CIMS HOW TO:
Create/Fill out an Admin View SAAR
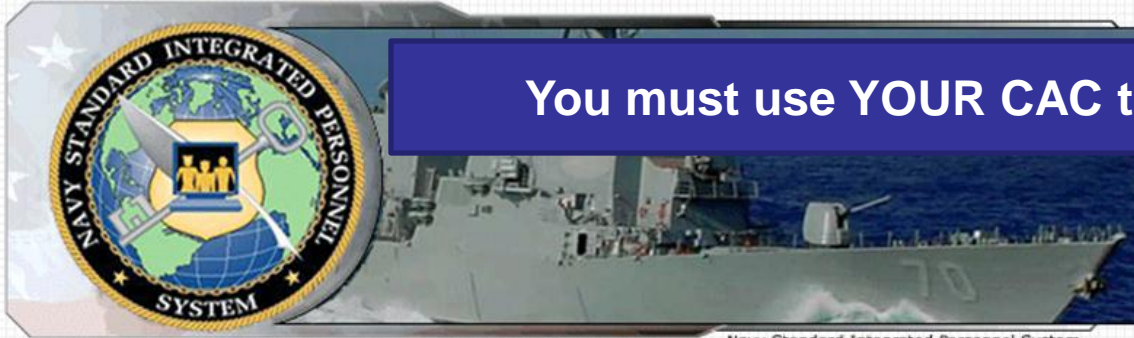
4 OCT 2013

Navy Standard Integrated Personnel System

NAVY
BUPERS 3

Navy Standard Integrated Personnel System

You must use YOUR CAC to submit a SAAR

System Status: Online   **Thursday, April 24**

DoD CAC Authentication

Logon

This system contains For Official Use Only (FOUO) information that is Privacy Act Sensitive and must be appropriately marked and protected per DoDM 5200.01-V4, February 24, 2012. Any application web page that is marked "FOUO Privacy Sensitive" at the top of the screen contains Sensitive Privacy Act Information and must be further marked if printed, electronically transmitted, or electronically stored outside the application.

- For printouts, "FOUO Privacy Sensitive" must be marked at the bottom of each page.
- For electronically transmitted messages, subject line shall contain "FOUO Privacy Sensitive" or if the information is an attachment "FOUO Privacy Sensitive Attachment".
- For electronically stored information, including message text and files attached to messages, the information must be marked "FOUO Privacy Sensitive" at the beginning and end of the FOUO text. If stored on physical media, the media must be marked "FOUO Privacy Sensitive".

System Access Authorization Request (SAAR)
» New Users (NSIPS, ESR, CIMS, Web Ad Hoc)
» NSIPS Self-Service (New Users)
» NSIPS Self-Service (Unlock)
» New User SAAR Validation (Supervisor)

Training
» E-Leave Job Performance Aids (JPA)
» Pers/Pay Job Performance Aids (JPA)
» Command Job Performance Aids (JPA)

User Information
» NSIPS Data Marking and Protection Policy 13 Apr 2012
» ESR Self-Service Login Instructions
» Civilian Employer Information (CEI) Login Instructions
» Create ESR View Only Account Instructions
» ESR Self-Service Desk Guide
» ESR Frequently Asked Questions (FAQ)

Menu

NAVY

BUPERS 3

Empl ID:	⚫⚫⚫⚫	*	
Name:	⚫⚫⚫⚫		*
	(Last,First Middle)		
Command UIC:	55882	*	

Please Select a SAAR Account Type *

○	(NSIPS)-Active Customer Commands/Pay and Personnel Office	*DETAILS*
○	(NSIPS)-Reserve Customer Commands/Pay and Personnel Office	*DETAILS*
○	(NSIPS)-Web Adhoc	*DETAILS*
○	(NSIPS)-NSIPS Access Manager (NAM)	*DETAILS*
○	(ANO)-Acceptance and Oath of Office	*DETAILS*
○	(NSW)-Naval Special Warfare	*DETAILS*
○	(NRMS)-Navy Retention Monitoring System	*DETAILS*
○	(CIMS)-Career Information Management System	*DETAILS*
○	(HPIP)-Health Professionals Incentive Program	*DETAILS*
○	(POEMS)-PCS Obligation and Expenditure Management System	*DETAILS*
○	Command Level Access	*DETAILS*
○	Corporate View Access	*DETAILS*
○	(NSIPS)-Orders Request	*DETAILS*

(* Required)

[NEXT] [CANCEL] [RESET]

-You must have an ESR account before you can establish a CIMS account.

-Your CAC will automatically generate your information.

