Risk Management Information (RMI) Streamlined Incident Reporting (SIR) "What's New for You?"

RISK MANAGEMENT INFORMATION

Welcome to the second release of the new Risk Management Information – Streamlined Incident Reporting (RMI-SIR) system. Release 2 for RMI-SIR is scheduled for deployment on December 10, at which time the new Supervisor Reporting functionality will be available in the system. The purpose of this document is to give all RMI-SIR users updates on the RMI-SIR registration process, the new Supervisor Reporting functionality, and help and support information.

RMI-SIR is a web-enabled, role-based mishap reporting and analysis system that can be accessed worldwide with a Common Access Card (CAC). It is a single integrated mishap system for reporting aviation, afloat, ground, and motor vehicle mishaps that is compliant with Defense Department safety business rules, and vastly expands the capabilities for safety professionals and leadership to identify trends and produce analyses that lead to recommendations and mishap prevention.

Account Access and Registration

The RMI-SIR registration process requires users to self-register through the Air Force's Safety Automated System (AFSAS) web portal. The registration process requires a valid CAC and Internet Explorer 11 is the preferred browser. Other web browsers are compatible with the AFSAS, such as Chrome, Edge, and Firefox. The self-registration process will automatically launch for all new users. The system will read and populate your name, email address, and Electronic Data Interchange Personal Identifier (EDIPI) number from your CAC. To self-register, follow the steps below:

STEP 1: Go to the RMI website at **https://afsas.safety.af.mil**
STEP 2: Accept the US Department of Defense Warning Statement
STEP 3: On the next screen, click "Create Account"
Complete Steps 4-12 as shown below:

CREATE ACCOUNT

PERSONAL INFORMATION

RMI shares a platform with the Air Force (AFSAS), therefore, you will see Air Force items in RMI. Currently, not all features are leveraged for Naval purposes. Office symbol, Motorcycle Rider, Job Functions, & ASAP scoreboard are examples of USAF items not leveraged for Naval purposes and do not have an impact on Naval users (USN/USMC) RMI accounts.

DoD ID:

Employment Status Tier 1: * — US Navy — **Step 4:** Select your branch of service

Employment Status Tier 2: * — Regular — **Step 5:** Select your employment status

Grade: * — CDT — **Step 6:** Select your Rank/Grade

Last Name: * — Investigator

First Name: * — Event — **Step 7:** Enter your First & Last Name

Middle Name: *(optional)*

Organization Tier 1: * — US Navy — **Step 8:** Select the branch of service your organization belongs to

Organization Tier 2: * — Naval Safety Center (N63393)
- safe
- NMOTC DET NSTI FAIL**SAFE** WEST (N45894)
- Naval Ordnance **Safe**ty and Security Activity (N68963)
- Naval **Safe**ty Center (N63393)

Step 9: The ⊙ means this is a predictive text field. You can enter a key word/# and options will populate for you to select from <u>Organization Tier 2 is the UIC</u> you are assigned.

Step 10: Use predictive text to enter the installation location

Base: * — NAVSHIPYD NORFOLK VA
☐ Not located on a Government Installation

Motorcycle rider? — ○ Yes ● No — **Step 12:** Enter Yes or No for Motorcycle Rider. This is not leveraged for Naval purposes at this time.
*$navigation.horizontal('motorcycle_rider_hint')

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Complete Steps 13 and 14 as shown below:

CONTACT INFORMATION

Phone * (At least one contact number is required)

DSN: (312 CONUS ▼) [ ] - [ ] ext. [ ]

US Commercial: ( ) [ ] - [ ] ext. [ ]

International: [ ] ext. [ ]

> **Step 13:** Enter a phone number. At least one number is required but it does not have to be a DSN

Email Address: * [.mil or .gov if available]

Confirm Email Address: * [.mil or .gov if available]

> **Step 14:** Provide a valid email. .mil or .gov recommended, but it can be any email. This is where RMI notifications will be sent.

