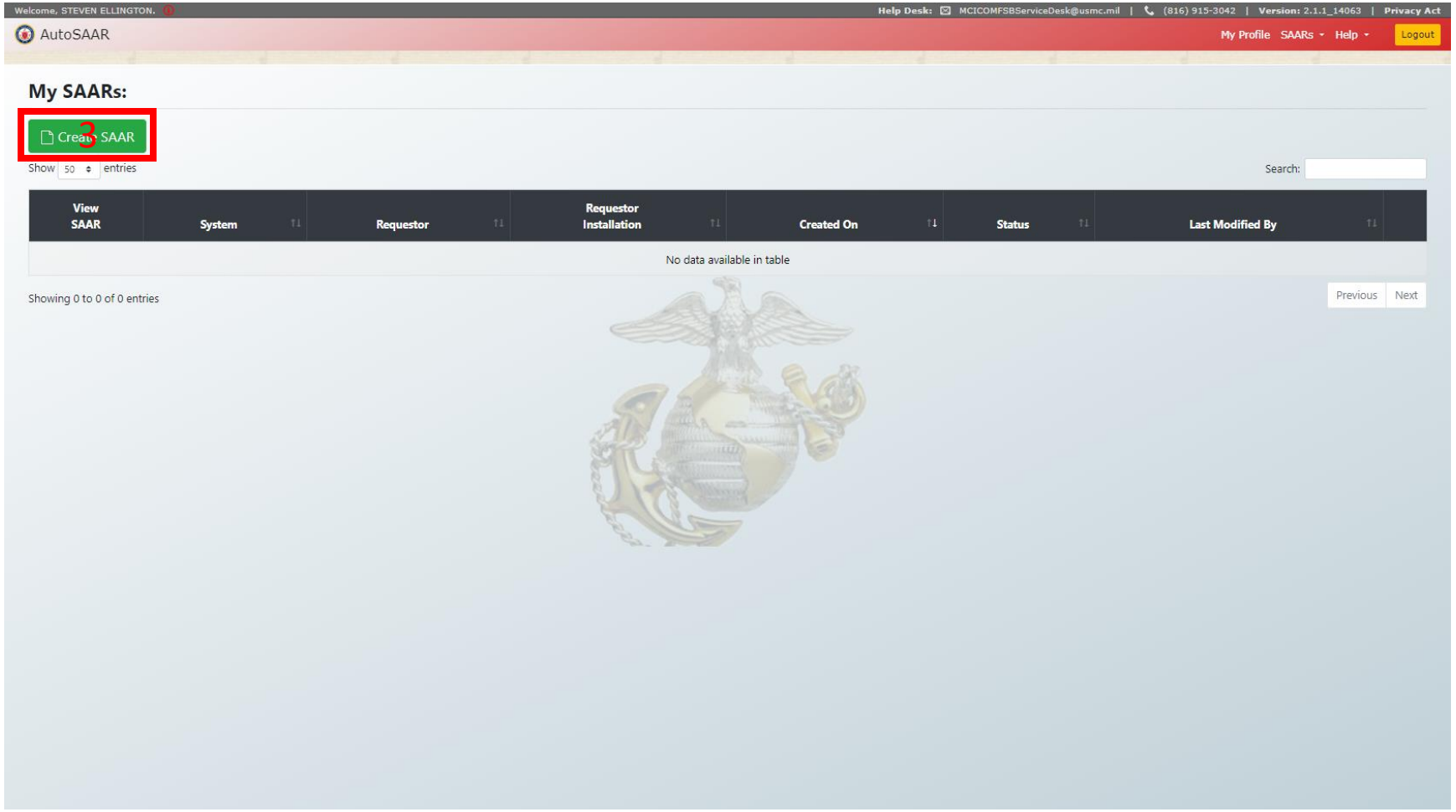
1) Once you have updated your profile and added all required training certificates you need to notify your supervisor via email so that they can view and validate the training. This must be completed before you can move on to the next step.
2) If you added Mr. West as slide 3 stated above then email him at james.west@usmc.mil.
3) If you added your actual supervisor then they must log in to the Auto SAAR site and follow the first step above.



