

SWAT URL: <https://swat.dc3n.navy.mil/suite/sites/niwc-home>

Existing SWAT Users!!!

Civilian and Military Check-Out Initiators: If you have access to SWAT, you will have access to the Check-Out Application. No request for access is needed.

Contractor Check-Out Initiators: If you have access to SWAT (meaning Contractor POC role in the SWAT Check-In app), you will have access to the Check-Out Application. No request for access is needed.

Supervisor and COR Approvers: If you have access to the SWAT Check-In application, you will have access to the Check-Out Application. No request for access is needed.

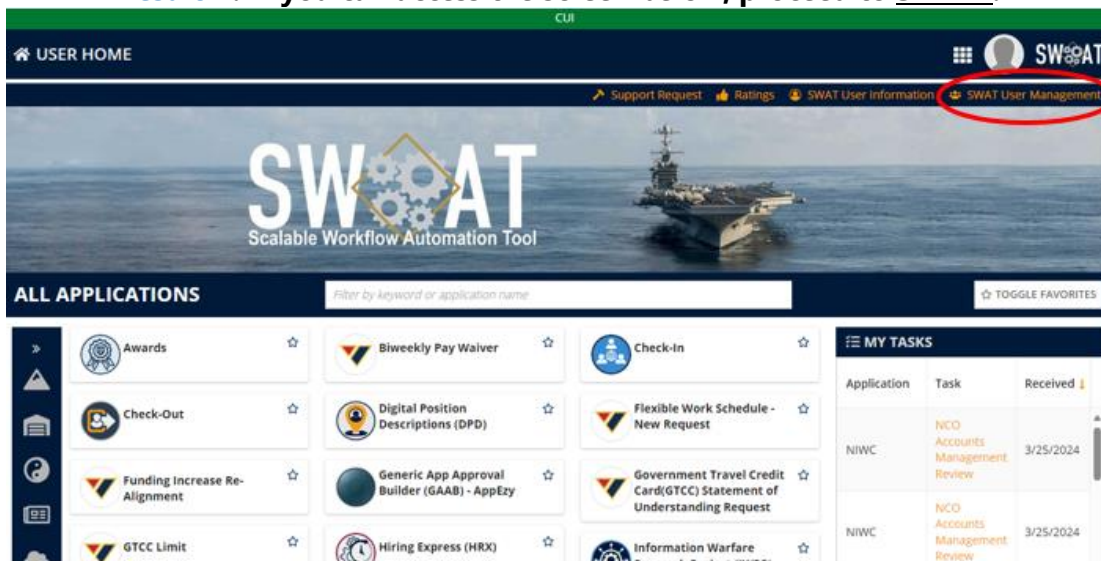
All Other Roles Who Currently Have SWAT Access: See the [Check-Out Role Key](#) at the end of this document for guidance.

New to SWAT:

Step 1: Go to <https://swat.dc3n.navy.mil/suite/sites/niwc-home> to verify you have access. **Users must use their CAC (PIV certificate required) to access the SWAT tool.** *If you do not have a CAC:* You must have your COR or a company representative with a SWAT Account submit a single SWAT Check-In Request on your behalf for the following: SAAR, CAC, LDAP Account, and NMCI Email. Attach a valid SAAR and Information Assurance (IA) Training Certificate.

If you have a CAC and you have attempted to access the link above, proceed to either STEP A OR STEP B depending on your **result** below:

Result A: IF you can access the screen below, proceed to STEP A:



STEP A: Select the SWAT User Management application to request access to the Check-Out group(s) that you need (see the [Check-Out Role Key](#) at the end of this document for guidance).