Official Mailing Address (optional)

Line 1: [ ]

Line 2: [ ]

Line 3: [ ]

City, State, Zip or Foreign Country: [ ]

> It is not mandatory to provide an address.

STEP 15: Select Job Function(s):

- It is important to select the correct Job Function(s). Job Function selection will automatically select specific roles required to perform the duties of that job.
- The recommended Job Function(s) for RMI are highlighted.
- Job Functions not highlighted are for modules that are still in development and should not be selected.

JOB FUNCTION(S) IN CURRENT POSITION * ℹ CHECK ALL THAT APPLY

☐ Bioenvironmental Engineer ☐ Chief of Safety ☐ Chief of the Office of Record ☐ Event Investigator
☐ Flight Safety Non-Commissioned Officer ☐ Flight Safety Officer ☐ Flight Surgeon ☐ Functional Area Records Manager
☐ Human Factors Expert ☐ Medical Provider ☐ Motorcycle Program Manager ☐ Motorcycle Rider Coach
☐ Motorcycle Safety Representative ☐ Occupational Safety Manager ☐ Occupational Safety Technician ☐ Other (i.e., Motorcycle Rider/Student, SPO Engineer)
☐ Public Health ☐ Records Custodian ☐ SIB Member ☐ Squadron Flight Safety Officer
☐ Supervisor of Civilians ☐ Supervisor of Military ☐ System Safety Program Manager ☐ Unit Safety Representative
☐ Weapons Safety Manager

- **SIB Member** - This function will auto select the role Workspace: US Navy/Marines
- **Event Investigator** - This function will auto select the roles Workspace: US Navy/Marines, Event: Investigator, Event: Data Viewer, & Data Extraction Access: Events
- **Unit Safety Representative** - This function will auto select the role Workspace: US Navy/Marines
  NOTE: Users in the Supervisor Reporting role should select this job function

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Complete Steps 16 and 17 as shown below:

Type of Account Requested: *

Step 17: Select role. Some roles will automatically select based on job function(s) selected.

Requested Roles *

🚫 Basic ⓘ   ◉ Elevated

If you select "Basic" you will not be prompted to select roles. A "Basic" account is simply an account without roles

Step 16: Select **"Elevated"** Account Type: This is **required** for roles to be granted in RMI

☑ AFSAS Basic Account ⓘ

☐ DJRS: DJRS User ⓘ

☐ Data Extraction Access: Events ⓘ

☐ Data Extraction Access: Inspection ⓘ

☐ Data Extraction Access: OSHA 300/30 ⓘ

☐ Data Extraction Access: Occ Illness ⓘ

☐ Data Extraction Access: Recommenda

☐ Event Tabs: Access Approval (Conv A

☐ Event Tabs: View (JA Time Restricted)

