
**Navy Standard Integrated Personnel System (NSIPS),
Operations & Maintenance**

**e-Leave
User Guide (SAAR Only)**



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Section Three–System Access Authorization Request (SAAR)

3. SYSTEM ACCESS AUTHORIZATION REQUEST (SAAR)

A System Access Authorization Request (SAAR) form is needed to obtain the necessary rights to access e-Leave. The SAAR process is used to create accounts to support the military and civilian Command Leave Administrator CLA, military and civilian Reviewer/Watch Coordinator and Approver, and military member. Each uses the SAAR to create a different type of account and accesses e-Leave in different ways.

The CLA uses the SAAR to establish his/her User Role. The CLA accesses e-Leave via the Navy Standard Integrated Personnel System (NSIPS) menu. The military/civilian Reviewer/Watch Coordinator/Approver and military member uses the SAAR to establish the Self-Service account. All actions performed in support of e-Leave Request requires a Self-Service account. From the Self-Service account, they access e-Leave to process e-Leave Requests.

The steps to create the SAAR for each e-Leave user are similar.

3.1 Military CLA Account Creation

This Section describes the steps to create a SAAR account for the military personnel performing the task as the CLA. First, obtain a Letter of Designation (LOD) from the Commanding Officer (CO) indicating you are identified as the CLA and the UICs you need to be assigned. After the SAAR is submitted, the NSIPS Access Manager (NAM) approves the SAAR request based on the instructions in the LOD. After the LOD is received, begin the SAAR process from the NSIPS Portal.

3.1.1 Access the NSIPS Portal

In the Internet Explorer window, navigate to <https://nsips.nmci.navy.mil/> . The Security Disclaimer page (Figure 3-1) loads.

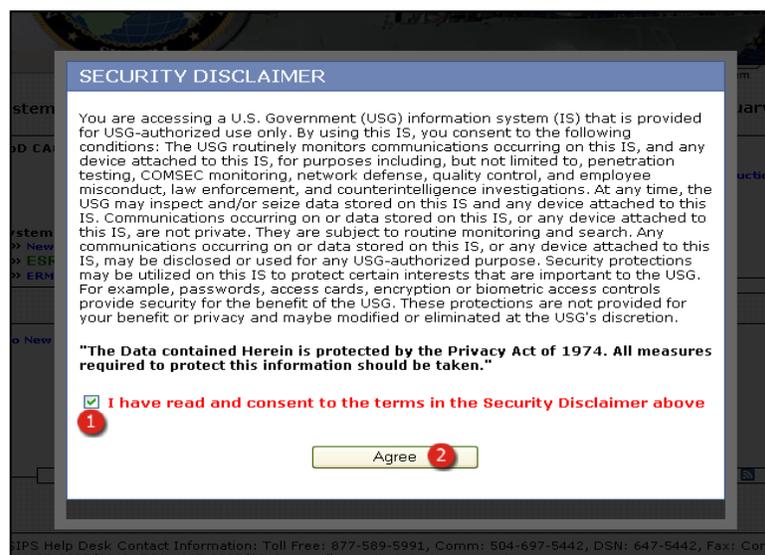


Figure 3-1–Security Disclaimer

1. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
2. **Agree** – Click the Agree button. The NSIPS Splash page displays.

3.1.2 NSIPS Splash Page

The NSIPS Splash page (Figure 3-2) provides links to access the SAAR form. In the System Access Authorization Request (SAAR) section, links provide access to create new User Role accounts, create Self-Service accounts, and validate submitted SAAR requests.

To create a new User Role account, use the New Users (NSIPS, ESR, Web Ad Hoc) link. This link is used by the CLA to create his/her e-Leave User Role account.

The screenshot shows the NSIPS Splash Page. At the top left is the Navy Standard Integrated Personnel System logo. The background is a photograph of a ship. Below the header, the system status is 'Online' and the date is 'Tuesday, January 5'. The main content area is divided into sections: 'DoD CAC Authentication' with a 'Logon' button; 'User Information' with links for 'ESR Self-Service Login Instructions', 'Civilian Employer Information (CEI) Login Instructions', and 'Create ESR View Only Account Instructions'; 'System Access Authorization Request (SAAR)' with links for 'New Users (NSIPS, ESR, Web Ad Hoc)', 'ESR Self-Service (New Users)', and 'ERM SAAR Validation (Supervisor)'; and 'Documentation & Training' with links for 'ESR Self-Service Desk Guide' and 'ESR Frequently Asked Questions (FAQ)'. There are also three news boxes for 'NSIPS News', 'NRMS News', and 'WebAdhoc News', each with a 'PLEASE NOTE: CAC Logon is now required. The userid and password screens have been disabled.' message. At the bottom, there is a 'Help Desk' section with contact information and a 'NKO' link.

Figure 3-2–NSIPS Splash Page

3. **New Users (NSIPS, ESR, Web Ad Hoc)** – Click the link to initiate the SAAR process to establish the CLA's User Role account. The SAAR Initiate page displays.

3.1.3 SAAR Initiate – NON-ERM USERS ONLY Page

The SAAR Initiate - NON-ERM USERS ONLY page (Figure 3-3) begins the SAAR process.

NOTE: ERM refers to Enterprise Record Management.

Figure 3-3–SAAR Initiate: NON-ERM USERS ONLY Page

1. **EmpID** – (Required) Enter the SSN. Press the Tab key to move to the next field.
NOTE: The Tab key initiates data verification with the database. Since this member is Active Duty military, a record currently exists in NSIPS. The data stored in the database automatically populates the Name and Command Unit Identification Code (UIC) fields.
2. **Name** – System displays name in the Last,First Middle Initial format. Press the Tab key.
3. **Command UIC** – System displays current Command UIC for the member. Press the Tab key.
4. **Submit** – Click the Submit button to open the next page in the SAAR application process. The SAAR-User Profile (Figure 3-5) displays.
5. **Cancel** – Click the Cancel button to cancel the request and close the SAAR process. The cancellation message page (Figure 3-4) displays. Click the Return to NSIPS Portal Page link to return to the NSIPS Portal page.
6. **Reset** – Click the Reset button to clear all information entered on the NON-ERM USERS ONLY page. Re-enter user information.

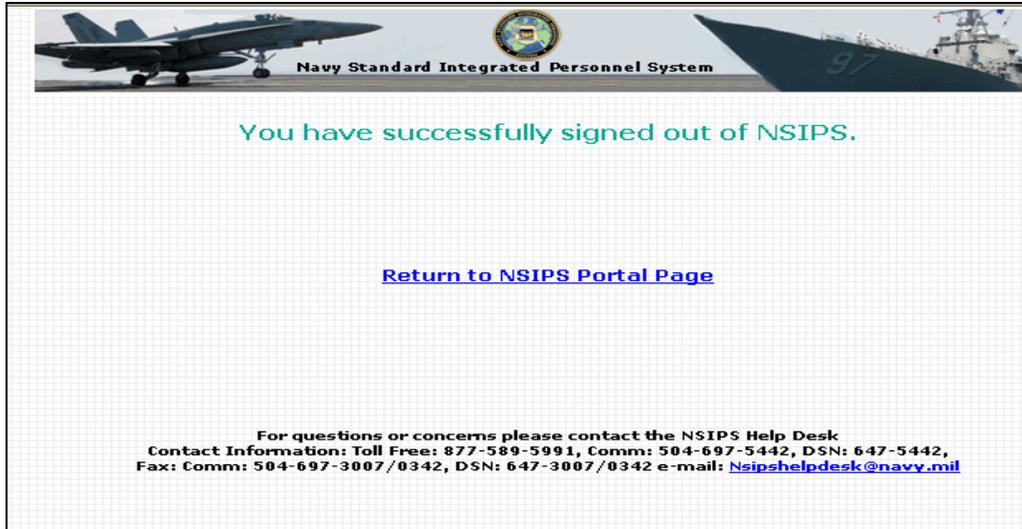


Figure 3-4—SAAR Cancellation Results

3.1.4 System Access Authorization Request (SAAR) – User Profile Page

System Access Authorization Request (SAAR) form (Figure 3-5) displays. The Privacy Statement displays at the top of the page. This indicates that the information entered on this form is governed by Privacy Act requirements. The data entry fields provide the ability to record User Profile details identifying the type of user and User Role request.

Figure 3-5–SAAR: User Profile – CLA

A. Operator Details

The Operator Details section contains the system-generated User Identification number (User ID) assigned in association with the user’s Common Access Card (CAC). This value is used to track the SAAR through the review, validation, approval process, and to access the user’s account. Write this number down and keep it for future reference to access this account to perform CLA tasks.

B. General Attributes

The General Attributes section (Figure 3-6) provides demographic data about the member completing the SAAR. The data displayed in the fields are based on the SSN entered on the NON-ERM USERS page. The EmplID (SSN), Name, Department (UIC), Rank/Rate, and Account Type are displayed based on the values stored in the database for the member. The Account Type indicates if the member is Military personnel or Civilian.

General Attributes B			
EmplID:	888888883	Name:	SMITH,FRED
Department:	63410		NAVMAC MILLINGTON TN
Rank/Rate:	LCDR	Account Type:	Military
Email Address:	<input type="text" value="(joe.smith@navy.mil)"/>	Telephone:	<input type="text"/>

Figure 3-6–SAAR: User Profile – General Attributes Section

1. **Email Address** – (Required) Enter the official Email address.
2. **Telephone** – Enter the telephone number. The Help Desk or Functional Area Manager (FAM) uses this telephone number to contact the user.
3. **Justification** – Click the Justification button and enter a justification or reason for the SAAR request. This button opens a Comments window allowing for free form text entry. Once a comment is added, the Justification button turns red indicating a comment exists.

C. Security Type & User Roles

The Security Type & User Roles section (Figure 3-7) provides the options to establish User Roles. To create the CLA User Role, select the e-Leave Command Administrator option. Once this is selected, all other options become unavailable. If within NSIPS the CLA performs additional duties; a separate SAAR needs to be completed to assign NSIPS specific User Roles.

Security Type & User Roles C	
Corporate User	
<input type="checkbox"/> Corporate User?	This type of Account has to be Approved By the Functional Area Manager Responsible for ManPower & Personnel Acceptance and Oath of Office
<input type="checkbox"/> ANO User?	
CIMS User	
<input type="checkbox"/> CIMS User?	Career Information Management System
POEMS User	
<input type="checkbox"/> POEMS User	PCS Obligation & Expenditure Management System
e-Leave	
<input checked="" type="checkbox"/> e-Leave Command Administrator	eLeave is a Sub-System in the Enterprise Database.

Figure 3-7–SAAR: User Profile – Security Type & User Roles Section

4. **e-Leave Command Administrator** – Click the checkbox to create an e-Leave Command Administrator account.

NOTE: Use the scroll bar to move through the various sections of the SAAR form. Scroll to the UIC Access Setup section.