Check-Out Access Instructions 1.2.0

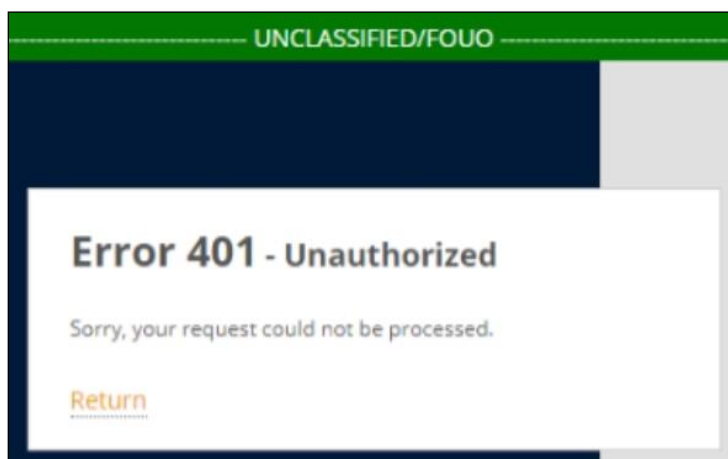
The screenshot shows the SWAT User Management application interface. At the top is a header with the title "SWAT USER MANAGEMENT" and a background graphic of a network with user icons. Below the header is a section titled "Access Request" with a "+ NEW ACCESS REQUEST" button. There are two main panels: "Pending Access Requests" and "Completed Access Requests". Each panel contains a table with columns: User Name, Group, Request Date, Status Date, Status, and Justification. The "Pending Access Requests" panel shows "No pending access requests". The "Completed Access Requests" panel shows "No items available". To the right of these panels is a "My Groups" section with a "Group Name" input field and a message "No managed groups for selected user".

From the SWAT User Management Application (screenshot above):

- Select [New Access Request](#)
- For Application Name, Select [Check-Out](#)
- For Group Name, see [Check-Out Role Key](#) at the end of this document for guidance
- Enter a justification statement and submit
- If more than one role should be requested, submit multiple requests.
- You will receive confirmation once your request is approved. Confirmation for contractors may take up to a week so that your documentation can be verified.

Note for Contractor Check-Out Initiators: If you do not have a valid SAAR, submit to your NAVWAR COR. Once signed, send this and your IA Training Certificate to the IA office functional mailbox at: niwclant.issmops.fct@navy.mil. This will need to be sent through DoD SAFE.

Result B: IF you receive the error below, proceed to [STEP B](#):



STEP B: Email Accounts Management with the following:

Email: niwc_lant_acctsmgmt.fct@us.navy.mil

Subject: USER Add Request for SWAT

Body:

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- EDIPI (see the back of your CAC for the 10-digit number)
- First Name
- Last Name
- Email
- Phone

We will troubleshoot to let you know when you can verify login again. **Once the issue is resolved, return to this document and start at the beginning.**

Check-Out Role Key














The SWAT Check-Out User Roles are listed in the table below. If you are already assigned a Group/Role in Check-In Application, you may not need to request the group/role needed for Check-Out Application. These roles are identified below as  automatic and will not need to request access if access exists in the Check-In tool.







Table 1: Check-Out Role Key

Customer Role Title	SWAT User Group	Description	Method
Check-Out Initiators and Basic Users (BFMs, IPT Leads, Lab Managers, FSOs, Admins)	SWAT All Users	All users with SWAT Access can initiate Check-Outs for self or another employee.	 Automatic after first successful SWAT log in
COR	NCO COR	COR user roles approve Check-Outs for contractor personnel.	 Automatic (access synced when Check-In access granted)
Supervisors	NCO Supervisors	Supervisor user roles approve Check-Outs for military and government personnel. When the employee is unavailable, Supervisors can initiate Check-Outs on behalf of the employee depending on circumstances	 Automatic (access synced when Check-In access granted)
Accounts Management	NCO Accounts Management	Receive tasks in the Check-Out App. Responsible for deactivating the employee's NAVWAR LDAP account.	 Automatic (access synced when Check-In access granted)
CMCC	NCO CMCC	Receive tasks in the Check-Out App. Responsible for verifying if employee's classified material/inventory has been turned in, destroyed, or transferred. *Required Clearance	 Request Required








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Customer Role Title	SWAT User Group	Description	Method
COMSEC	NCO COMSEC	Receive tasks in the Check-Out App. Responsible for notifying the employee to transfer any COMSEC material, and secure phones, and complete a debrief. *Required Clearance	 Request Required
Facilities	NCO Facilities	Receive tasks in the Check-Out App. Responsible for removing civilian or contractor employee's seat assignment from the system.	 Automatic (access synced when Check-In access granted)
ISSM Ops	NCO ISSM	Receive tasks in the Check-Out App. Responsible for revoking and/or removing required tokens. *Required Clearance	 Automatic (access synced when Check-In access granted)
ISSM Disablement	NCO ISSM Disablement	Receive tasks in the Check-Out App. Responsible for verifying Tokens are turned in, old SAAR's are archived, and disablement of accounts *Required Clearance	 Request Required
Learning Management	NCO Learning Management	Receive tasks in the Check-Out App. Responsible for checking for tuition assistance or Learning Management reimbursement. *Required Clearance	 Request Required
Minor Property	NCO Minor Property	Receive tasks in the Check-Out App. Responsible for verifying that the employee no longer has any minor property assigned to him/her. *Required Clearance	 Request Required
ERP User Management	NCO Navy ERP	Receive tasks in the Check-Out App. Responsible for deactivating the employee's ERP account.	 Automatic (access synced when Check-In access granted)
Payroll	NCO Payroll	Receive tasks in the Check-Out App. Responsible for bringing the employee's work schedule to zero and removing any extensions. *Required Clearance	 Request Required




