

CIMS HOW TO: CIMS SAAR- Sponsor Coordinator



Navy Standard Integrated Personnel System



CIMS SAAR- Sponsor Coordinator



You must use YOUR CAC to submit a SAAR

System Status: **Online**

Friday, October 12

DoD CAC Authentication

System Access Authorization Request (SAAR)

- » **New Users (NSIPS, ESR, CIMS, Web Ad Hoc)**
- » **ESR Self Service (New Users)**
- » ERM SAAR Validation (Supervisor)

User Information

- » ESR Self-Service Login Instructions
- » Civilian Employer Information (CEI) Login Instructions
- » Create ESR View Only Account Instructions

Documentation & Training

- » ESR Self-Service Desk Guide
- » ESR Frequently Asked Questions (FAQ)
- » E-Leave Job Performance Aids (JPA)

NEW NSIPS NEWS

URGENT: If you picked up a CIMS User Guide CD dated September 2012 from the NCA Symposium, 24-27 Sep 12, please contact the NSIPS Help Desk immediately at 1-877-589-5991. If you downloaded the CIMS User Manual from the

NEW NRMS NEWS

URGENT: If you picked up a CIMS User Guide CD dated September 2012 from the NCA Symposium, 24-27 Sep 12, please contact the NSIPS Help Desk immediately at 1-877-589-5991. If you downloaded the CIMS User Manual from the

WEB ADHOC NEWS

UCFR: The Unit Commander's Finance Report is available in web ad hoc. The UCFR provides leave and pay information for members assigned to the unit. Designed for the Commanding Officer, the report contains account information necessary

NSIPS Help Desk Contact Information: Toll Free: 877-589-5991, Comm: 504-697-5442, DSN: 312-647-5442, Fax: Comm: 504-697-3007/0342, DSN: 312-647-3007/0342, e-mail: Nsipshelpdesk@navy.mil

For additional documentation on NSIPS/ESR/CIMS, visit the NSIPS/ESR web page on [Navy Knowledge Online \(NKO\)](#)

CIMS SAAR- Sponsor Coordinator



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

-After you type in your SSN the fields should auto populate.



NON-ERM USERS ONLY

Please enter the SSN, Name and Home Command and Click the Submit button to initiate the SAAR Process.

Please fill the Required Fields

Empl ID: *

Name: * (Last,First Middle)

Command UIC: *

(* Required)

SUBMIT

Cancel

RESET



CIMS SAAR- Sponsor Coordinator



-All request must have a Justification (Member requesting access as Sponsor Coordinator).

PRIVACY STATEMENT

Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and/or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your "System Authorization Access Request (SAAR)". Disclosure of records or the information contained therein may be specifically disclosed outside the DoD according to the "Blanket Routine Uses" set forth at the beginning of the DISA compilation of systems or records, published annually in the Federal Register, and the disclosures generally permitted under 5 U.S.C. 552A(b) of the Privacy Act.

User Profile

Operator Details

User ID: [REDACTED]

General Attributes

Empl ID: [REDACTED] Name: [REDACTED]

Department: [REDACTED] MIL COMMUNITY MGMT MILL TN

Rank/Rate: [REDACTED] Account Type: Military Telephone: [REDACTED]

Email Address: [REDACTED]

(joe.smith@navy.mil)

JUSTIFICATION

Security Type & User Roles

Corporate User

- Corporate User? This type of Account has to be Approved By the Functional Area Manager Responsible for ManPower & Personnel Acceptance and Oath of Office
- ANO User?

CIMS User

- CIMS User? Career Information Management System

POEMS User

- POEMS User PCS Obligation & Expenditure Management System

e-Leave

- e-Leave Command Administrator eLeave is a Sub-System in the Enterprise Database.

CIMS SAAR- Sponsor Coordinator



Security Type

Pay & Personnel Offices

Command/Fleet Users

Navy Retention Monitoring System

CNO Access CCC Access Navy Retention Monitoring System access groups:
 Fleet Access OCNO Access OCNO - Allows access to officer analytics.
CNO, CCC, and Fleet - Allow access to enlisted analytics.

Admin Level Roles

Admin Level - Create Admin Level - Approve Admin Level - Inquiry

ANO - Create ANO - Approve ANO - Field User

Command Career Counselor Dept/Div Career Counselor **Sponsor Coordinator**

Special Categories

NAMISSO/FAM Reports Administrator?

Authorized to Release Pay Related Transactions? Access to PRA Sensitive Records?

ERM Application(s) Access List

[Select All](#) [De-Select All](#)

Find | View All | First 1 of 1 Last

Select	ERM Application
<input type="checkbox"/>	

Web AdHoc Access

Access to Web AdHoc? Web AdHoc UIC Access

UIC Access Setup

ERM UIC Access

ERM UIC Access

CIMS UIC Access

Workflow Setup

Click here to Set-Up Next Roleusers in Route

-This will allow the Sponsor Coordinator to have access to CIMS for Sponsorship purposes only (including ESR). They will not be authorized to view your Career Development Program.

Click Here

CIMS UIC Access

CIMS SAAR- Sponsor Coordinator



-Enter all your UIC's that you are responsible for

Empl ID: [REDACTED]

Activity Long Title	Department ID
MIL COMMUNITY MGMT MILL TN	55882

-To add additional UIC's hit the "+" key

OK Cancel



CIMS SAAR- Sponsor Coordinator



Select All De-Select All

Find | View All | First 1 of 1 Last

Select ERM Application

Web AdHoc Access

Access to Web AdHoc? Web AdHoc UIC Access

UIC Access Setup

ERM UIC Access

ERM UIC Access

CIMS UIC Access

Workflow Setup

Click here to Set-Up Next Roleusers

Supervisor Details - SAAR Form

Name: JONES,BOBBY
(Last,First Middle)

Email Id: BOBBY.JONES1@NAVY.MIL
(joe.smith@cnrf.navy.nola.mil)

Contact Phone: 901-874-0000

SUBMIT

No space between comma and first name

-Supervisor Details must be entered the same for retrieval. When the supervisor goes in for approval it must be the same spelling and format, so check for accurate information.

- All email addresses must be a .mil account or it will be rejected.



CIMS SAAR- Sponsor Coordinator



- 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