3.1.5 SAAR – UIC Access Setup

This section (Figure 3-8) provides a link to identify the UICs assigned to the CLA.

UIC Access Setup

ERM UIC Access

[ERM UIC Access](#) 5

Workflow Setup

[Click here to Set-Up Next Roleusers in Route](#)

Supervisor Details - SAAR Form

Name: *

(Last,First Middle)

Email Id: *

(joe.smith@cnrf.navy.nola.mil)

Contact Phone: *

SUBMIT

Figure 3-8–SAAR: User Profile – UIC Access Setup Section

5. **ERM UIC Access** – Click this link to open the UIC Access page to identify the UICs assigned to the CLA.

3.1.6 UIC Access Details Page

The Pay and Personnel Support Level UIC Access Profile – UIC Access Details page displays the UICs assigned to the CLA in the General UIC(s) area. Add all UICs that are listed in the Letter of Designation (LOD).

A. UIC Access Details

This section (Figure 3-9) displays all UICs assigned to the CLA. To assign UICs, use the General UIC(s) button to open the UIC Access page.

The screenshot displays a web interface for managing UIC access. At the top, the title is "Pay & Personnel Support Level UIC Access Profile". Below the title, a box contains the employee information: "EmpID: 888888883 SMITH,FRED". The main section is titled "UIC Access Details" and features three buttons: "PPSUIC", "Reserve Admin", and "General UIC(s)". The "General UIC(s)" button is highlighted in blue and has a red circle with the number "1" next to it. To the right of each button is a list box with up and down arrows. At the bottom of the section are "OK" and "Cancel" buttons.

Figure 3-9–Pay and Personnel Support Level UIC Access Profile Page

1. **General UIC(s)** – Click the General UIC(s) button to open the UIC Access page to assign UICs to the CLA.

B. UIC Access Page

This page (Figure 3-10) provides the field to record the UIC and the ability to add more than one UIC or delete UICs that no longer apply to the CLA. Add all UICs assigned to the CLA as indicated in the LOD.

EmpID: 88888883 SMITH,FRED

UIC Access B Find | View All | First 1-2 of 2 Last

General UIC	Activity Long Title		
63410 2	NAVMAC MILLINGTON TN		
<input type="text"/>			3

4 **OK** 5 **Cancel**

Figure 3-10–SAAR: UIC Access Page

2. **General UIC** – Enter the CLA’s Command UIC. Press the Tab key. The UIC name displays under the Activity Long Title column.
3. **Add a New Row/Delete a Row** – Click the Add a New Row icon (+) to add additional UICs to the list. A new row displays. Repeat Step 2. Click the Delete a Row icon (-) to remove UICs from the list. Add all the UICs associated with the CLA.
4. **OK** – Click the OK button to record the UICs to the CLA’s SAAR request. The Pay and Personnel Support Level UIC Access Profile – UIC Access Details page displays (Figure 3-11).
5. **Cancel** – Click the Cancel button to return to the UIC Access page without saving any recorded data.

C. Pay and Personnel Support Level UIC Access Profile Page – UICs Recorded

The Pay and Personnel Support Level UIC Access Profile – UIC Access Details page (Figure 3-11) re-displays with the assigned UIC(s) listed in the General UIC(s) area.

Pay & Personnel Support Level UIC Access Profile

EmpID: 888888883 SMITH,FRED

UIC Access Details

PPSUIC - NO UIC(S) FOUND -

Reserve Admin - NO UIC(S) FOUND -

General UIC(s) 63410 (NAVMAC MILLINGTON TN) C

6 OK 7 Cancel

Figure 3-11–Pay and Personnel Support Level UIC Access Profile Page – UICs Listed

- 6. **OK** – Click the OK button to save the assigned UICs and return to the SAAR User Profile page (Figure 3-12).
- 7. **Cancel** – Click the Cancel button to return to the UIC Access page without saving any recorded data.

3.1.7 SAAR: Supervisor Details – SAAR Form

The next section on the SAAR form that needs completing for the CLA account is the Supervisor Details – SAAR Form section. This section (Figure 3-12) identifies the person with supervisory responsibility for the user completing the SAAR form.

The screenshot shows a web form titled "UIC Access Setup" with a sub-section "ERM UIC Access". Below this is a "Workflow Setup" section with a link "Click here to Set-Up Next Roleusers in Route". The main section is "Supervisor Details - SAAR Form". It contains three input fields: "Name:" with a red circle 8, "Email Id:" with a red circle 9, and "Contact Phone:" with a red circle 10. Each field has an asterisk to its right. Below the fields is a "SUBMIT" button with a red circle 11. The "Name" field has a placeholder "(Last,First Middle)" and the "Email Id" field has a placeholder "(joe.smith@cnrf.navy.nola.mil)".

Figure 3-12–SAAR: Supervisor Details – SAAR Form Section

8. **Name** – Enter the name of the supervisor responsible for reviewing this SAAR request. Enter the name in the standard format: LAST,FIRST (space) Middle Initial (MI).

NOTE: Carefully enter the supervisor’s name. If it does not match what the supervisor will enter, he/she will not be able to locate this SAAR request to process it. Double check the spelling of the name before submitting.

9. **Email Id** – Enter the supervisor’s official email address. Details about the SAAR will be sent to this email address.
10. **Contact Phone** – Enter the supervisor’s contact phone number.
11. **Submit** – Click the Submit button to submit the SAAR application and begin the verification and authorization process. After successful submission of the application the ERM SAAR Status page displays.

3.1.8 ERM SAAR Status

Once the SAAR application is submitted, the ERM SAAR Status message (Figure 3-13) displays indicating it was sent to the supervisor for verification and the SAAR review process has begun.

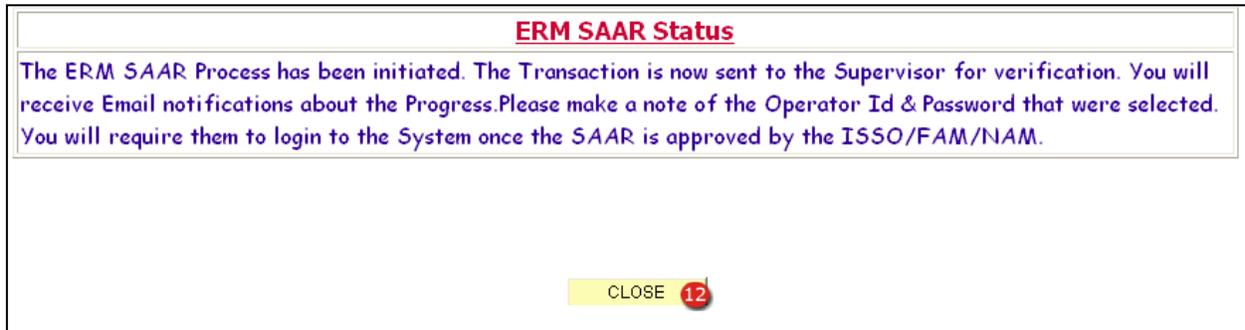


Figure 3-13–SAAR: ERM SAAR Status

12. **Close** – Click the Close button to close the status message.

3.1.9 SAAR – Verification Email

After the SAAR application is submitted, email verification is sent to the supervisor identified on the user's SAAR form in the Supervisor Details – SAAR Form section. The email (Figure 3-14) provides the supervisor with the Confirmation Code and instruction on how to access the user's SAAR form. If you are a supervisor for SAAR review, follow the instructions provided in the email. Section 3.2 provides instructional details about the SAAR verification process.

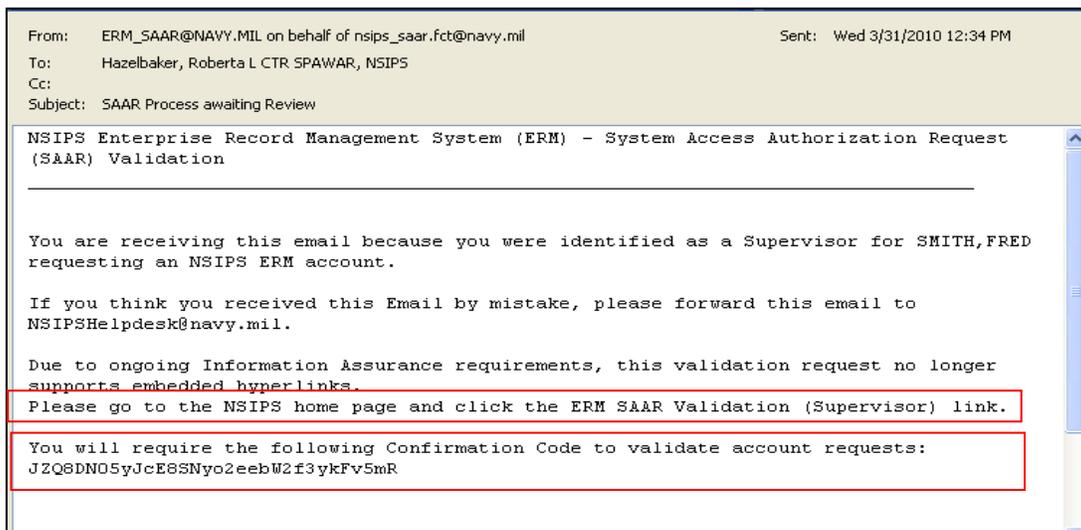


Figure 3-14–SAAR Verification E-mail: Sample

3.2 SAAR Verification Process (Supervisor's Action)

Once the supervisor receives the verification email, he/she can access the user's SAAR application via the NSIPS Portal (Figure 3-15). The supervisor verifies the military and civilian CLA account.

3.2.1 NSIPS Portal

Access the NSIPS Portal (<https://nsips.nmci.navy.mil/>). In the System Access Authorization Request (SAAR) section, select ERM SAAR Validation (Supervisor) link to begin the validation process.