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Customer Role Title	SWAT User Group	Description	Method
PERSEC	NCO PERSEC	Receive tasks in the Check-Out App. Responsible for ensuring security checkout activities (access control, CMCC, keys/locks) have been taken, close out files, remove access, and release clearances from organization (DISS). Conducts security debrief for CIV and MIL. *Required Clearance	 Automatic (access synced when Check-In access granted)
Physical Security	NCO Physical Security	Receive tasks in the Check-Out App. Responsible for verifying employee's keys are returned (if applicable). *Required Clearance	 Request Required
Safety MSP	NCO Safety MSP	Receive tasks in the Check-Out App. Responsible for gathering the employee's medical information if the employee was in the Medical Surveillance Program. *Required Clearance	 Request Required
SCI ISSM Check	NCO SCI ISSM Check	Responsible for ensuring removal of SCI accounts (including SCI privileged access), SCI ISSO/ATA appointments, medical device/peripherals/systems records are updated and items accounted for (via custody transfer or removal from SCIF), and removing employee from any assigned SCI ISSM-managed training and Teams/365 groups. *Required Clearance	 Request Required
SCIF Media	NCO SCIF Media	Responsible for ensuring any SCIF Information Systems (IS) media assigned to employee is accounted for (i.e.; via custody transfer or destruction), and removing employee from any assigned SCIF Media training and SCIF Media Teams/365 groups. *Required Clearance	 Request Required
SSO Access	NCO SSO Access	Responsible for removing access to SCIFs and Teams/365 groups for Lab Personnel for employee. *Required Clearance	 Request Required

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Customer Role Title	SWAT User Group	Description	Method
SSO Check	NCO SSO Check	Responsible for determining whether employee has SCI access, and ensuring removal from assigned annual SCI Refresher training and collection of courier card (when applicable). *Required Clearance	 Request Required
SSO PERSEC	NCO SSO PERSEC	Responsible for conducting debrief and cancelling any existing visit certifications for employee. *Required Clearance	 Request Required
Telecom	NCO Telecom	Receive tasks in the Check-Out App. Responsible for executing the cancellation of Telecom services. *Required Clearance	 Request Required
Telephony	NCO Telephony	Receive tasks in the Check-Out App. Responsible for removing the voicemail box and NIWC phone number from the Employee and removing the individual and records from system.	 Automatic (access synced when Check-In access granted)
Travel	NCO Travel	Receive tasks in the Check-Out App. Responsible for closing out the employee's travel credit card (GTCC), removing permissions and access in Defense Travel System (DTS) profile, instructing employee concerning any outstanding balances/vouchers, and guiding employees on how to return Government passport. *Required Clearance	 Request Required
Trusted Agents	NCO Trusted Agent	Receive tasks in the Check-Out App. Responsible for revoking contractor CAC in TASS and promote CAC turn-in to nearest RAPIDS issuance site. *Required Clearance	 Automatic (access synced when Check-In access granted)
Visitor Control	NCO Visitor Access Control	Receive tasks in the Check-Out App. Responsible for removing physical access from contractor employee's CAC and Badge. *Required Clearance	 Request Required

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Customer Role Title	SWAT User Group	Description	Method
Functional Teams who do not receive tasks and need Check-Out notifications. Site Leads	FT Notifications Group (PLEASE REQUEST BY LOCATION NEEDED)	This groups allows Functional Teams without a task to receive Check-Out notifications for all employee types and updates but will not have a role in the Check-Out App. PLEASE REQUEST BY LOCATION NEEDED.	 Request Required
Legal	NCO Legal	Does NOT receive tasks in the Check-Out App but will have a user group for notification purposes. Responsible for sending the employee the post government advice letter and coordinating with employees on a litigation hold. Note: Listed under the Notifications Group.	 Request Required
Process Owner	NCO Administrators	Super Users of the Check-Out Application. Admins can do anything any other user in the system can do along with other features.	 Request Required