*****Once your certs have been validated then you can proceed to create your SAAR for submissions.*****

Create SAAR

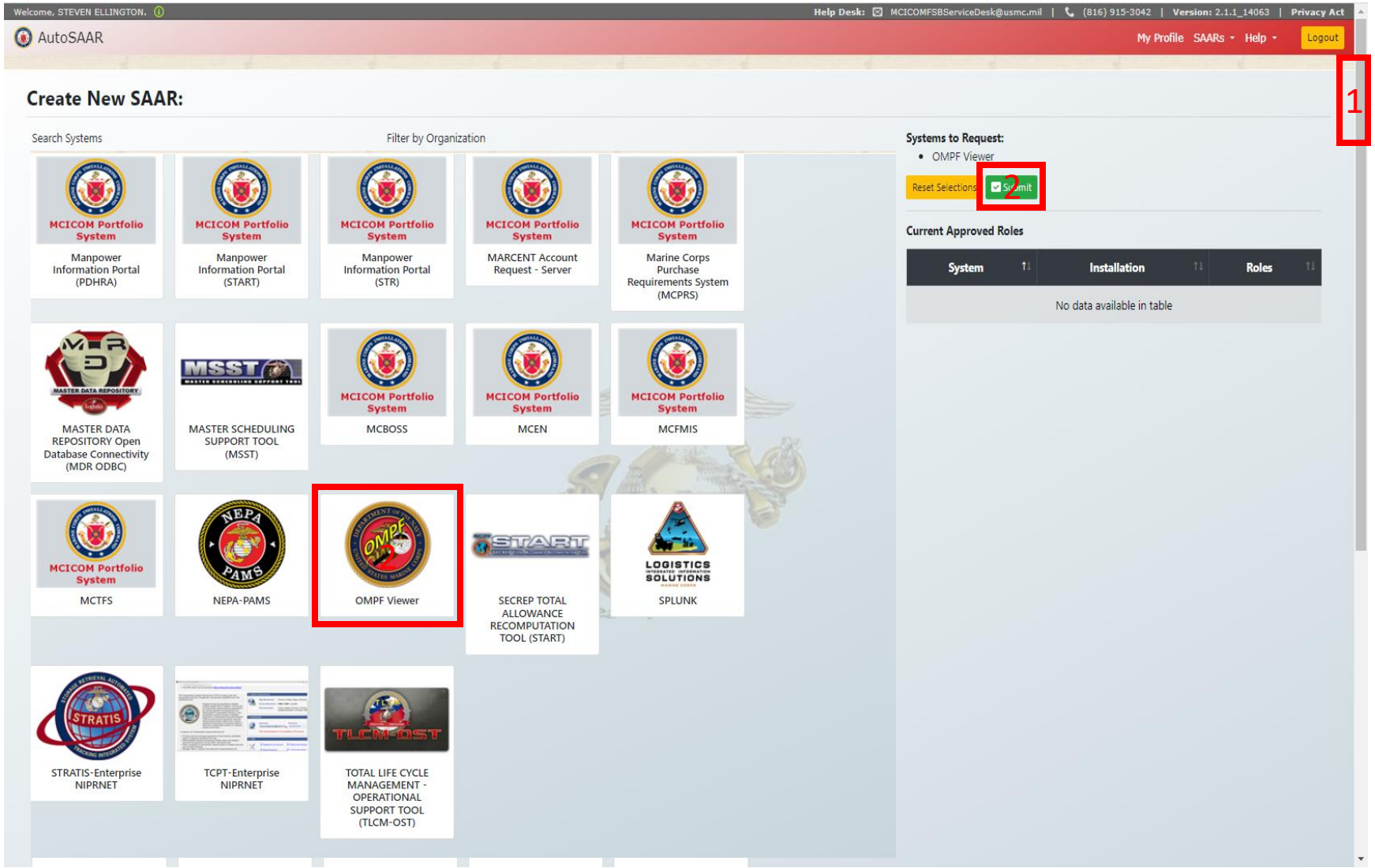
1) Click "Create SAAR"



Create SAAR

Sub-Steps:

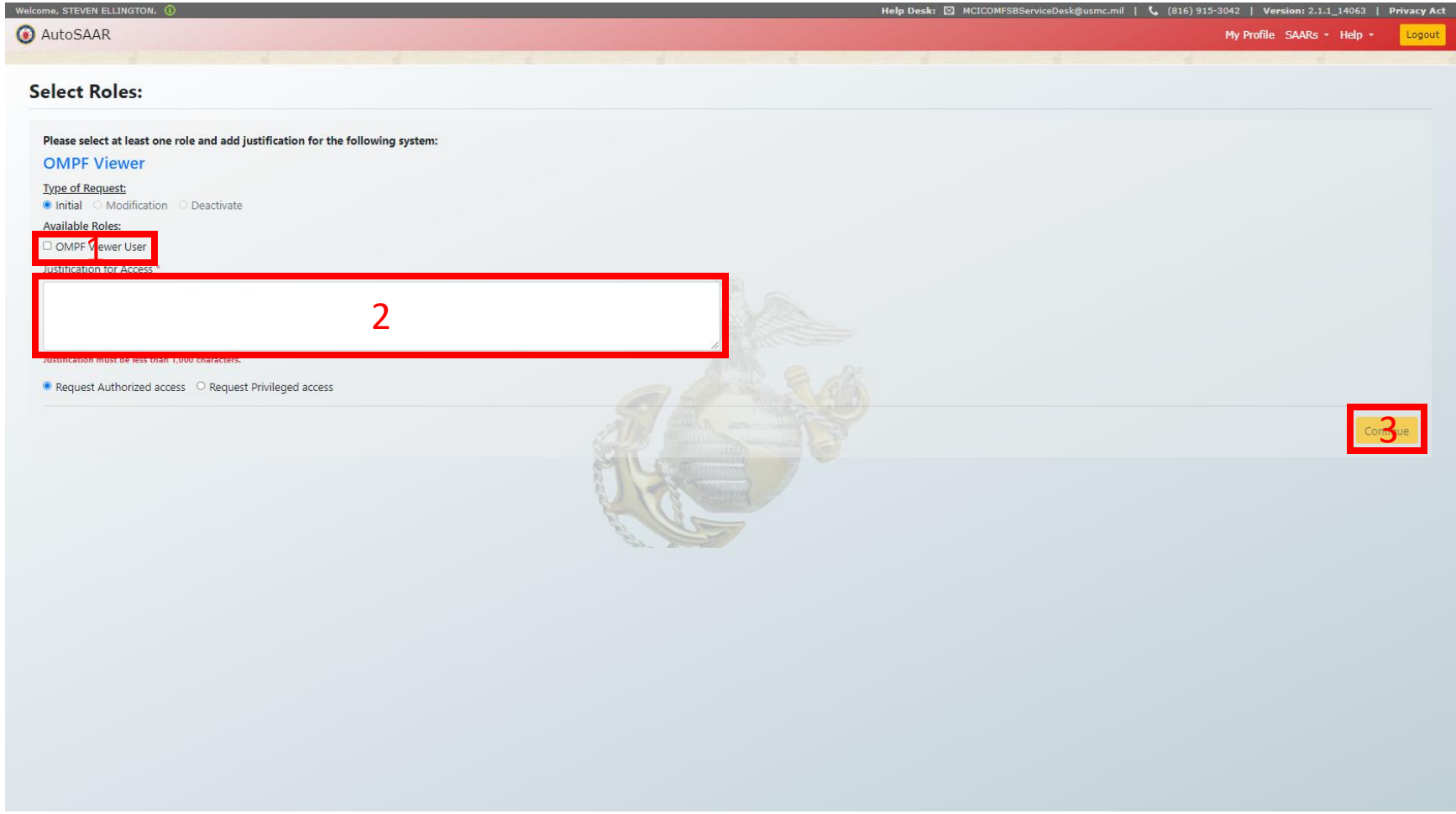
1) Scroll to bottom
2) Click “OMPF Viewer”
3) Scroll to top
4) Click “Submit”



Select Roles

Sub-Steps:

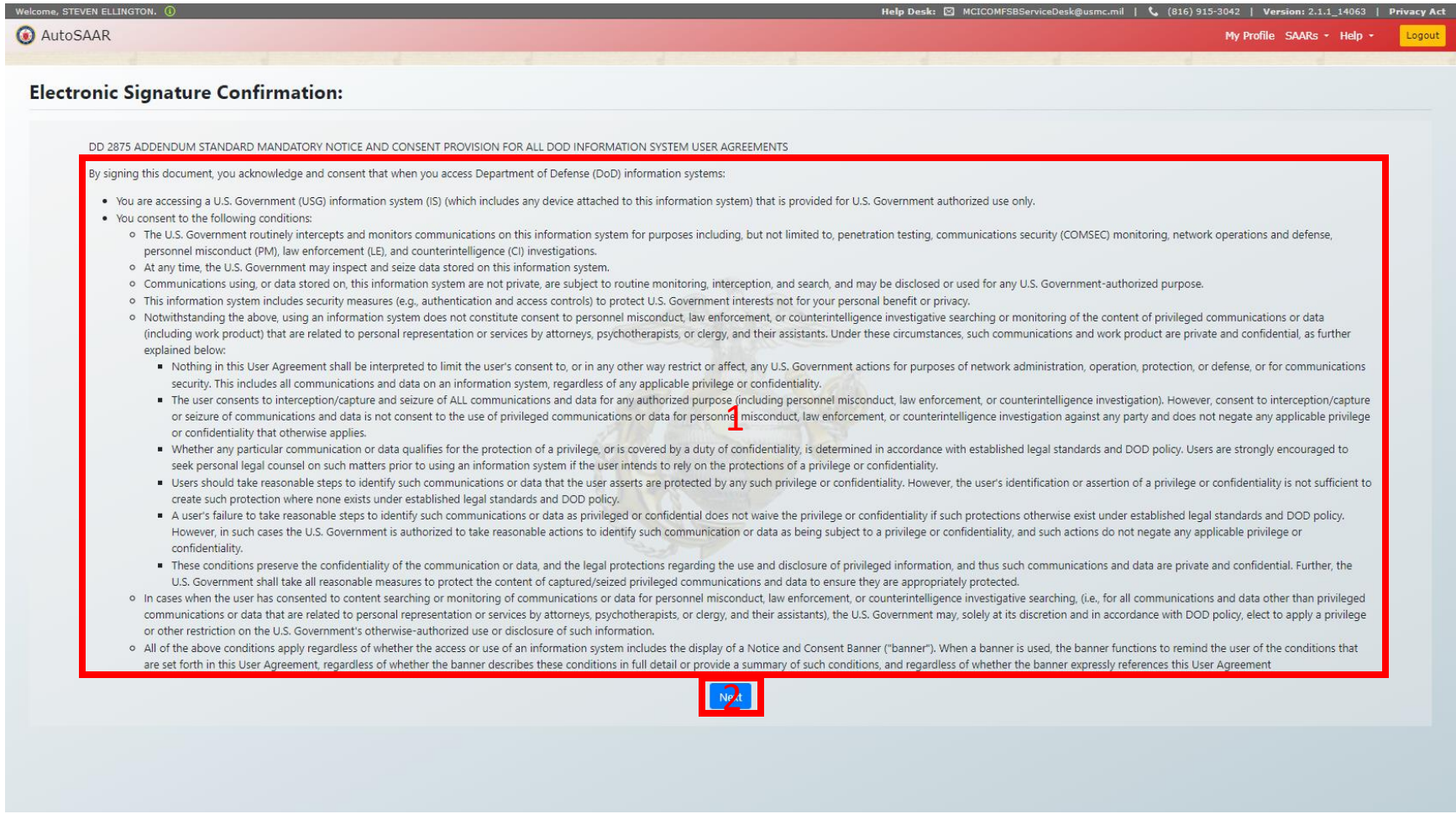
1) Check the “OMPF Viewer User” role
2) Enter justification for access(this will populate automatically once you place a check in the “OMPF Viewer User” box). **However, you must also include that you are a Security Manager employee/Marine and what unit you fall under.**
3) Click “Continue”



Electronic Signature Confirmation

Sub-Steps:

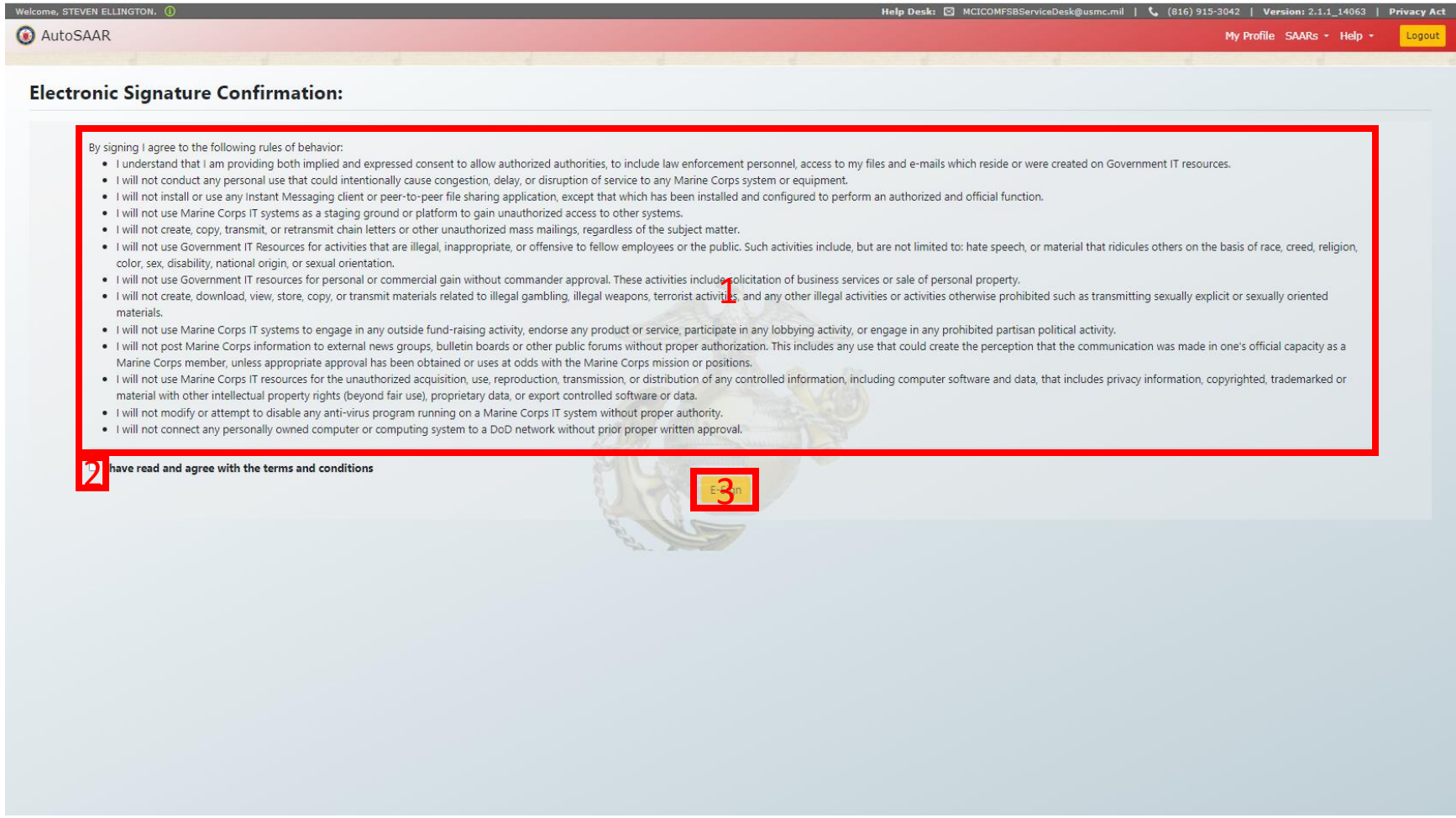
1) Read acknowledgement
2) Click “Next”



Electronic Signature Confirmation

Sub-Steps:

1) Read acknowledgement
2) Check “I have read..”
3) Click “E-Sign”



Questions

Submit questions to Mr. James H. West for SAAR and O-RMA permissions to:

James.west@usmc.mil