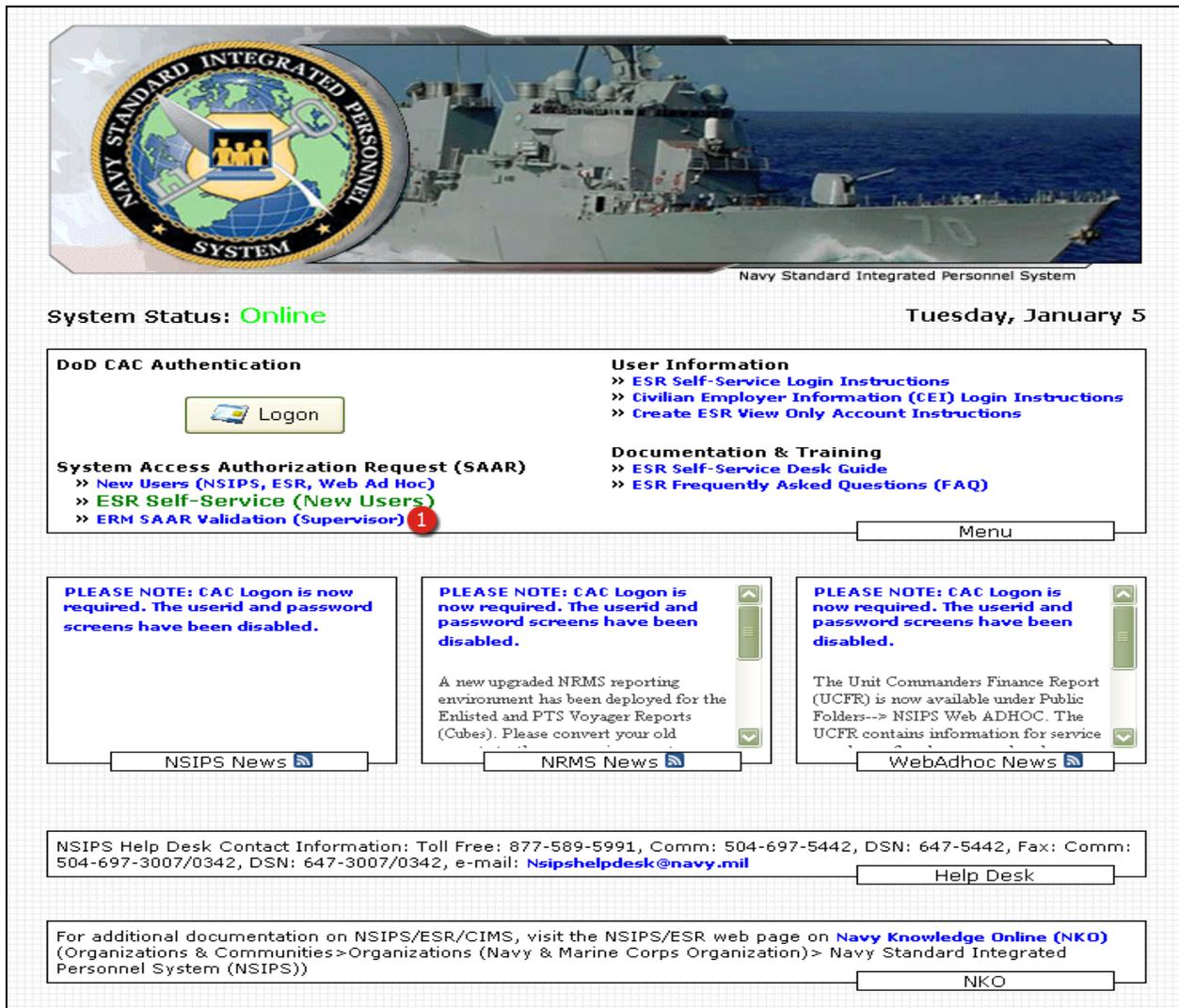


Figure 3-15–Verification Process: NSIPS Portal

1. **ERM SAAR Validation (Supervisor)** – Click this link to begin the verification process.

3.2.2 ERM SAAR Review/Verification Process

To begin the verification process, enter the user's Confirmation Code provided in the verification email on the ERM SAAR Review/Verification Process section (Figure 3-16). Figure 3-14 illustrates an example of the email.

ERM SAAR Review/Verification Process

Code

Please enter the Confirmation Code received in the Email and Click on the Button "Confirm" to start the Process.

Code: 2 Confirm
3

Figure 3-16–Verification Process: ERM SAAR Review/Verification Process

2. **Code** – Enter the Confirmation Code provided in the verification email.
NOTE: It is recommended to copy and paste the code from the email (Figure 3-14) into this field.
3. **Confirm** – Click the Confirm button. The Supervisor Details section displays.

3.2.3 Verification Process: Supervisor Details

After the Confirm button is selected, the Supervisor Details section displays on the page (Figure 3-17). The supervisor data entered in these fields must match the supervisor data entered on the original CLA SAAR request. This is a validation that the correct person is verifying the SAAR request. As the supervisor, complete the fields.

ERM SAAR Review/Verification Process

Code

Please enter the Confirmation Code received in the Email and Click on the Button "Confirm" to start the Process.

Code:

Supervisor Details

Please enter your details in the Section provided below and click Submit. The details should match those specified in the SAAR Form.

Name: (Last,First Middle) 4

SSN: (XXX-XX-XXXX) 5

Email Id: 6

Phone: 7

8 9

Figure 3-17–Verification Process: Supervisor Details Section

4. **Name** – (Required) Enter your name.
NOTE: It is important to enter the name into this field carefully; the supervisor's name must be entered exactly as it was during the application process on the SAAR form.
5. **SSN** – (Required) Enter your SSN.
6. **Email Id** – (Required) Enter the official email address. This is the email address where mail regarding this application is sent.
7. **Phone** – (Required) Enter the contact phone number.
8. **Submit** – (Required) Click the Submit button to save the supervisor's (your) contact information and continue the verification and authorization process. After successful submission of this page the applicant's SAAR Request displays for review/verification.
9. **Reset** – Click the Reset button to clear all entered data on this page.

NOTE: The system checks the supervisor information entered on this page with the supervisor information entered on the original SAAR form. If they do not match an error message displays (Figure 3-18). Verify the supervisor's name. Click OK to close the message.

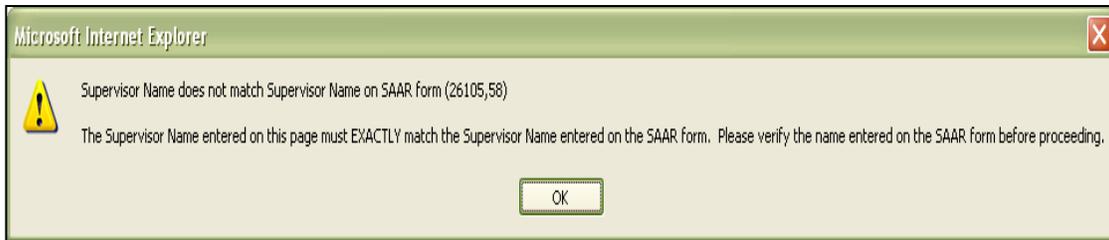


Figure 3-18–SAAR Supervisor Name Error Message

3.2.4 Verification Process: SAAR Form Review

After the Supervisor Details are submitted, the user's SAAR form (Figure 3-19) displays. Verify the accuracy of the information entered. Refer to Section 3.1 to view a sample SAAR form. At the bottom of the SAAR form, two new buttons displays: Verified/Approve and Deny Request.

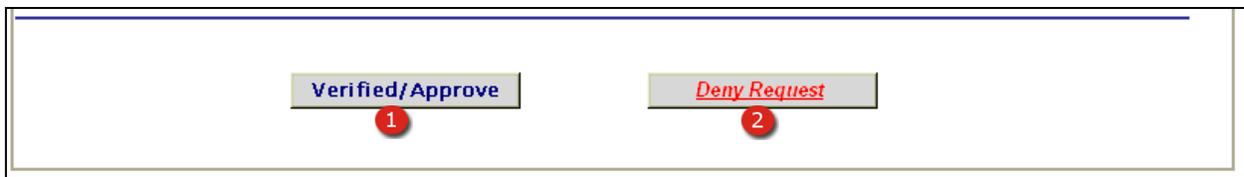


Figure 3-19–Verification Process: SAAR Form Buttons

1. **Verified/Approved** – Click the Verified/Approved button to approve the user's SAAR form. The Route SAAR for Final Approval page displays (Figure 3-20).
2. **Deny Request** – Click the Deny Request button to disapprove the user's SAAR form. The SAAR application is cancelled. The user will need to redo the SAAR.

NOTE: The supervisor only reviews the SAAR for accuracy, verifying that the information is accurate and that only the correct levels of access are requested.

3.2.5 Verification Process: Route SAAR for Final Approval

After the user’s SAAR is verified, the SAAR is sent to the local NSIPS Area Manager (NAM) for final approval and account activation. The supervisor verifying the SAAR selects the NAM from the list. The Route SAAR for Final Approval page (Figure 3-20) lists all NAMs available for this user. Select the appropriate NAM.

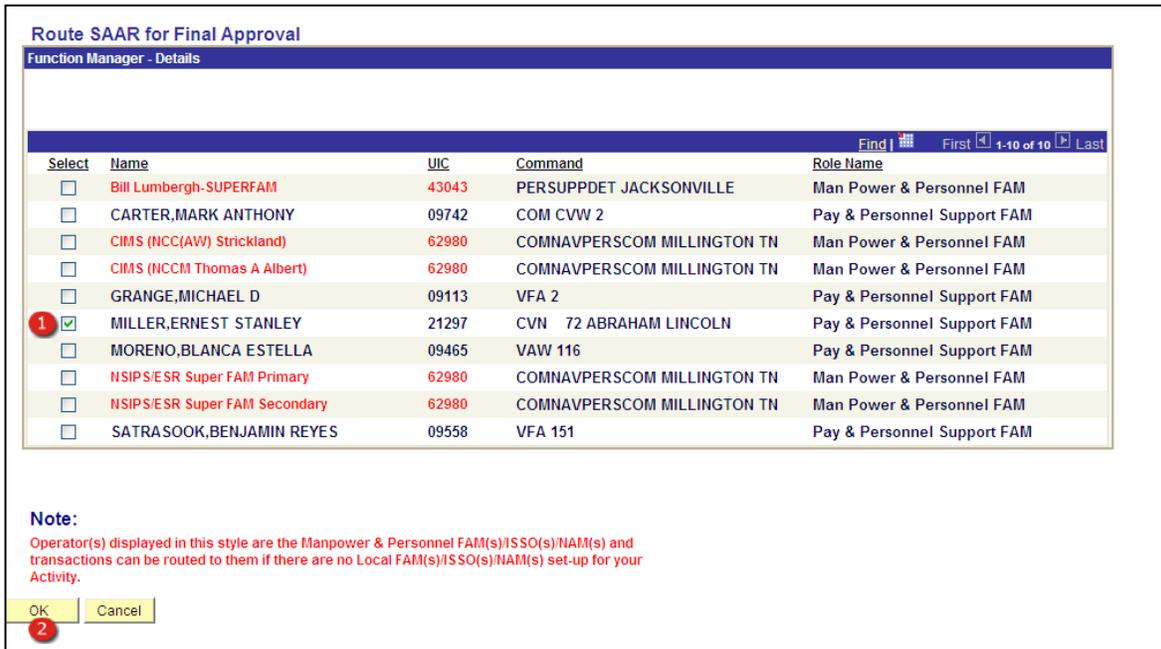


Figure 3-20–Verification Process: Route SAAR for Final Approval

1. **Select** – Click the checkbox next to the name to select the NAM for final approval and account activation. More than one can be selected.
2. **OK** – Click OK to route the SAAR to the identified NAM. The ERMS SAAR Status message displays.

The ERM SAAR Status message (Figure 3-21) indicates that the SAAR was forwarded to the NAM for final approval and account creation. Click the Close button to exit the verification process.