☐ Event Tabs: View (Org & Time Restrict

☐ Event Tabs: Waiver Coordination (Step 1) ⓘ

☐ Event: ASAP Triage ⓘ

☐ Event: Data Viewer ⓘ

☐ Event: Investigator ⓘ

☐ Event: Message (View Only) ⓘ

☐ Event: Message Approval ⓘ

☐ Event: Provider ⓘ

☐ Event: Supervisor Investigator ⓘ

✔ Event: Supervisor Reporting ⓘ

☐ Inspections: Data Viewer ⓘ

☐ Inspections: Safety Inspector ⓘ

☐ MUSTT: Motorcycle Safety Representative ⓘ

☐ OSHA: Event Approval

☐ Occ Illness: Provider ⓘ

☐ Occ Illness: Public Health ⓘ

☐ Occ Illness: Supervisor Investigator ⓘ

☐ Recommendation: Approval ⓘ

☐ Recommendation: Supervisor (Safety Only) ⓘ

☐ Recommendation: Update (OPR/OCR) ⓘ

☐ Recommendation: View Only ⓘ

☐ User Administrator ⓘ

☐ Workflow: Explosive Site Plan Administrator ⓘ

☐ Workflow: Explosive Site Plan Coordinator ⓘ

☐ Workflow: Tasker Initiator ⓘ

☐ ...missary Agency ⓘ

☐ ...tract Management Agency ⓘ

☐ ...nce and Accounting Services ⓘ

☐ ...th Agency ⓘ

☐ Workspace: Defense Intelligence Agency ⓘ

☐ Workspace: Other DoD Agency ⓘ

☐ Workspace: US Air Force ⓘ

☐ Workspace: US Army ⓘ

☐ Workspace: US Coast Guard ⓘ

✔ Workspace: US Navy/Marines ⓘ

☐ Workspace: Unified Command ⓘ

> **Highlighted roles are the ONLY roles you should have for supervisor reporting. Event: Supervisor Reporting role will not work as intended if you have additional roles.**
>
> **Roles with ✔ are the minimum role requirements to create a Supervisor Report in RMI-SIR.**

This will auto select for Navy/Marine Corps RMI users

Complete Steps 18 and 19 as shown below:

Applicant's Justification for an Account *

Roles requested per assigned duties

Step 18: Type Justification

3464 characters remaining on your input limit. (Word Count: 5)   Spell Check

Submit Application   Cancel

NOTE: RMI is a role-based application. Your User Administrator will grant roles based on your assigned duties. Roles will appear when they are approved by your User Administrator.

Step 20: Agree to User Agreement Statement

Step 21: Click "Continue to AFSAS" to complete the registration process and to access RMI-SIR

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RMI Homepage Navigation

RMI-SIR is a role-based application and roles assigned will dictate which options are displayed for the user. Individual user's left-hand menu options will vary depending on their roles and permissions assigned. The RMI Homepage features:

• My To Do List - Main Dashboard
• Quick Menu - Quick action icons which are based upon roles and permissions assigned
• Recently Viewed - Rapid navigation based on previous sessions
• Highlights - News and information posted to communicate to the community. Numbers will display articles available. Use the next button to cycle through postings.
• Search Bar - Search by event or feedback ID for quick access

RMI Homepage Helpful Tips:
• User information, date and time will display in the top right corner
• Left-hand menu and associated submenus are designed to navigate directly to the desired location
• Using the browser's back button is discouraged and may result in the loss of data or a system error
• Pressing the tab key will move forward to the next field
• Press shift and the tab key at the same time to move backwards in a similar manner

RMI-SIR Event Supervisor Reporting

Event Supervisor reporting is a new Release 2 capability within the SIR module that allows users with the Event Supervisor Reporting role to enter a Supervisory Mishap Report. RMI is a role-based application and the roles assigned will define access to modules, actions available, and functions assigned in the workflow. *NOTE: Users must be assigned the Event Supervisor Reporting role in RMI to be able to access the Safety Module option.*

