

CIMS HOW TO: Create/Fillout a Sponsorship Coordinator SAAR

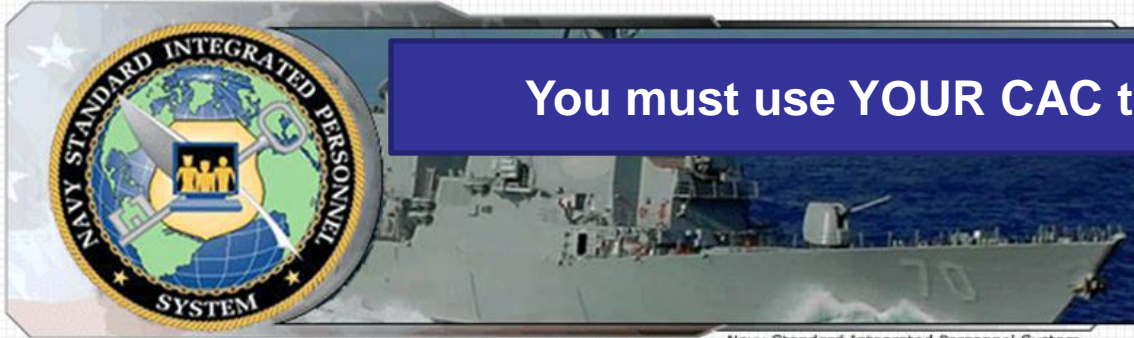
4 OCT 2013



Navy Standard Integrated Personnel System



Create/Fill out a Sponsorship SAAR



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

Create/Fill out a Sponsorship SAAR



Empl ID: *

Name: *
(Last,First Middle)

Command UIC: *

Please Select a SAAR Account Type *

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

(* Required)

-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 a Sponsorship SAAR



Select a Primary Role

Career Information Management System (CIMS)

<input checked="" type="checkbox"/>	CIMS Corporate User	DETAILS
<input type="checkbox"/>	CIMS Department/Division Career Counselor	DETAILS
<input type="checkbox"/>	CIMS Sponsor Coordinator	DETAILS
<input type="checkbox"/>	CIMS Command Career Counselor	DETAILS
<input type="checkbox"/>	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 a Sponsorship SAAR



System Access Authorization Request - (SAAR)

Create New User Account - CIMS Department/Division Career Counselor [VIEW PRIVACY STATEMENT](#)

Operator Attributes

User ID: [REDACTED]

Empl ID: [REDACTED]

Department: 55882 MIL COMMUNITY MGMT MILL T

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:

- 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.

****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 a Sponsorship 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