

1. 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.

1.1 Accessing SAAR Modification

The CLA accesses the SAAR Modification feature from the e-Leave Home 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.

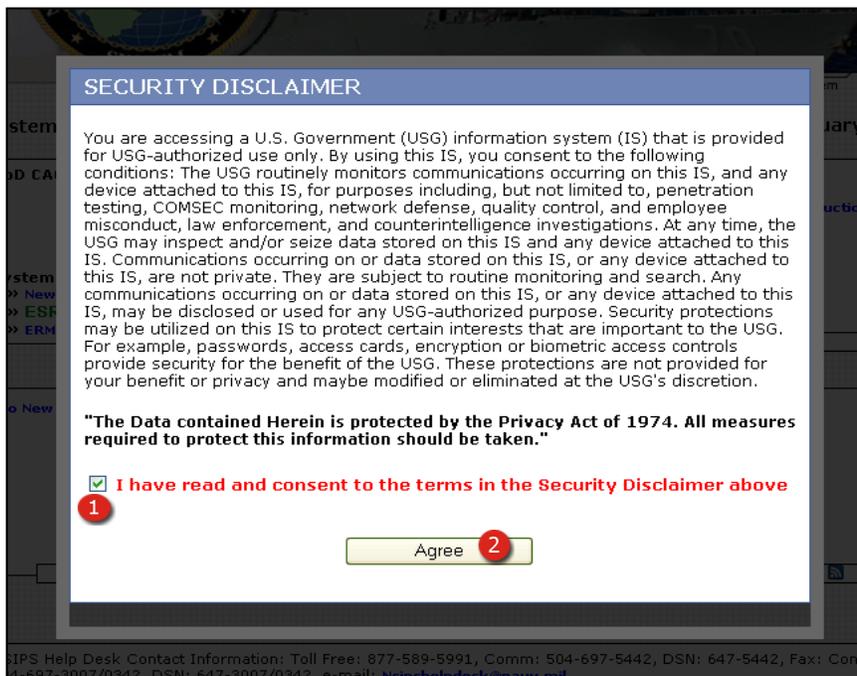


Figure 3-42–Security Disclaimer

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.

1.2 NSIPS Splash Page

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



Figure 3-43–NSIPS Splash Page

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

1.3 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).

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	<u>Command Leave Administrator</u>
<input type="radio"/> N1081224451S0004	<u>Member Self Service</u>

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."

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

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.

1.4 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.

1.5 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.

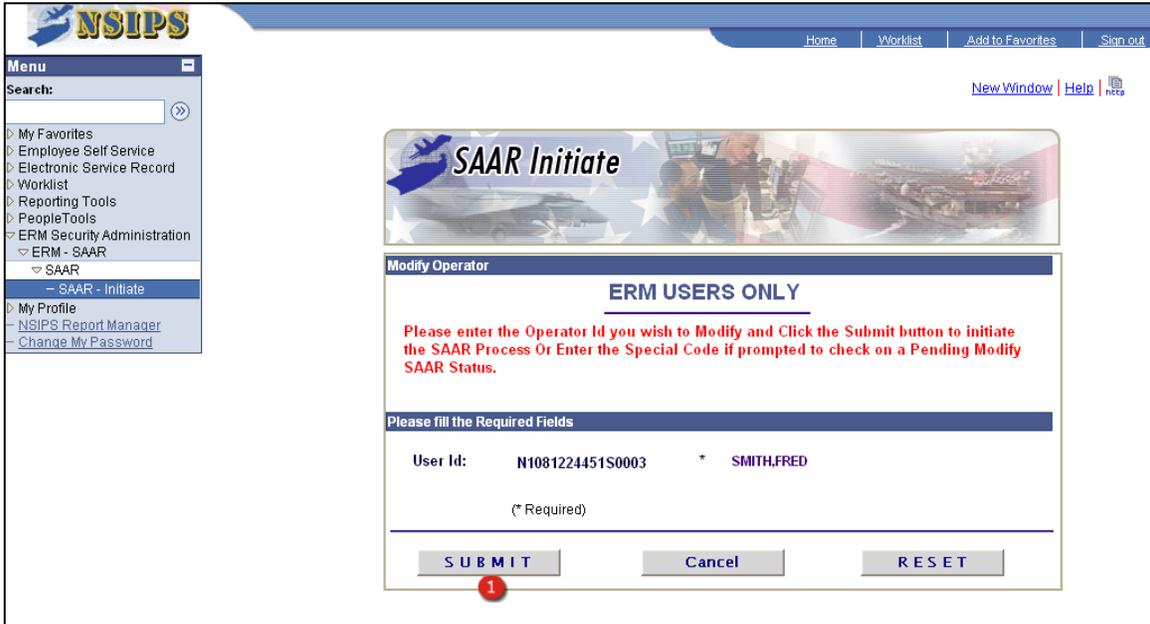


Figure 3-46–SAAR Initiate –ERM USERS ONLY Page

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.

