

**Customer Instructions for Access to FASTDATA Web Application
OPNAV 5239/14 -- October 2011**

New Access to FASTDATA Web:

This procedure will be followed for FASTDATA customers who require access to the FASTDATA Web application server. Initial contact for assistance should be directed to the FASTDATA.HELPDESK@NAVY.MIL email address or 850-452-1001, Option 1, DSN 922-1001, Option 1 or Toll Free 877-253-7112, Option 2.

Each individual user requesting access must complete the OPNAV 5239/14 (Rev 9/2011) following the form's instructions. The form has been partially completed and contains information specific to accessing the FASTDATA Web application. Parts I and II (17-25a) will be completed by the requester (FASTDATA Web customer) and Part III must be completed by the requester's security manager. This revised form is now designed to support digital signatures. The requesting command has provided FASTDATA with a list of authorized SAAR submitters. Only these individuals should submit the completed form, (please ensure that all information entered is legible) and signed, via one of the following methods.

- 1) Submit the digitally signed PDF files and transmit via encrypted email to: Wesley.B.Daniels.ctr@navy.mil. If encryption is not an option from your command, an alternative is to email a password protected zip file. Coordinate details with Mr. Daniels.
- 2) If you wish to fax the document, include appropriate contact information on cover sheet, attention FASTDATA Project Officer and fax to: 850-452-1740.

FASTDATA authorized personnel will review the request and forward to the FASTDATA Web Database Team for processing.

The FASTDATA Web Database Team will assign the user ID and password. Electronic notification will be sent to the Command's FASTDATA Web System Administrator that their accounts have been created and initial password information will be provided to the new user.

If this is for a new conversion / implementation to FASTDATA Web, you will be provided a functional and a technical point of contact during the initial conversion timeframe. If you have questions or problems while requesting access to our new FASTDATA Web Application server, please contact that person directly.

De-activate Access to FASTDATA Web:

This procedure will be followed for FASTDATA users who require access to be removed from FASTDATA Web application server.

When an employee no longer has a need for access to the FASTDATA web application, submit a OPNAV 5239/14 (Rev 9/2011) by checking the 'DEACTIVATE' box, provide the USERID, plus items

1-7 and the signature blocks. NOTE: For De-activation requests, only page 1 of the OPNAV 5239/14 Form is required.

The requesting Command should return the form, completed and signed, via instructions provided above.

FASTDATA authorized personnel will review the request and forward to the FASTDATA Web Database Team for processing.

After your site has been successfully converted or if you have any problems, please contact the Call Center and submit a request to open a FASTDATA Incident Management Ticket.

Regular Business Hours: 6 AM CST - 6 PM CST

Phone Numbers:

Commercial: 850-452-1001, Option 1

DSN: 922-1001, Option 1

Toll Free: 877-253-7112, Option 2

[mailto: FASTDATA.helpdesk@navy.mil](mailto:FASTDATA.helpdesk@navy.mil)

Fax: 850-452-1740