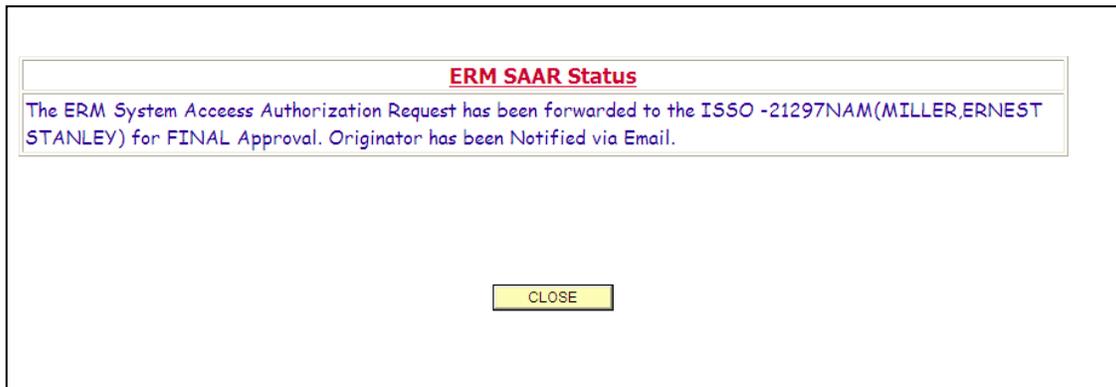


Figure 3-21–Verification Process: ERM SAAR Status Message

An email message is sent to the NAM for account creation. When the CLA’s User Role account is completed, he/she will receive an email confirmation. At that point the CLA accesses the e-Leave application via the NSIPS main menu to begin establishing the environment for e-Leave Request processing.

Refer to Section 5 for complete instructional details to begin e-Leave setup.

3.3 Civilian and Joint Force User Account Creation

Civilians and Joint Forces can assume the role of Command Leave Administrator (CLA), Reviewer, and/or Approver. From this point forward, civilians and Joint Forces will be referred to as civilians. Since the civilian does not have an NSIPS account, special arrangements are made to allow the civilian the ability to request an account to perform the CLA, Reviewer, and/or Approver tasks.

The civilian uses his/her Common Access Card (CAC) and accesses the SAAR request using the New User (NSIPS, ESR, Web Ad Hoc) link on the NSIPS Splash page. The SAAR provides the Security Type and User Role of e-Leave Command Administrator and e-Leave Civilian Approver/Reviewer option. The CLA assigns the Reviewer/Approver role to the civilian and unlocks the account. This section details the instructional steps for the civilian and the CLA to establish the civilian account. As with all personnel the process begins by accessing the NSIPS Portal.

3.3.1 Access the NSIPS Portal

In the Internet Explorer window, navigate to <https://nsips.nmci.navy.mil/> . The Security Disclaimer page (Figure 3-22) loads.

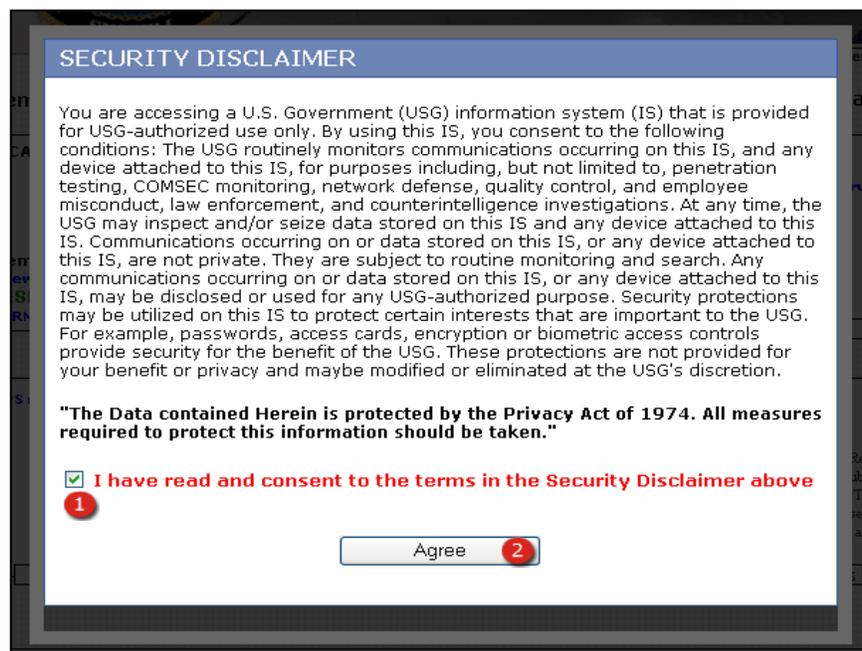


Figure 3-22–Security Disclaimer

1. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
2. **Agree** – Click the Agree button. The NSIPS Splash page displays.

3.3.2 NSIPS Splash Page

The NSIPS Splash page (Figure 3-23) provides the link to access the SAAR form. In the System Access Authorization Request (SAAR) section, links provide access to create new user accounts, create Self-Service accounts, and validate a submitted SAAR request. To create the civilian account, use the New Users (NSIPS, ESR, Web Ad Hoc) link.

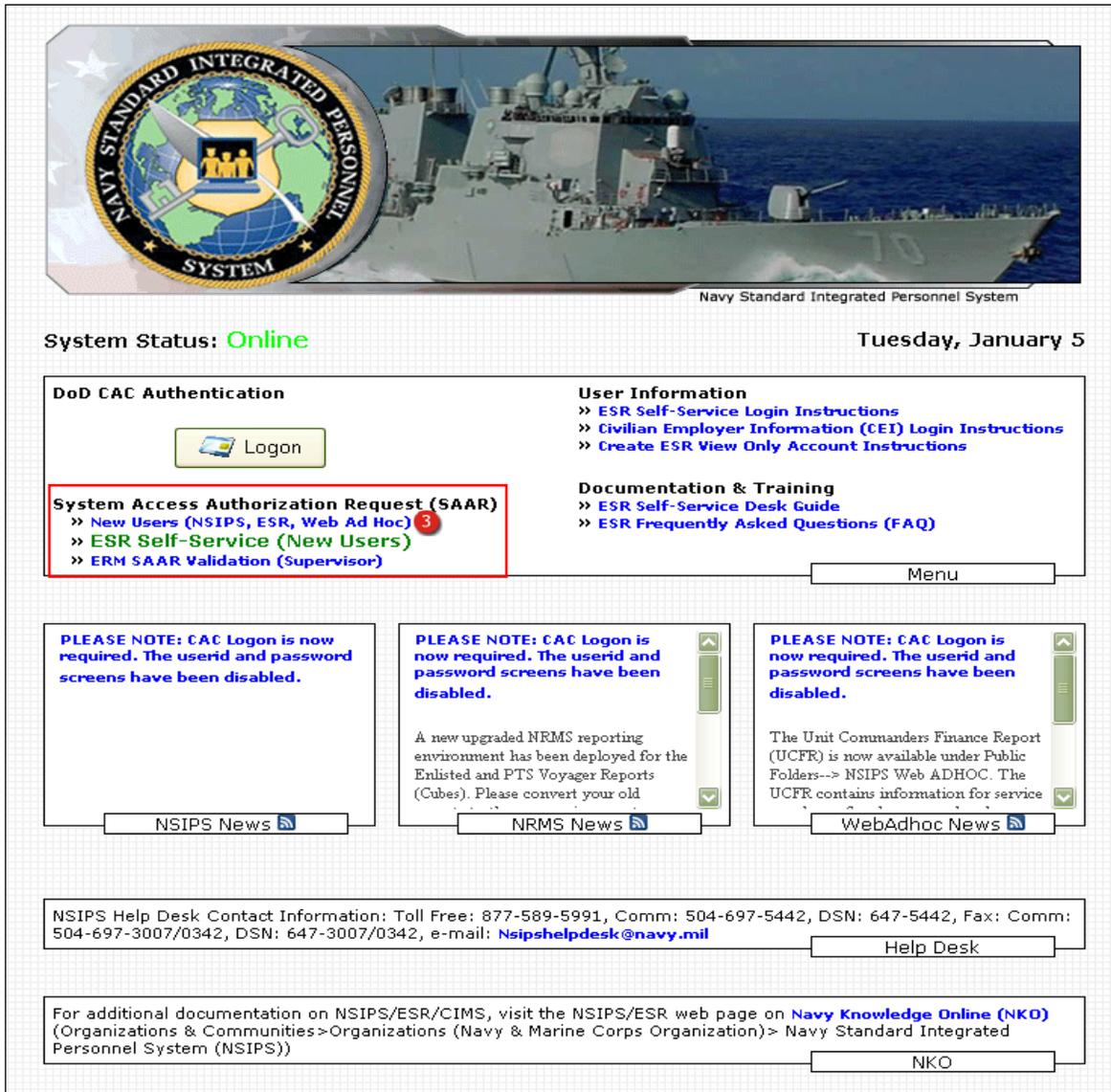


Figure 3-23–NSIPS Splash Page

3. New Users (NSIPS, ESR, Web Ad Hoc) – Click the link to initiate the SAAR process to establish the civilian User Role account. The SAAR Initiate page displays.

3.3.3 SAAR Initiate – NON-ERM USERS ONLY Page

The SAAR Initiate – NON-ERM USERS ONLY page (Figure 3-24) begins the SAAR process.

Figure 3-24–SAAR Initiate: NON-ERM USERS ONLY Page

1. **EmplID** – (Required) Enter the SSN. Press the Tab key to move to the next field.

NOTE: The Tab key initiates data verification with the database. Since this member is a civilian/Joint Force a record does not exist in NSIPS. The error message (Figure 3-25) displays. Click OK to close the error message and return to the NON-ERM USERS ONLY page and complete the remaining fields.

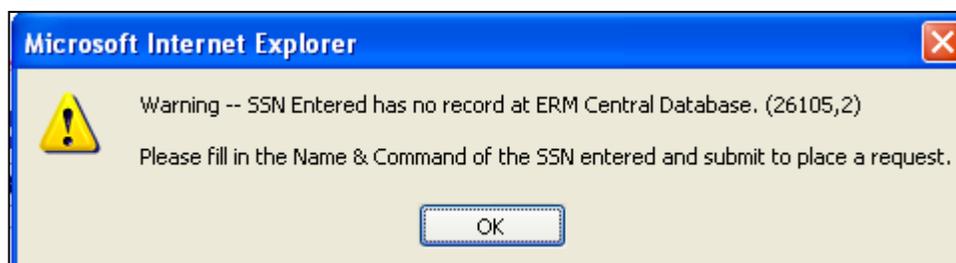


Figure 3-25–SSN Error Message

2. **Name** – (Required) Enter the name in Last,First (space) MI format. Press the Tab key.
3. **Command UIC** – (Required) Enter the current Command UIC. Press the Tab key.

