CIMS HOW TO:

Create/Fill out a NRMS SAAR

4 OCT 2013

Create/Fill out a NRMS SAAR

You must use YOUR CAC to submit a 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 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 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.

Create/Fill out a NRMS SAAR

Select a Primary Role

Navy Retention Monitoring System (NRMS)

🚫	NRMS (CNO)	*DETAILS*
🚫	NRMS (OCNO)	*DETAILS*
☐	NRMS (Fleet/Command)	*DETAILS*

OK   Cancel

- **Select NRMS (Fleet/Command) and click "OK"**
- **Never select CNO or OCNO.**

Create/Fill out a NRMS SAAR

NAVY BUPERS 3

System Access Authorization Request - (SAAR)

Create New User Account - NRMS (Fleet/Command) VIEW PRIVACY STATEMENT

Operator Attributes

User ID: ▮▮▮▮▮▮▮

Name: ▮▮▮▮▮▮▮▮▮ [Justification]

Department: ▮▮▮ MIL COMMUNITY MGMT MILL TN

Rank/Rate: NCC

Account Type: Military

Telephone: _____

Email Address: _____
Official Email Address

Navy Retention Monitoring System

○ **Fleet Access**   ○ **CCC Access**

Supervisor Details - SAAR Form

Name: _____
(Last, First Middle)

Email Id: _____
Official Email Address

Contact Phone: _____

[SUBMIT]   [RESE...]

- 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!

-Fleet Access and CCC Access is identical. So choose either one.

****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
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901-874-2533

Create/Fill out a NRMS 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