



CIMS HOW TO: Create/Fill out a NRMS SAAR

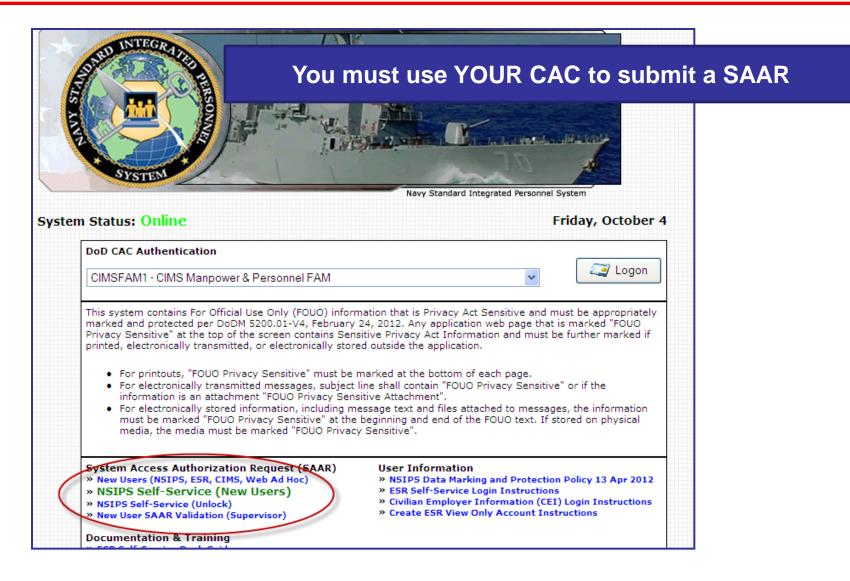
4 OCT 2013





Create/Fill out a NRMS SAAR







Create/Fill out a NRMS SAAR



Empl ID: Name: (Last First Middle) Command UIC: 55882 Please Select a SAAR Account Type * (NSIPS)-Active Customer Commands/Pay and DETAILS \bigcirc Personnel Office (NSIPS)-Reserve Customer Commands/Pay \bigcirc DETAILS and Personnel Office 0 (NSIPS)-Web Adhoc DETAILS \bigcirc (NSIPS)-NSIPS Access Manager (NAM) DETAILS \bigcirc (ANO)-Acceptance and Oath of Office DETAILS (NSW)-Naval Special Warfare DETAILS \bigcirc (NRMS)-Navy Retention Monitoring System DETAILS (CIMS)-Career Information Management DETAILS System (HPIP)-Health Professionals Incentive \bigcirc DETAILS Program (POEMS)-PCS Obligation and Expenditure \bigcirc DETAILS Management System Command Level Access \bigcirc DETAILS \bigcirc **Corporate View Access** DETAILS \bigcirc (NSIPS)-Orders Request DETAILS (* Required) NEXT CANCEL RESET

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

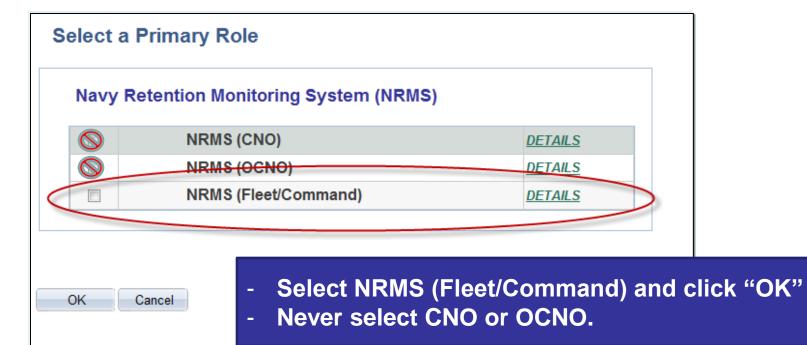
-Your CAC will automatically generate your information.

-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.









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Operator Attributes	er Account - NRMS (Fleet/Command)	VIEW PRIVACY STATEMENT		
User ID:				
Name:		Justification		
Department: Rank/Rate:	MIL COMMUNITY MGMT MILL TN	- 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!		
Account Type:	Military			
Telephone: Email Address:	 Official Email Address			
vy Retention Monitori				
© Fleet Access	CCC Access	-Fleet Access and CCC Access is identical. So choose either one.		
pervisor Details - SA#	AR Form	****	nutting your Queenvicer's	
Name:	(Last,First Middle)		****Remember, when putting your Supervisor's information in it must be an exact match or else	
Email Id:	Official Email Address	they will be unable to	retrieve and approve it. Ex.	
Contact Phone:		KINSTLE, CHRISTOP		
	SUBMIT	Christopher.kinstle@navy.mil 901-874-2533		





- 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 <u>christopher.kinstle@navy.mil</u>