Risk Management Information (RMI)
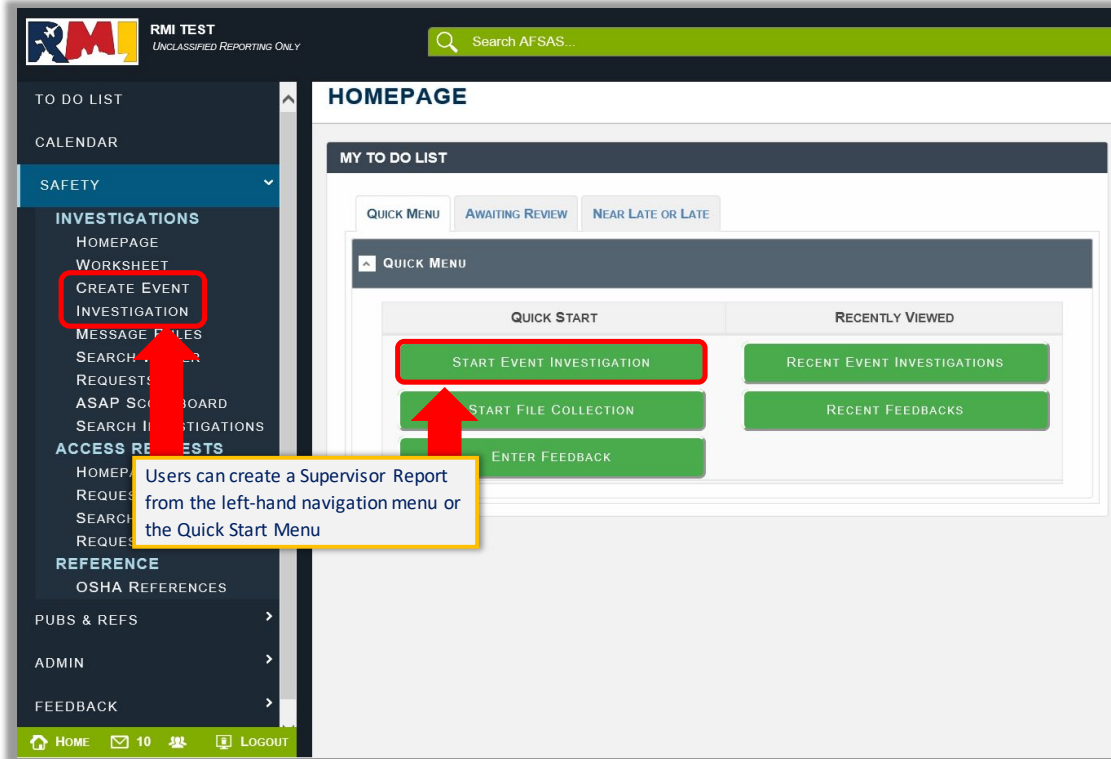**Streamlined Incident Reporting (SIR)**
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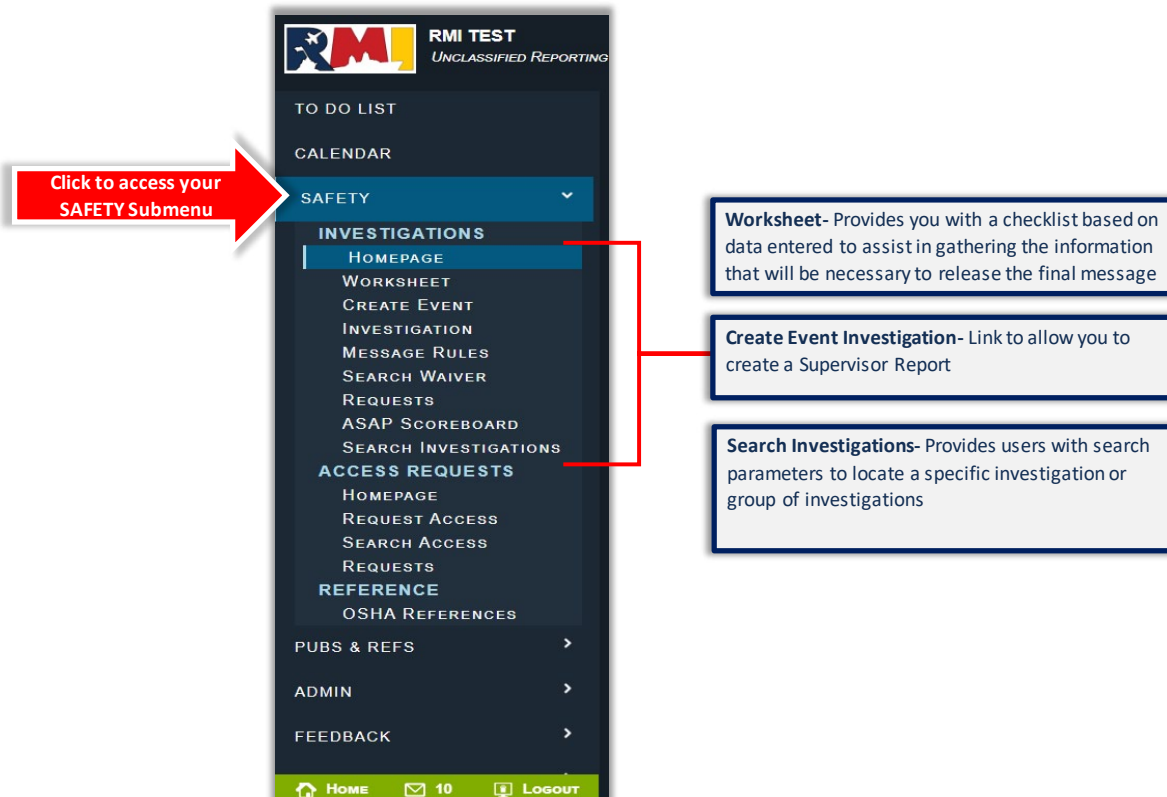RISK MANAGEMENT
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How to Create a New Supervisor Report