-Choose which account you want. Remember in order to get both NRMS and CIMS access you have to submit 2 separate SAAR's. I suggest you request your CIMS access first because you use it more often.

-If you are unsure on what account you need, click on the Details link next to it.

Create/Fill out an Admin View SAAR

Select a Primary Role

Career Information Management System (CIMS)

🚫	CIMS Corporate User	*DETAILS*
☐	CIMS Department/Division Career Counselor	*DETAILS*
☐	CIMS Sponsor Coordinator	*DETAILS*
☐	CIMS Command Career Counselor	*DETAILS*
☐	CIMS Command View Only	*DETAILS*

OK   Cancel

-Select what type account you are trying to obtain.

-CIMS Command View Only is the old Admin Level-Inquiry account that is utilized by ISIC's / TYCOM's.

****** Never select the CIMS Corporate User******

Create/Fill out an Admin View SAAR

System Access Authorization Request - (SAAR)

Create New User Account - CIMS Department/Division Career Counselor

VIEW PRIVACY STATEMENT

Operator Attributes

User ID:	████████
Empl ID:	████████

Justification

Department:	55882	MIL COMMUNITY MGMT MILL TN
Rank/Rate:	NCC	
Account Type:	Military	
Telephone:		
Email Address:		
	Official Email Address	

UIC Access

CIMS UIC Access

Supervisor Details - SAAR Form

Name:	
	(Last,First Middle)
Email Id:	
	Official Email Address
Contact Phone:	

SUBMIT   RESET

- You MUST put a justification on why you are asking for that particular access. Even if it is as simple as saying "I am the Command Career Counselor" . The leading cause of disapprovals is this right here!

-Put in all the UIC's you are responsible for under CIMS UIC ACCESS.

NAVY **BUPERS 3**

Administrative UIC Access Profile

Empl ID: ▓▓▓▓▓▓▓▓▓▓▓

Echelon Level

Echelon Level	*Echelon/Activity Indicator	UIC	Command	ECHELON - 1	ECHELON - 2	ECHELON - 3	ECHELON - 4	ECHELON - 5	ECHE
ECHELON5	Echelon Level	21880	LSD 50 CARTER HALL	00011	00060	53825	55333	21880	

Find |

UIC Access Display

Click the Button to Refresh the UIC Access Display   ⟳ Refresh

Department	Activity Long Title	ECHELON - 1	ECHELON - 2	ECHELON - 3	ECHELON - 4	ECHELON - 5	ECHELON - 6	ECHELON - 7
21880	LSD 50 CARTER HALL	00011	00060	53825	55333	21880	-	-

Find | View All | First ◁ 1 of 1 ▷ Last

OK   Cancel

-Type in your UIC and hit TAB button. This will bring up your UIC and where you fall out on the ECHELON TREE.
 -If you are the ISIC of USS CARTER HALL, look at the ECHELON that governs that one. In this Case ECHELON4 (UIC 55333/ COMEXSTRKGRU TWO). This will automatically bring up all UICs that fall underneath it.

-Review the UIC Access Display to verify all commands are on the list.
*In some cases not all UIC's will be in the proper echelon. Click on the "+" and add the additional UIC and select "Activity Level"
Click on OK to save your list.

Create/Fill out an Admin View SAAR

System Access Authorization Request - (SAAR)

Create New User Account - CIMS Department/Division Career Counselor

VIEW PRIVACY STATEMENT

Operator Attributes

User ID: ▓▓▓▓▓▓▓▓

Empl ID: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓

[Justification]

Department: 55882   MIL COMMUNITY MGMT MILL TN

Rank/Rate: NCC

Account Type: Military

Telephone: [   ]

Email Address: [   ]
Official Email Address

UIC Access

CIMS UIC Access

Supervisor Details - SAAR Form

Name: [   ]
(Last, First Middle)

Email Id: [   ]
Official Email Address

Contact Phone: [   ]

[SUBMIT]   [RESET]

****Remember, when putting your Supervisor's information in it must be an exact match or else they will be unable to retrieve and approve it. Ex…

KINSTLE,CHRISTOPHER
Christopher.kinstle@navy.mil
901-874-2533

Create/Fill out an Admin View SAAR

- An email will be sent to you and to your Supervisor. Once your Supervisor approves it, a notification will be sent to you via email. After being finalized from the CIMS Super FAM Primary, a 3rd notification will be sent with the status of access granted or denied.

- Questions please call NCC(SW/AW) Chris Kinstle- 901-874-2533 or email christopher.kinstle@navy.mil