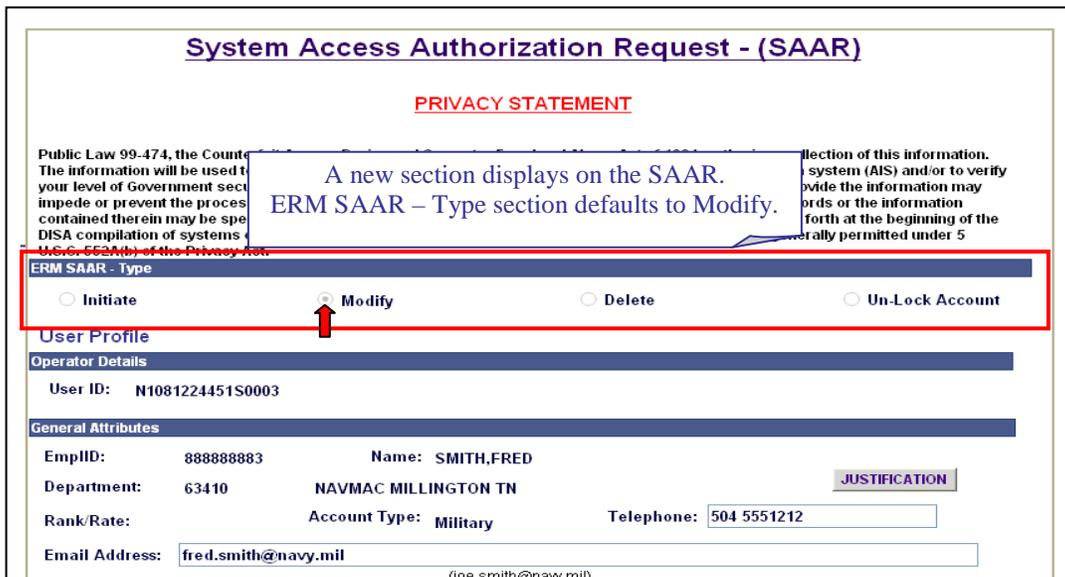


Figure 3-47–SAAR – ERM SAAR –Type Section

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 UICs 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.



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.

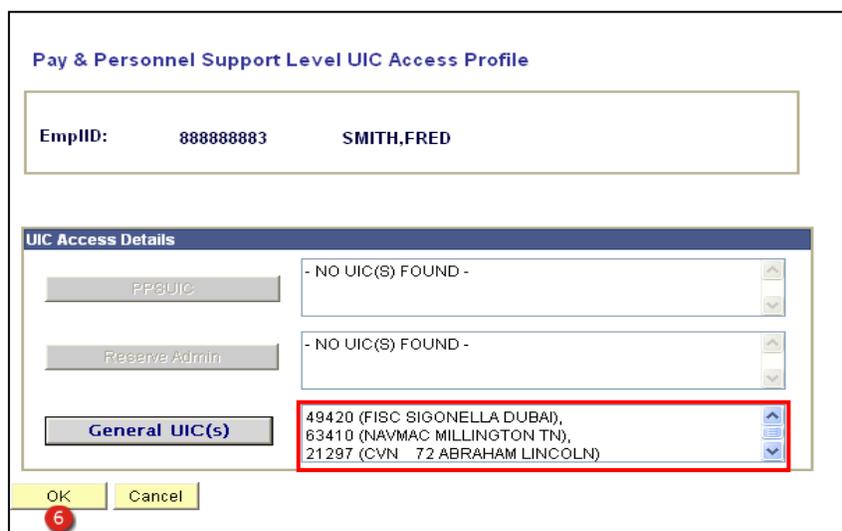


Figure 3-51– Pay & Personnel Support Level UIC Access Profile: New UIC

- OK** – Click the OK button. The SAAR form (Figure 3-52) re-displays.

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

- 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 columns: 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 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

Note:
Operator(s) displayed in this style are the Manpower & Personnel FAM(s)/ISSO(s)/NAM(s) and transactions can be routed to them if there are no Local FAM(s)/ISSO(s)/NAM(s) set-up for your Activity.

Figure 3-53– Route SAAR for Final Approval Page

- Select the NAM** – Click the checkbox under Select that corresponds with the NAM for the UIC.
- 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 Email Notification

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