CIMS HOW TO:
Create/Fill out a CIMS/NRMS SAAR
Create/Fill out a CIMS SAAR

You must use YOUR CAC to submit a SAAR
Create/Fill out a CIMS SAAR

- 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.
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******
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- 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…

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• 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