STEP 1: Navigate to SAFETY on the left-hand menu

STEP 2: Select "Create Event Investigation" from the SAFETY submenu to begin creating a Supervisor Report

Worksheet- Provides you with a checklist based on data entered to assist in gathering the information that will be necessary to release the final message

Create Event Investigation- Link to allow you to create a Supervisor Report

Search Investigations- Provides users with search parameters to locate a specific investigation or group of investigations

Help and Support

RMI-SIR help and support resources can be found within the application in the left-hand menu (see screenshot below). The "Help" section in the left-hand menu features various training materials for self-paced learning, including resources such as documents, PowerPoint briefs, and tutorial videos to assist users with RMI functionality, capabilities, and features necessary to perform tasks successfully. Below is a list of some of the resources available, including new support materials added for RMI-SIR Release 2:

User Guides – Detailed user guides provide information on: Getting Started, Account Management, RMI-SIR Functions and Features, and the RMI-SIR Feedback System. **UPDATE:** The *RMI Supervisor Reporting User Guide* has been added in support of RMI-SIR Release 2.

Smart Sheets – Quick guides for reference, designed to be printed.

Training Videos ("How to") – Step-by-Step demonstration of RMI-SIR functions detailed in the user guides. **UPDATE:** Two new Supervisor Report Reference videos have been added in support of RMI-SIR Release 2: *How to Create a Supervisor Report* and *How to Setup Message Rules*

RMI-SIR Help Desk

The RMI-SIR Help Desk is available 24/7/365 via the following contact methods:
- Toll-free phone number - **1-833-NESDNOW (637-3669)**
- Email address - nesd.rmi.fct@navy.mil

PLEASE NOTE!!! Due to COVID-19, NESD is only accepting voicemails if called at this time and the preferred method of communication is email. For immediate help, please contact the RMI Help Desk at 866-210-7474. Hours of operation are Monday through Friday between 8 a.m. and 4 p.m. EST. Voicemails received outside of business hours will be reviewed the next available business day.

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How to Submit Feedback

The RMI-SIR Feedback System enables users to provide suggestions, report errors, and send other pertinent information directly to the RMI Support Team for resolution. RMI-SIR users are encouraged to submit feedback to report the following:

• Unresolved Help Desk Issues
• System Errors
• Suggestions for Improvements
• Other Comments/Concerns Regarding System Functionality

To submit a feedback, users can navigate to the left-hand menu and select Feedback-Submit Feedback, Navigate to Quick Menu and select "Enter Feedback" to navigate to the bottom of the homepage and select Submit Feedback. A popup will appear with the submit feedback page. Users will be required to enter a one line description of the issue or feedback and will be able to upload screenshots or documentation pertinent to resolving the feedback.

