

System Access Procedures for CIMS and NRMS

Introduction

All personnel responsible for accessing sensitive government information and Privacy Act data, are required to complete an OPNAV 5239/14 System Authorization Access Request Navy (SAAR-N) form with a digital signature along with completing the online Navy Standard Integrated Personnel System (NSIPS) request to gain access to Career Information Management System (CIMS) and Navy Retention Monitoring System (NRMS).

Access Requirements

To gain access to CIMS/NRMS is a **two-step** procedure.

1. Complete OPNAV 5239/14 System Authorization Access Request Navy (SAAR-N).
2. Complete the on line request and UPLOAD your completed SAAR-N.

Steps to complete the SAAR-N

1. NSIPS will only accept the official SAAR-N Copies from the following websites.
 - a. [NSIPS](#) homepage under the Menu- System Access Authorization Request (SAAR) and click on the SAAR-N Form link
 - b. <https://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/CIMS-NRMS.aspx>
 - c. https://navalforms.documentservices.dla.mil/formsDir/_OPNAV_5239_14_7631.pdf

NOTES:

- **The SAAR-N OPNAV Form 5239/14 (Rev 9/2011) must be completed through Part III.**
- **Do not cut and paste information in the blocks. Type it in manually to ensure that the size of the file remains under 1 MB.**
- **ALL signature blocks (16a, 24, 29, and 18) must be digitally signed.**
- **Leave block 17, a, and b, blank and unsigned. CIMS Admin will sign this.**

SAAR-N Information:

- Type of Request: Initial
- Date
- System Name: Navy Standard Integrated Personnel System (NSIPS)
- Location: Norfolk, VA
- Blocks 1-9 (self-explanatory)
- Block 10: Check that you have completed annual IA training with completion date
- Block 11: Justification for access
 - o For CIMS: "Request access to the NSIPS environment to perform duties as (insert request type here)." Examples are Command Career Counselor, Unit Career Counselor,
 - o For NRMS: Fleet/Command.
- Block 12: check AUTHORIZED
- Block 13: check UNCLASSIFIED
- Block 14: need to know checked
- Block 14a: For military, use your PRD. For government accounts use your CAC expiration date. Contractors use the contract expiration date.

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- Blocks 15 and 16 –
 - o If you are requesting Command Career Counselor access, then the Executive Officer, Command Master Chief or **designated representative** can sign as your supervisor.
 - o For NRMS Fleet/CCC users the designated representative can sign as your supervisor.
- Block 17: **Leave block 17, a, and b, blank and unsigned. CIMS Admin will sign this.**
- Block 18 is filled in and **digitally signed** by your ISC/IAM
- Block 24 is requesting member's **digital signature**.
- PART III: Blocks 26-30. Your security manager will fill in and **digitally sign** this section.

Submission of the Completed SAAR-N

1. Copy and paste the following URL in your browser: <https://www.nsips.navy.mil/>
2. Select your non-email DoD certificate and click OK and read and acknowledge the Department of Defense Terms of Use.
3. On the NSIPS page click on the link for System Access Authorization Request (SAAR), select New Users (NSIPS, ESR, CIMS, Web Ad Hoc).
4. Your name will auto populate on the next page. Add your commands Unit Identification Code (UIC) and then click on the submit button.
5. Select SAAR Account Type:
 - a. (CIMS)-Career Information Management System and click "NEXT"
 - b. Select your Primary Role: CIMS Command Career Counselor and select OK.or
 - a. NRMS-Navy Retention Monitoring System – Command Career Counselor and click "NEXT"
 - b. Select your Primary Role: NRMS (Fleet/Command) and select OK.
6. Create the New User Account. Complete all fields.
7. Select "Upload SAAR-N Form". A pop-up will appear in order for you to attach a completed official SAAR-N form. Select Browse, locate your completed form and select Upload.
8. If you receive an error message when you upload a completed form please ensure that the electronic signatures and dates are complete. If you still encounter issues contact CIMS Admin at cims_admin.fct@navy.mil
9. If the upload is successful then click on "View SAAR-N Form". This will open a new browser window with your SAAR-N. Review the form and then close the window. This will enable the "Submit Account" button at the bottom of the page.
10. Click on the "Submit Account" to complete the process.
11. After submission, you will receive a series of automated responses each time your request is updated/approved.
 - a. "Your request has been submitted to your supervisor for approval"
 - b. "Your supervisor has approved the request and it's been forwarded to the functional area manager (FAM) for approval".
 - c. "Your request has been approved".
12. Once you gain access to CIMS or NRMS you don't need to submit another SAAR-N for access. Complete steps 3-6 and click on View Existing SAAR-N Form. Complete steps 9 and 10.
13. Additional information to gain access is also located on the NSIPS webpage under the user information section : Smart Sheets and What's New For You User Communications>NSIPS Upgrades>On-Line SAAR-Process updated June 2019 or email CIMS_Admin.fct@navy.mil