Establishing the FAM Role in NP2

The Functional Account Manager (FAM) is the first role each command needs to establish in Navy Personnel and Pay (NP2). Each command/ Unit Identification Code (UIC) must have at least one designated FAM. A designated FAM can and often will support more than one UIC. A command's FAM has the final approval on all user role applications, as well as access to the various features of NP2.
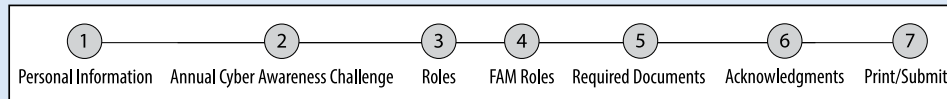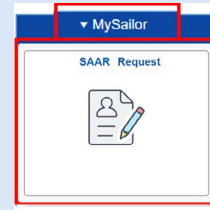
Initial FAM Account Creation

The initial FAM user role is established via the PDF System Access Authorization Request (SAAR) manual method. This consists of the user completing and uploading a traditional SAAR (DD Form 2875), a current annual Cyber Awareness Challenge Completion Certificate and a Command FAM designation letter into an NP2 SAAR Request. Steps for completing the new application in NP2 are highlighted below.

What you need before starting:
- Current Annual Cyber Awareness Challenge Completion Certificate
- Completed, approved and electronically signed SAAR (DD Form 2875)
- FAM Designation Letter (A FAM Designation Letter form may be downloaded from the MyNavy Portal (MNP) NP2 Resource page, https://www.mn3p.navy.mil/web/np2.)

Action Steps in NP2
- Access NP2 via MyNavy Portal Quick Links to initiate SAAR request from MySailor Homepage
- Complete SAAR wizard

1 Personal Information   2 Annual Cyber Awareness Challenge   3 Roles   4 FAM Roles   5 Required Documents   6 Acknowledgments   7 Print/Submit

1. Enter personal information
- Click "Edit Personal Information"
- Select FAM PDF SAAR Request Type

Note: Do not select the Standard Request Type. Use the drop-down and select FAM PDF SAAR.
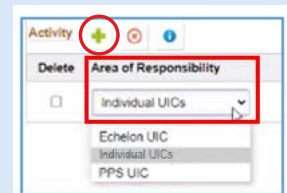- Complete/verify all information, select "Done">"Save">"Next"
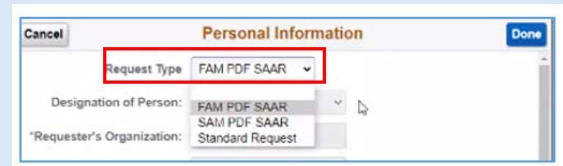
2. Enter Annual Cyber Awareness Challenge completion date and upload the certificate
- Ensure system states upload complete, select "Done">"Save">"Next"

Note: Your Annual Cyber Awareness Challenge completion date and your SAAR request 'Date Access Needed By' date must be on the same or next fiscal year.

3. Select Roles
- Request UIC, then select Area of Responsibility
- To select more than one UIC per request, click the green + button.

Note: Selection of Echelon UIC gives the FAM approval authority for every UIC under that Echelon.
UICs selected MUST match UICs on designation letter, including Echelon/Individual/PPS UIC selection.
Failure to match will result in a denial of the entire SAAR and require a re-submittal.

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4. **Verify FAM "All Roles" selected by default**
   - After verification select "Done">"Save">"Next"

   Note: The FAM will be an approver for all role requests within their Area of Responsibility/UIC selected in step 3.

5. **Upload Required Documents**
   - The user must scan and upload their paper SAAR and FAM Designation Letter to proceed.

6. **Acknowledgments**
   - Confirm the information you have entered is true and correct and you agree with the privacy act statement by selecting the small check block at the bottom, "Save"

7. **Submit to Supervisor**
   - Enter "Justification for Access" and "Submit"
   - The FAM PDF SAAR Request will be routed to the Navy Personnel Command's (NPC) System Account Managers (SAM) for approval.

   Note: Requester will receive an email confirming submission, as well as an approval confirmation email.

View FAM SAAR Request Training

Online SAAR Request for FAM Role - FAM Interactive User Guide (UARM ECD)
https://rise.articulate.com/share/0dmzgmrnfXuQQ8WBduZEfeU5Lsfhy7cE#/lessons/M2pihsqre6DdrxeXioiyB5qchjqTpQuV

Customer Feedback
We welcome your feedback! Click or copy/paste: https://usnavy.gov1.qualtrics.com/jfe/form/SV_cJiKiU0Q6H0uQyG

QUESTIONS? Contact MNCC: Phone: 1.833.330.MNCC | Email: askmncc@navy.mil | Chat: https://my.navy.mil

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