4. **Submit** – Click the Submit button to open the next page in the SAAR application process. The SAAR User Profile page displays (Figure 3-27).
5. **Cancel** – Click the Cancel button to cancel the request and close the SAAR process. On the cancellation message page (Figure 3-26); use the Return to NSIPS Portal Page link to return to the NSIPS Portal.
6. **Reset** – Click the Reset button to clear all information entered on the NON-ERM USERS ONLY page. Re-enter user information.

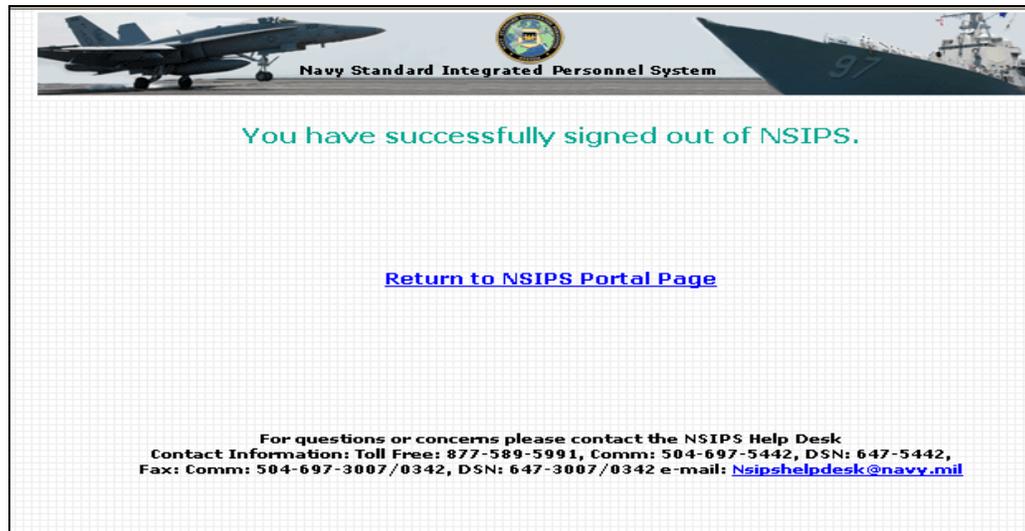


Figure 3-26–Results of SAAR Cancellation

3.3.4 System Access Authorization Request (SAAR) – User Profile Page

System Access Authorization Request (SAAR) form (Figure 3-27) displays. The Privacy Statement displays at the top of the page. This indicates that the information entered on this form is governed by Privacy Act requirements. The data entry fields provide the ability to record User Profile details identifying the type of user.

System Access Authorization Request - (SAAR)

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 A

User ID: Password

General Attributes B

EmpID: 888888882 Name: JONES, THOMAS
 Department: 63410 NAVMAC MILLINGTON TN JUSTIFICATION
 Rank Rate: NA Account Type: Civilian 3
 Email Address: Telephone: 2
(joe.smith@navy.mil)

Security Type & User Roles C

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

4 e-Leave Command Administrator eLeave is a Sub-System in the Enterprise Database.
 e-Leave Civilian Approver/Reviewer

ePerformance Details

ePerformance User? ePerformance is a Sub-System in the Enterprise Database

Figure 3-27–SAAR Account: User Profile Page – Civilian

A. Operator Details

The Operator Details section contains the system-generated User Identification number (User ID) assigned in association with the user’s CAC. This value is used to track the SAAR through the review, validation, and approval process. Write this number down and keep it for future reference to access this account to perform e-Leave tasks.

B. General Attributes

The General Attributes section (Figure 3-28) provides demographic data about the civilian completing the SAAR. Data displays in the EmplID (SSN), Name, and Department (UIC) fields based on the values entered on the NON-ERM USERS ONLY page (Figure 3-24). The Account Type indicates Civilian and the Rank/Rate field displays Not Applicable (N/A).

General Attributes B			
EmplID:	888888882	Name:	JONES, THOMAS
Department:	63410	NAVMAC MILLINGTON TN	JUSTIFICATION 3
Rank/Rate:	N/A	Account Type:	Civilian
Email Address:	(1)	Telephone:	(2)

Figure 3-28–SAAR: User Profile Page – General Attributes Section

1. **Email Address** – (Required) Enter the official Email address.
2. **Telephone** – Enter the telephone number. The Help Desk or NSIPS Area Manager (NAM) uses this telephone number to contact the person.
3. **Justification** – Click the Justification button and enter a justification or reason for the SAAR request. This button opens a Comments window allowing for free form text entry. Once a comment is added, the Justification button turns red indicating a comment exists.

C. Security Type & User Roles

The Security Type & User Roles section (Figure 3-29) provides the options to establish User Roles. To create the Civilian User Role, select the e-Leave Command Administrator or e-Leave Civilian Approver/Reviewer option. Once this is selected, all remaining fields become unavailable.

Security Type & User Roles C	
Corporate User	
<input type="checkbox"/> Corporate User?	This type of Account has to be Approved By the Functional Area Manager Responsible for ManPower & Personnel Acceptance and Oath of Office
<input type="checkbox"/> ANO User?	
CIMS User	
<input type="checkbox"/> CIMS User?	Career Information Management System
POEMS User	
<input type="checkbox"/> POEMS User	PCS Obligation & Expenditure Management System
e-Leave	
<input checked="" type="checkbox"/> e-Leave Command Administrator	eLeave is a Sub-System in the Enterprise Database.
<input type="checkbox"/> e-Leave Civilian Approver/Reviewer	

Figure 3-29–SAAR: User Profile Page – Security Type & User Roles Section

4. **e-Leave** – Click the appropriate checkbox, e-Leave Command Administrator or e-Leave Civilian Approver/Reviewer.

NOTE: The next step varies depending upon the selection made in the Security Type & User Roles section (Figure 3-29). Refer to Section 3.3.5 for civilian CLA and Section 3.3.6 for e-Leave Civilian Approver/Reviewer.

3.3.5 Continue SAAR Process for Civilian CLA

After e-Leave Command Administrator is selected from the e-Leave section under Security Type & User Roles (Figure 3-29), scroll down to the Supervisor Details section (Figure 3-30). As with the military CLA account, the civilian account needs to be reviewed by the supervisor.

3.3.5.1 Complete Supervisor Details Section

In the Supervisor Details section (Figure 3-30), identify the supervisor. It is important to remember that the supervisor's name must be correctly entered.

Supervisor Details - SAAR Form

Name: *
(Last,First Middle)

Email Id: *
(joe.smith@cnrf.navy.nola.mil)

Contact Phone: *

SUBMIT

Figure 3-30–SAAR: Supervisor Details – SAAR Form Section

5. **Name** – Enter the name of the supervisor responsible for reviewing this SAAR request. Enter the name in the standard format: LAST,FIRST (space) Middle Initial (MI).
NOTE: Carefully enter the supervisor's name. If it does not match what the supervisor will enter, he/she will not be able to locate this SAAR request to process it. Double check the spelling of the name before submitting.
6. **Email Id** – Enter the supervisor's official email address. Details about the SAAR will be sent to this email address.
7. **Contact Phone** – Enter the supervisor's contact phone number.
8. **Submit** – Click the Submit button to submit the SAAR application and begin the verification and authorization process. After successful submission of the application the ERM SAAR Status page displays.

3.3.5.2 ERM SAAR Status

Once the SAAR application is submitted, the ERM SAAR Status message (Figure 3-31) displays indicating it was sent to the supervisor for verification and the SAAR review process has begun.

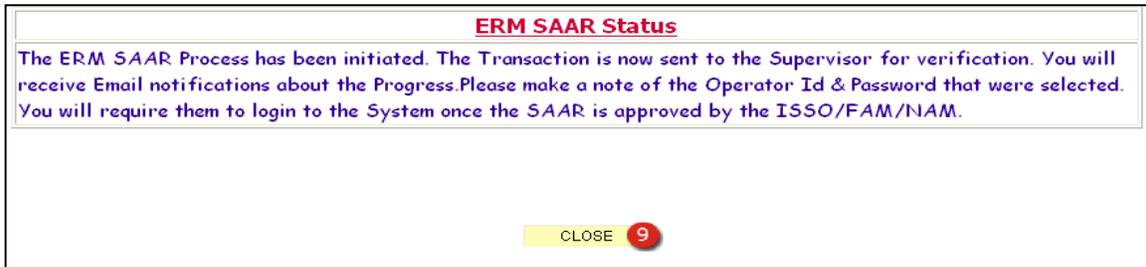


Figure 3-31–SAAR: ERM SAAR Status

9. **Close** – Click the Close button to close the status message.

3.3.5.3 SAAR – Verification Email

After the SAAR application is submitted, email verification is sent to the supervisor identified on the user's SAAR form in the Supervisor Details – SAAR Form section. The email (Figure 3-32) provides the supervisor with the Confirmation Code and instruction on how to access the user's SAAR form. If you are a supervisor for SAAR review, follow the instructions provided in the email. Section 3.2 provides instructional details about the SAAR verification process.

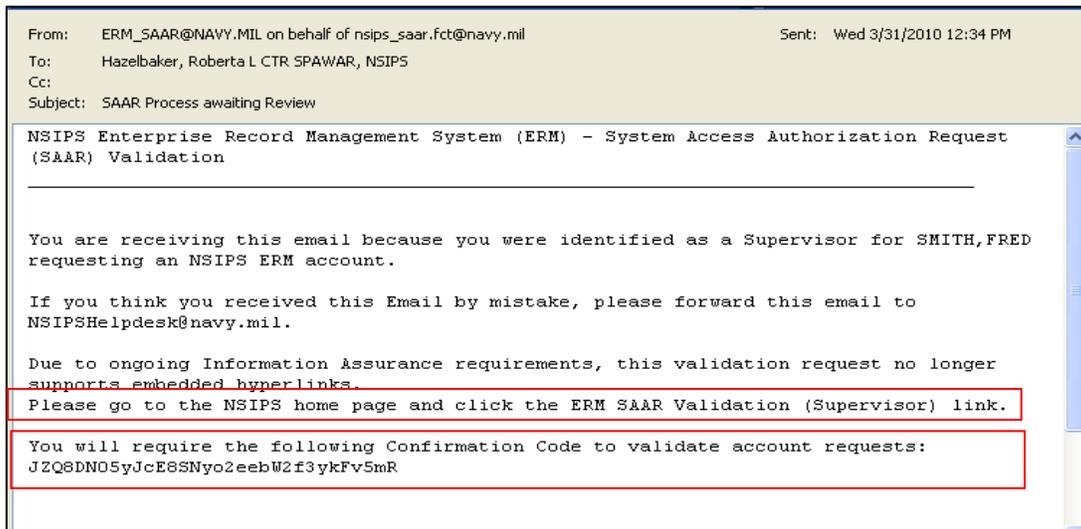


Figure 3-32–SAAR Verification E-mail: Sample

3.3.6 Continue SAAR Process for e-Leave Civilian Approver/Reviewer

After e-Leave Civilian Approver/Reviewer is selected from the e-Leave section under Security Type & User Roles (Figure 3-33), scroll down to the Supervisor Details section (Figure 3-34).

