CIMS HOW TO:

CIMS SAAR-
Sponsor Coordinator
You must use YOUR CAC to submit a SAAR
You must have an ESR account before you can establish a CIMS account.

After you type in your SSN the fields should auto populate.
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 to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impair 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.

---

**Operator Details**

- **User ID:** [Redacted]

**General Attributes**

- **Empl ID:** [Redacted]
- **Name:** [Redacted]
- **Department:** MIL COMMUNITY MGMT MII TN
- **Rank/Rate:** [Redacted]
- **Account Type:** Military
- **Telephone:** [Redacted]
- **Email Address:** [Redacted]

**Security Type & User Roles**

- **Corporate User:** [Redacted]
- **ANO User:** [Redacted]
- **CIMS User:** [Redacted]
- **POEMS User:** [Redacted]
- **e-Leave:** [Redacted]

- **CIMS User:** Career Information Management System
- **POEMS User:** PCS Obligation & Expenditure Management System
- **e-Leave:** eLeave is a Sub-System in the Enterprise Database.
CIMS SAAR-Sponsor Coordinator

- 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

Workflow Setup

Click here to Set-Up Next Roleusers in Route
CIMS SAAR-Sponsor Coordinator

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

-To add additional UIC’s hit the “+” key
CIMS SAAR-Sponsor Coordinator

- 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.

No space between comma and first name
• 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