

**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.

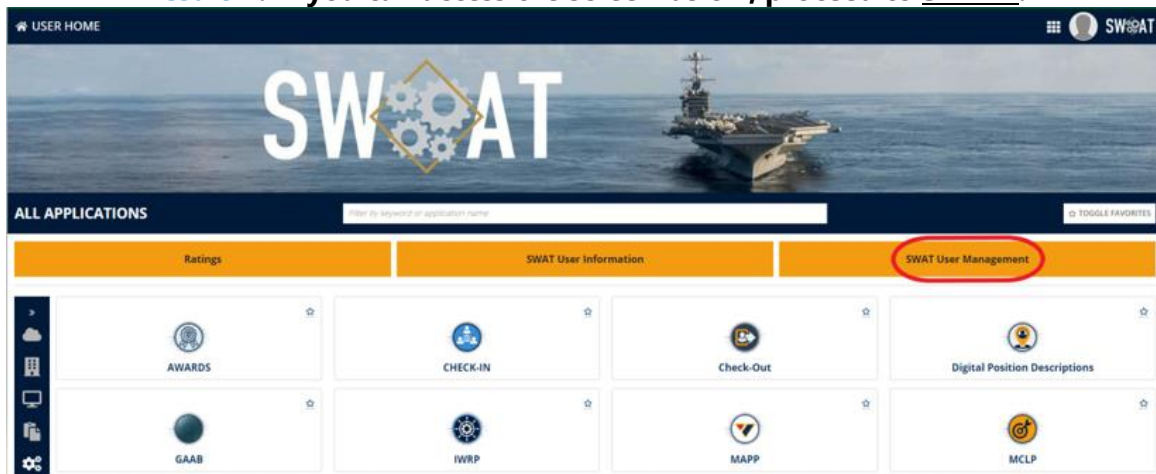
**All Other Roles Who Currently Have SWAT Access:** See the [Check-Out Role Key](#) at the end of this document for guidance.

### **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-N, CAC, LDAP Account, and NMCI Email. Attach a valid SAAR-N and Information Assurance (IA) Training Certificate.

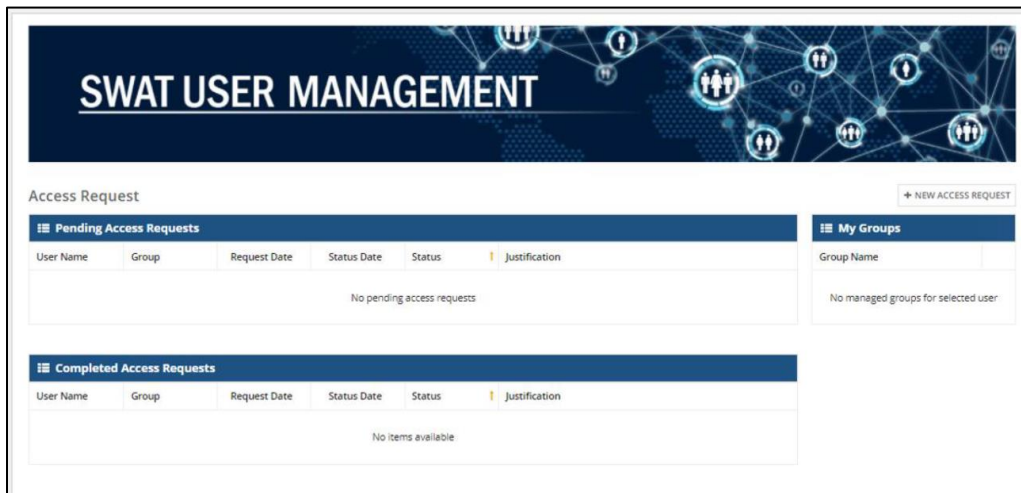
If you have a CAC and you have attempted to access the link above, proceed to either STEP A OR STEP B depending on your **result** below:

**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 1.0



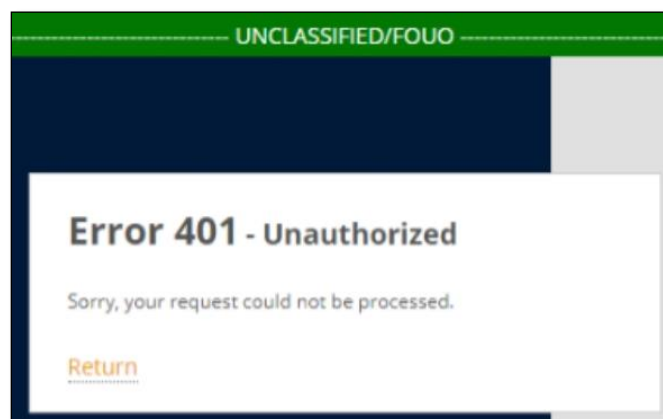
### From the SWAT User Management Application (screenshot above):

- 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-N, 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](mailto:niwclant.issmops.fct@navy.mil). This will need to be sent through DoD SAFE.**

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



## Check-Out Access Instructions 1.0

**STEP B:** Email S2IPT Customer Support with the following:

Email: [s2iptcustsupport@spawar.navy.mil](mailto:s2iptcustsupport@spawar.navy.mil)


Subject: USER Add Request for SWAT

Body:





- 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)







## Check-Out Access Instructions 1.0

Customer Role Title	SWAT User Group	Description	Method
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
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)
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

## Check-Out Access Instructions 1.0

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	NCO SCI ISSM	Receive tasks in the Check-Out App. Responsible for deleting for employee's JWICS account and ensuring that any SCIF Removeable Media is accounted for.  *Required Clearance	 Request Required
SSO	NCO SSO	Receive tasks in the Check-Out App. Responsible for conducting debriefs, cancelling any existing visit certifications, and removing the employee from SCIF access.  *Required Clearance	 Request Required
TELCOM	NCO TELCOM	Receive tasks in the Check-Out App. Responsible for executing the cancellation of TELCOM 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)

## Check-Out Access Instructions 1.0

Customer Role Title	SWAT User Group	Description	Method
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
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