Security Type & User Roles	
Corporate User	
<input type="checkbox"/> Corporate User?	This type of Account has to be Approved By the Functional Area Manager Responsible for ManPower & Personnel Acceptance and Oath of Office
<input type="checkbox"/> ANO User?	
CIMS User	
<input type="checkbox"/> CIMS User?	Career Information Management System
POEMS User	
<input type="checkbox"/> POEMS User	PCS Obligation & Expenditure Management System
e-Leave	
<input type="checkbox"/> e-Leave Command Administrator	eLeave is a Sub-System in the Enterprise Database.
<input checked="" type="checkbox"/> e-Leave Civilian Approver/Reviewer	

Figure 3-33–SAAR Verification E-mail: Sample

3.3.6.1 Submit the e-Leave Civilian Approver/Reviewer SAAR Request

The CLA verifies and creates the civilian account for Approvers/Reviewers. The CLA accesses the civilian account, unlocks the account, assigns UIC access, and assigns the civilian as Reviewer and/or Approver to specific ember accounts. Refer to Section 5.5 for details about establishing civilian Reviewer/Approver accounts.

Since the CLA takes care of the civilian account, the supervisor details are not needed. Use the Submit button at the bottom of the SAAR form (Figure 3-34).

Supervisor Details - SAAR Form	
Name:	<input type="text"/> *
	(Last,First Middle)
Email Id:	<input type="text"/> *
	(joe.smith@cnrf.navy.nola.mil)
Contact Phone:	<input type="text"/> *
<input type="button" value="SUBMIT"/> 1	

Figure 3-34–SAAR: Supervisor Details – SAAR Form Section

1. **Submit** – Click the Submit button. The ERM SAAR Status message displays.

3.3.6.2 ERM SAAR Status Message

Once the SAAR is successfully submitted, the ERM SAAR Status message (Figure 3-35) displays indicating the success of the submission. It indicates that the request was sent to the CLA, assigned to your UIC, who will process the request.



Figure 3-35–ERM SAAR Status Message

2. **Close** – Click the Close button to close the message.

Once the account is submitted the CLA accesses the civilian's account, and using the Civilian Profile Setup option establishes the account. Refer to Section 5.5 for details.

3.4 Military Reviewer, Approver, Member Self-Service Account Creation

Military e-Leave Reviewers, Approvers, and the member request and process e-Leave Requests via a Self-Service account. Reviewers and Approvers use the Self-Service account to complete his/her own e-Leave Request; as well as, review/approve e-Leave Requests for assigned members. Each person must complete a SAAR requesting the Self-Service account. The process begins by accessing the NSIPS Portal.

3.4.1 Access the NSIPS Portal

In the Internet Explorer window, navigate to <https://nsips.nmci.navy.mil/> . The Security Disclaimer page loads (Figure 3-36).

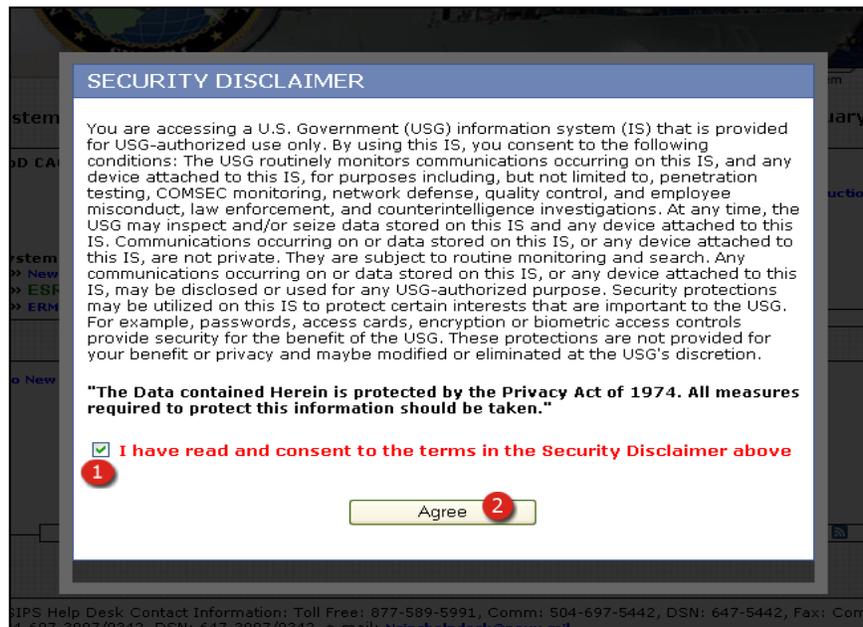


Figure 3-36–Security Disclaimer

1. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
2. **Agree** – Click the Agree button. The NSIPS Splash page displays.

3.4.2 NSIPS Splash Page

The NSIPS Splash page (Figure 3-37) provides links to access the SAAR form. In the System Access Authorization Request (SAAR) section, links provide access to create new User Role accounts, create Self-Service accounts, and validate and submit SAAR requests. To create a military Reviewer, Approver, or member account, use the ESR Self-Service (New Users) link.

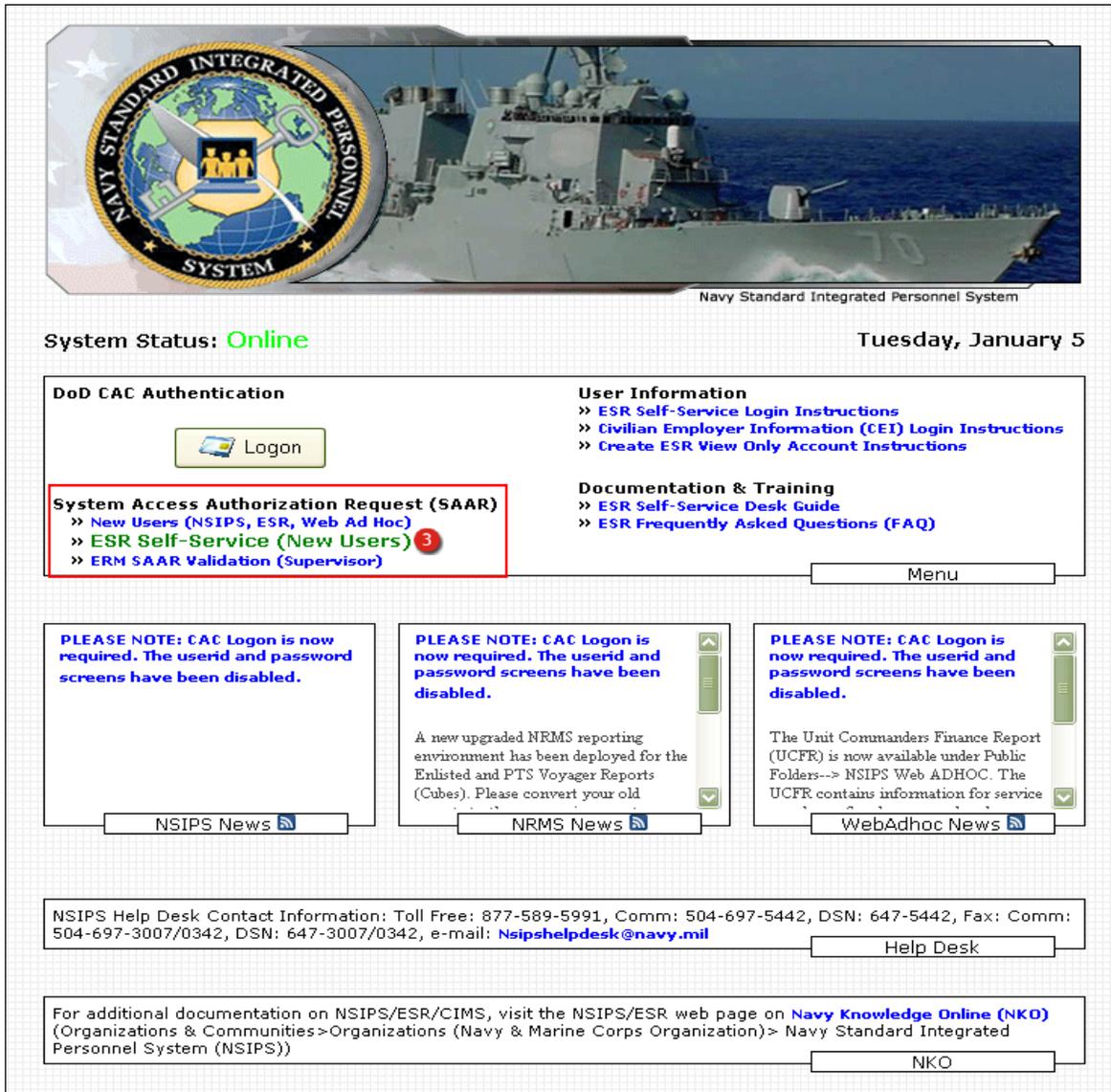


Figure 3-37–NSIPS Splash Page

3. **ESR Self-Service (New Users)** – Click the link to initiate the SAAR process. The Member Self-Service Account Request page displays to begin the SAAR account request process.

3.4.3 Member Self-Service Account Request Page

The Member Self-Service Account Request page (Figure 3-38) provides the fields to request a SAAR account to create the member's Self-Service account.

NOTE: If you are not on a Navy/Marine Corp Intranet (NMCI) workstation, you will need the Department of Defense (DOD) Public Key Infrastructure (PKI) identity certificate loaded into the web browser, a Common Access Card (CAC) reader and the CAC in order to access the SAAR request web page. Contact your Local Registration Authority (LRA) for assistance. If on an NMCI workstation, use your CAC.

Figure 3-38–Member Self-Service Account Request Page

1. **ESR User Id** – System generated User Id used to track the SAAR account request through the review process. Write this number down and keep it for future reference.
2. **SSN** – Enter your SSN. Press the Tab key.
NOTE: The Tab key initiates data verification with the database. Since this is a military member, a record exists in NSIPS. The data stored in the database automatically populates the Name field.
3. **Name** – System displays member's name based on the SSN and the database record.
4. **Birthdate** – Enter date of birth in YYYY/MM/DD format.

5. **Email** – Enter the official email address. Press the Tab key. A message window (Figure 3-39) displays confirming that the email address entered is official.



Figure 3-39–Official Email Address Confirmation

- **Yes/No** – Click Yes or No to return to the Member Self-Service Account Request page. If No was clicked, return to the Email field and enter an official email address.
6. **Phone** – Enter the official telephone number for the work location.
 7. **Create Self-Service Account** – Click this button to create the account. The Self-Service Account Status message (Figure 3-40) displays confirming that the account creation was successful. To close the message, click the red X.