STEP 1: Click "Submit Feedback" via one of the following three options: (1) in the left-hand menu, (2) in the Quick Menu, or (3) in the link located at the bottom of the RMI Homepage

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Complete Steps 2-6 as shown below:

The Feedback Module was d... changes directly to the AFSA... 1-833-NESDNOW (637-3669... COMM: 505-853-8200; DSN:... COMM: ...k at

FEEDBACK INFORMATION

STEP 2: If you are referencing an Event, Recommendation #, Illness Report #, or Inspection-Mark appropriate button. Mark "Not Applicable" if you do not have an ID to reference

Reference Type: * ○ Event ○ Recommendation ○ Illness ○ Inspection ○ Not Applicable

Feedback One-liner: *

A brief summary to help us triage your concerns...

80 characters remaining on your input limit. (Word Count: 0)

STEP 3: Enter a brief and concise one liner describing the feedback

Description of Feedback/Error *

– What were you trying to accomplish?
– What page were you on?
– What field were you on?
– What data were you entering?
– What were your expectations?
– What actually happened?
– Any additional information s...
– Please include your suggesti...

4000 characters remaining on your input limit. (Word Count: 0)

STEP 4: Provide concise details to allow for identification of issue/feedback for a timely resolution

STEP 5: Upload any pictures/screenshots and/or documentation to assist in resolving the feedback

↓ **CLICK HERE TO ATTACH FILES, SUCH AS SCREENSHOTS, TO ASSIST YOUR FEEDBACK.**

Spell Check   Submit Feedback

STEP 6: Click "Submit Feedback" to enter the feedback for processing

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FAQs

Q1 - Who do I contact if I need access to the system?

A1 - Your User Administrator will be able to grant you access to the system. After you have registered for access to RMI-SIR, your User Administrator will be able to grant you the roles requested. You can contact your User Administrator if you are unsure by navigating to ADMIN>ACCOUNT MANAGEMENT>USER ADMINISTRATORS. A list of your User Administrators will display.

Q2 - I don't see my organization tier when I register for an RMI-SIR account. How do I get this added?

A2 - Please email the NESD help desk at **nesd.rmi.fct@navy.mil** for assistance. A feedback can be submitted by the help desk if the requested organization UIC is missing. The parent organization UIC can be selected to proceed with registration and access until the proper UIC is added.

Q3 - What do I enter for Office Symbol?

A3 - Office Symbol is not applicable for Naval users. You can enter SAFE in the Office Symbol field to proceed with registration.

Q4 - Nothing happens when I click "Submit Application" while registering for SIR. How can I proceed?

A4 - Please close and re-open your internet browser to ensure connection to the site is stable. Email the NESD help desk for direct assistance at **nesd.rmi.fct@navy.mil** if still not resolved.

Q5 - I've registered for the Supervisor Reporting role, but I still don't see SAFETY on the left-hand menu. Who do I need to contact to get my access approved?

A5 - You can contact your User Administrator if you have already requested elevated roles. To find your User Administrator, from the left-hand menu, click ADMIN>MY ACCOUNT>USER ADMINISTRATORS. Make sure you have the appropriate Roles assigned to your RMI account. From the left-hand menu click ADMIN>MY ACCOUNT>ASSIGNED ROLES. Select the roles for your needed access level. Hover help next to each role will provide a description of what each role grants access to:

• AFSAS Basic Account
• Event: Supervisor Reporting
• Workspace: Branch of Service

Click "Submit" at the bottom of the page. Your User Administrator will review your requested roles.

Q6 - Why does the left-hand navigation menu disappear? How can I get it to stay visible?

A6 - The left-hand navigation menu will disappear if the browser screen is too small. It does this so the user can better view the RMI page. To keep the left-hand navigation menu from disappearing make sure the browser screen is maximized. You can also use the Ctrl Key and the cursor wheel to zoom out for making the screen larger or smaller.