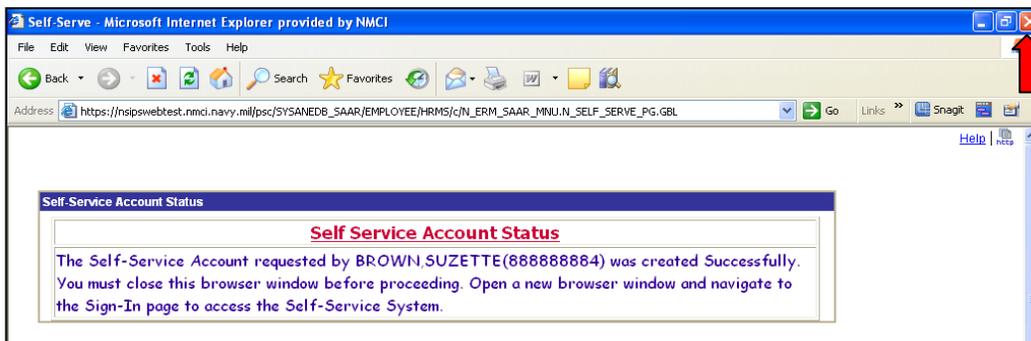


Figure 3-40–Self-Service Account Status Message

8. **Cancel** – Click the Cancel button to cancel the request and close the SAAR request. The signed out message (Figure 3-41) displays.

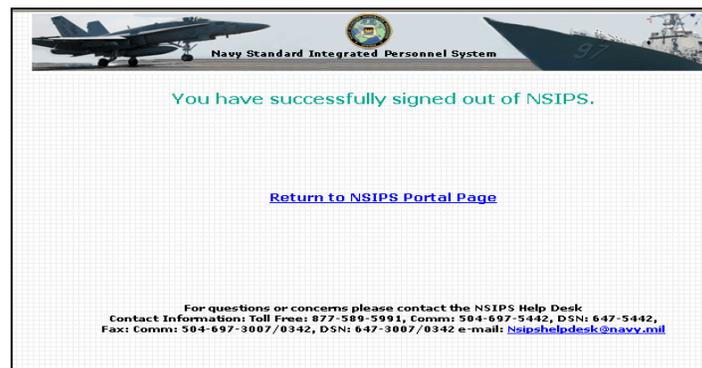


Figure 3-41–Self-Service Account Cancellation Message

Once the account is submitted, the supervisor begins the SAAR verification process. Refer to Section 3.2 for instructional details about the Supervisor verification process.

3.5 Adding a UIC Outside of the CLA's ADSN

During the initial request for the CLA account, the UICs identified are UICs within the Accounting and Disbursing Symbol Number (ADSN) for the CLA's Command. If as the CLA, you need access to UICs outside your ADSN, a modification to the SAAR is needed. The modification is completed AFTER the initial SAAR request is granted and the CLA account created.

For example, as the CLA for Norfolk, you have access to the Norfolk UICs. A sailor, attached to a San Diego UIC, needs assistance with processing his e-Leave Request. You will need access to this San Diego UIC in order to assist. Using the SAAR modification process, request access to the San Diego UIC, which is outside your command's ADSN.

To access the modification to the SAAR form, access the e-Leave Home menu from the Navy Standard Integrated Personnel System (NSIPS) Portal using your CLA User Role account.

3.5.1 Accessing e-Leave

The CLA accesses the SAAR modification feature from the ERM Menu via the NSIPS Portal. In the Internet Explorer window, navigate to <https://nsips.nmci.navy.mil/>. The Security Disclaimer page (Figure 3-42) displays.

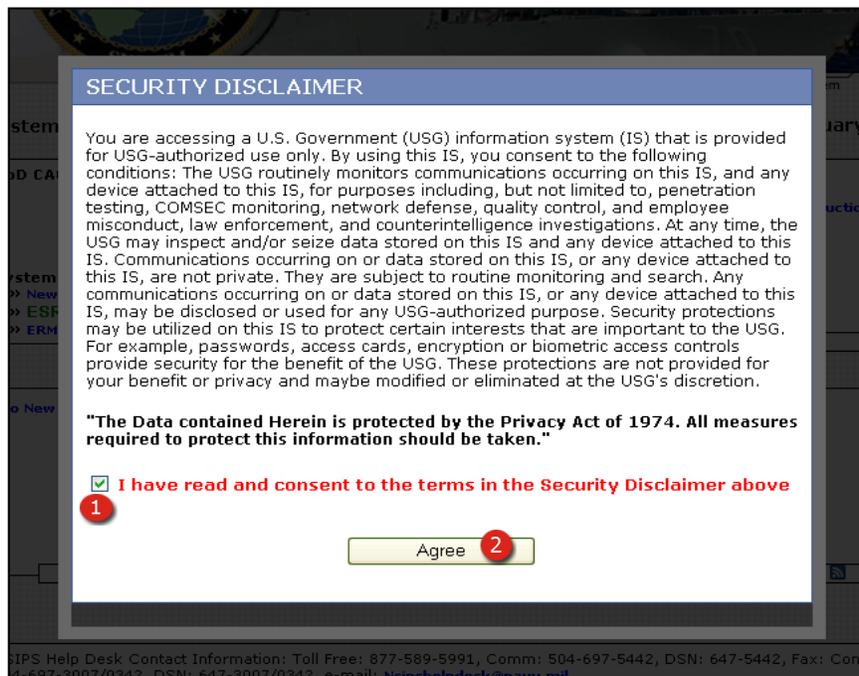


Figure 3-42–Security Disclaimer

1. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
2. **Agree** – Click the Agree button. The NSIPS Splash page (Figure 3-43) displays.

3.5.2 NSIPS Splash Page

On the NSIPS Splash page (Figure 3-43) log into the NSIPS environment to access e-Leave.



Figure 3-43–NSIPS Splash Page

3. **Logon** – Click the Logon button. The NSIPS Account List page displays.

3.5.3 NSIPS Account List Page

The NSIPS Account List page (Figure 3-44) displays all User Role User IDs assigned to you. The User Role was created using the System Access Authorization Request (SAAR) form described in Section 3.1 for military CLAs and Section 3.3 for civilian CLAs. During the SAAR process, the system-generated User ID is assigned to the user. This value is used to access e-Leave. As the CLA, select the User ID that corresponds to the Command Leave Administrator User Role (Figure 3-44).

Navy Standard Integrated Personnel System

Welcome: ROBERTA HAZELBAKER

Please select an Account from the list below and click "Logon" to Logon

If you do not see your account below click [here](#)

UserID	Description
<input checked="" type="radio"/> N1081224451S0003 4	Command Leave Administrator
<input type="radio"/> N1081224451S0004	Member Self Service

SECURITY DISCLAIMER

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS, you consent to the following conditions: The USG routinely monitors communications occurring on this IS, and any device attached to this IS, for purposes including, but not limited to, penetration testing, COMSEC monitoring, network defense, quality control, and employee misconduct, law enforcement, and counterintelligence investigations. At any time, the USG may inspect and/or seize data stored on this IS and any device attached to this IS. Communications occurring on or data stored on this IS, or any device attached to this IS, are not private. They are subject to routine monitoring and search. Any communications occurring on or data stored on this IS, or any device attached to this IS, may be disclosed or used for any USG-authorized purpose. Security protections may be utilized on this IS to protect certain interests that are important to the USG. For example, passwords, access cards, encryption or biometric access controls provide security for the benefit of the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion.

"The Data contained Herein is protected by the Privacy Act of 1974. All measures required to protect this information should be taken."

5 I have read and consent to the terms in the Security Disclaimer above

6

Figure 3-44–NSIPS Account List Page

4. **User ID** – Click the radio button that corresponds with the User ID associated with the task being performed. For the CLA, select the Command Leave Administrator User ID.
5. **Security Disclaimer** – Review the Security Disclaimer. Click the checkbox to indicate you have read and agree with the disclaimer. A check mark displays in the field.
6. **Logon** – Click the Logon button. The ERM Menu displays.

3.5.4 ERM Menu

The ERM Menu (Figure 3-45) displays.



Figure 3-45–ERM Menu

Navigate to the SAAR form by selecting the following menu items:

- ERM Security Administration
- ERM – SAAR
- SAAR
- SAAR Initiate

The SAAR Initiate page displays.

3.5.5 SAAR Initiate – ERM USERS ONLY Page

The SAAR Initiate – ERM USERS ONLY page (Figure 3-46) displays. Because this is a modification to an existing SAAR request, the CLA's User Id and Name displays.

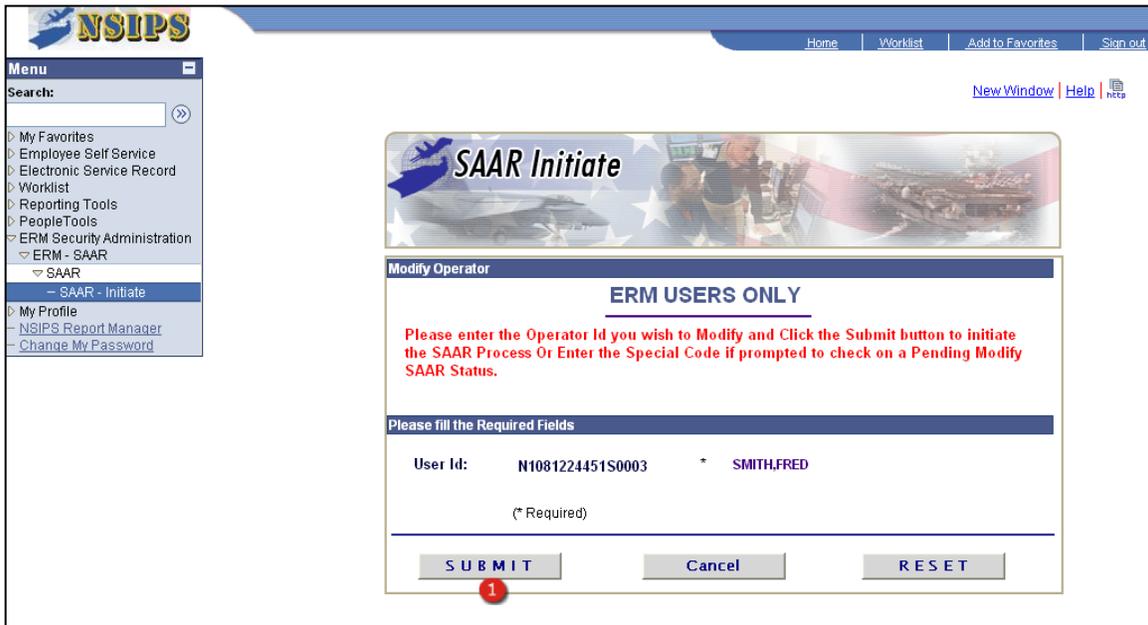


Figure 3-46–SAAR Initiate –ERM USERS ONLY Page

1. **Submit** – Click the Submit button.

The SAAR form displays with the ERM SAAR-Type section (Figure 3-47). This section defaults to Modify so the CLA can modify the list of UICs.

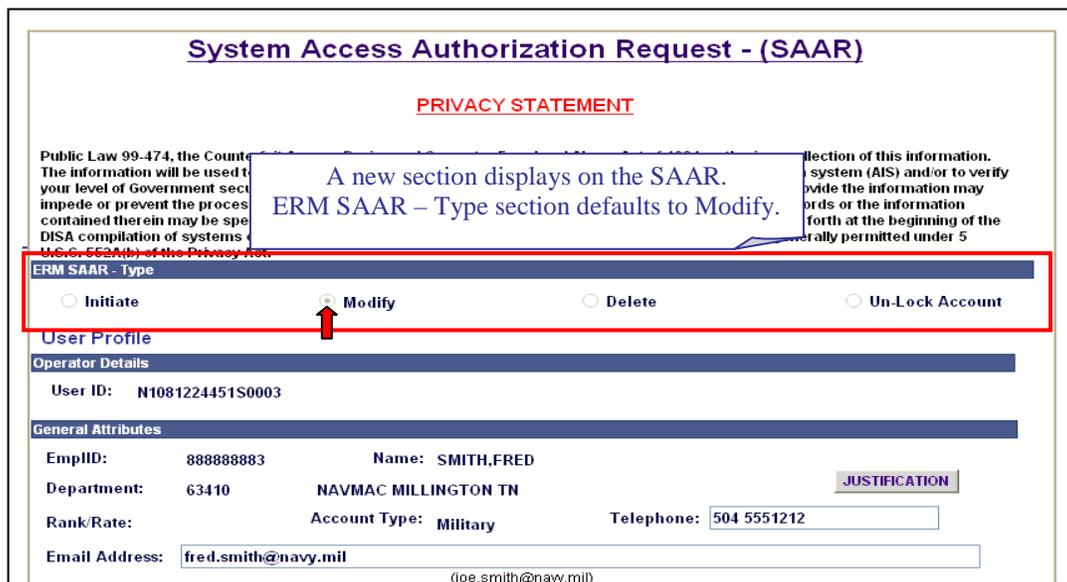


Figure 3-47–SAAR – ERM SAAR –Type Section

Scroll down to the ERM UIC Access section (Figure 3-48).

ERM UIC Access

ERM UIC Access

1

Workflow Setup

Click here to Set-Up Next Roleusers in Route

Supervisor Details - SAAR Form

Name: *

(Last,First Middle)

Email Id: *

(Joe.smith@cnrf.navy.nola.mil)

Contact Phone: *

SUBMIT

Figure 3-48–ERM UIC Access Section

1. **ERM UIC Access** – Click the ERM UIC Access link.

The Pay & Personnel Support Level UIC Access Profile page (Figure 3-49) displays. In the General UIC(s) section, the UIC assigned during the initial SAAR request display. These UICs are within the ADSN of the CLA’s Command.

Pay & Personnel Support Level UIC Access Profile

EmpID: 88888883 SMITH,FRED

UIC Access Details

PPSUIC - NO UIC(S) FOUND -

Reserve Admin - NO UIC(S) FOUND -

General UIC(s) 2

49420 (FISC SIGONELLA DUBAI),
63410 (NAVMAC MILLINGTON TN)

OK Cancel

Figure 3-49–Pay & Personnel Support Level UIC Access Profile Page

2. **General UIC(s)** – Click the General UIC(s) button.

The UIC Access page (Figure 3-50) displays. The currently assigned UICs display on the page and provides the ability to delete them using the Delete a Row icon (minus sign). New UICs can be added using the Add a Row icon (plus sign). Enter the additional UICs.

The screenshot shows a web interface for UIC Access. At the top, a box displays 'EmpID: 88888883' and 'SMITH,FRED'. Below this is a table with columns 'General UIC' and 'Activity Long Title'. The table contains three rows: 49420 (FISC SIGONELLA DUBAI), 63410 (NAVMAC MILLINGTON TN), and 21297 (CVN 72 ABRAHAM LINCOLN). Each row has a plus sign (+) and a minus sign (-) icon to its right. A red circle with the number '3' is next to the '21297' UIC, and a red circle with the number '4' is next to the minus sign of the same row. At the bottom, there are 'OK' and 'Cancel' buttons, with a red circle and the number '5' next to the 'OK' button.

Figure 3-50–UIC Access Page

3. **General UIC** – Enter the new UIC in the General UIC field. Press the Tab key. The UIC’s name displays in the Activity Long Title field.
4. **Add a Row** – Click the Add a Row (plus sign) icon to add additional UICs.
5. **OK** – Click OK.

The Pay & Personnel Support Level UIC Access Profile page (Figure 3-51) re-displays with the new UIC added.

The screenshot shows the 'Pay & Personnel Support Level UIC Access Profile' page. It displays 'EmpID: 88888883' and 'SMITH,FRED'. Below is a section titled 'UIC Access Details' with three dropdown menus: 'PPSUIC', 'Reserve Admin', and 'General UIC(s)'. The 'General UIC(s)' dropdown is highlighted with a red box and contains the text: '49420 (FISC SIGONELLA DUBAI), 63410 (NAVMAC MILLINGTON TN), 21297 (CVN 72 ABRAHAM LINCOLN)'. At the bottom, there are 'OK' and 'Cancel' buttons, with a red circle and the number '6' next to the 'OK' button.

Figure 3-51–Pay & Personnel Support Level UIC Access Profile: New UIC

6. **OK** – Click the OK button. The SAAR Form redisplay (Figure 3-52).

The screenshot shows a web form titled "ERM UIC Access" with a sub-section "Supervisor Details - SAAR Form". It contains three input fields: "Name" with the value "ARMSTRONG,HARRY", "Email Id" with "harry.armstrong@navy.mil", and "Contact Phone" with "504 5551212". A "SUBMIT" button with a red circle containing the number "7" is at the bottom.

Figure 3-52– SAAR Form

7. **Submit** – Click the Submit button.

The Route SAAR for Final Approval page (Figure 3-53) displays. Locate the NSIPS Area Manager (NAM) for the UIC. In this example the NAM for 21297 is Miller.

The screenshot shows a table titled "Route SAAR for Final Approval" with the sub-header "Function Manager - Details". The table has columns for "Select", "Name", "UIC", "Command", and "Role Name". The first row is selected, indicated by a red circle with the number "8" and a checked checkbox. Below the table is a "Note" section and "OK" and "Cancel" buttons. A red circle with the number "9" is positioned over the "OK" button.

Select	Name	UIC	Command	Role Name
<input checked="" type="checkbox"/>	MILLER,ERNEST STANLEY	21297	CVN 72 ABRAHAM LINCOLN	Pay & Personnel Support FAM
<input type="checkbox"/>	CARTER,MARK ANTHONY	09742	COM CVW 2	Pay & Personnel Support FAM
<input type="checkbox"/>	MORENO,BLANCA ESTELLA	09465	VAW 116	Pay & Personnel Support FAM
<input type="checkbox"/>	SATRASOOK,BENJAMIN REYES	09558	VFA 151	Pay & Personnel Support FAM
<input type="checkbox"/>	GRANGE,MICHAEL D	09113	VFA 2	Pay & Personnel Support FAM
<input type="checkbox"/>	NSIPS,ESR Super FAM Primary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
<input type="checkbox"/>	CIMS (NCC(AW) Strickland)	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
<input type="checkbox"/>	CIMS (NCCM Thomas A Albert)	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM
<input type="checkbox"/>	Bill Lumbergh-SUPERFAM	43043	PERSUPPDET JACKSONVILLE	Man Power & Personnel FAM
<input type="checkbox"/>	NSIPS,ESR Super FAM Secondary	62980	COMNAVPERSCOM MILLINGTON TN	Man Power & Personnel FAM

Figure 3-53–Route SAAR for Final Approval Page

8. **Select the NAM** – Click the checkbox under Select that corresponds with the NAM for the UIC.
9. **OK** – Click OK.

The request is submitted to the NAM to finalize the account. Once finalized the CLA receives notification in an email (Figure 3-54).

```
-----Original Message-----  
From: ERM_SAAR@navy.mil [mailto:ERM_SAAR@navy.mil] On Behalf Of  
nsips_saar.fct@navy.mil  
Sent: Friday, July 30, 2010 8:21  
To: Smith, Fred  
Subject: [none]  
  
Enterprise Record Management System - System Access  
Authorization Request Form  
  
-----  
The SAAR Form Submitted on your behalf has been APPROVED. Please login  
to your account to verify the Changes.  
  
-----  
NOTE: This email was generated because you submitted a SAAR Request. If  
you think you received this email by mistake, please forward this email  
to your ERM POC.  
  
-----  
-----
```

Figure 3-54–Sample Notification email

Once the email notification is received, the added UIC(s) display on all UIC Lookup lists for this CLA.

APPENDIX A-ACRONYMS AND ABBREVIATIONS

ACRONYMS AND ABBREVIATIONS	
ADSN	Accounting and Disbursing Symbol Number
BAS	Basic Allowance for Subsistence
CAC	Common Access Card
CIMS	Career Information Management System
CIV	Civilian
CO	Commanding Officer
COTS	Commercial Off-the Shelf
CST	Central Standard Time
DEPT	Department
DEPTID	Department Identification or Unit Identification Code
DFAS	Defense Finance and Accounting Service
DIV	Division
DJMS	Defense Joint Military Pay System
DJMS-AC	Defense Joint Military Pay System – Active Component
DoD	Department of Defense
DSC	Duty Status Code
EAOS	Expiration Active Obligated Service
e-Leave	Electronic-Leave
EmplID	Employee Identification (reflects member's Social Security Number)
ERM	Enterprise Record Management
ESR	Electronic Service Record
FAM	Functional Area Manager
FID	Format Identifier
FY	Fiscal Year
HR	Human Resource
ID Id	Identification Number

ACRONYMS AND ABBREVIATIONS	
INCONUS	Inside the Continental United States, including Alaska and Hawaii
LCN	Leave Control Number
LES	Leave and Earning Statement
LOD	Letter of Designation
LRA	Local Registration Authority
MI	Middle Initial
MILPERSMAN	Military Personnel Manual
MMPA	Master Military Pay Account
NAM	NSIPS Access Manager
NAVCOMPT	Navy Comptroller
NMCI	Navy Marine Corp Intranet
NSIPS	Navy Standard Integrated Personnel System
OCONUS	Outside the Continental United States
Oprid	Operator Identification Number
PERM DUTY STA	Permanent Duty Station
PII	Personally Identifiable Information
PKI	Public Key Infrastructure
<i>Proj.</i>	<i>Projected</i>
PSD	Personnel Support Activity Detachment
SAAR	System Access Authorization Request (NSIPS usage)
SBxx	Leave Status Code where “xx” is a numeric value
SCI	Source Code Indicator
SQR	Sequel
SSN	Social Security Number
TAC ID	Transaction Identification
UIC	Unit Identification Code
US	United States
YN1	Yeomen First Class