



Risk Management Information (RMI) Streamlined Incident Reporting (SIR) “What’s New for You?”



RISK MANAGEMENT
INFORMATION

Prepared for: All RMI-SIR Users

August 2020

Welcome to the release of the new Risk Management Information – Streamlined Incident Reporting (RMI-SIR) system. 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. The purpose of this document is to give all RMI-SIR users the information needed to make a successful transition to using the new system.

Account Access and Registration

All existing Web Enabled Safety System (WESS) SIR user accounts will be migrated into RMI-SIR. Only users who DO NOT currently have an active WESS account will need to self-register through the Air Force’s Safety Automated System (AFSAS) web portal after the RMI-SIR deployment date of August 31. 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 4-9 as shown below:**

Create Basic Account

Your Common Access Card (CAC) is not associated with an existing account.
Please complete this short form to create a limited account for **ASAP Scoreboard access only** and click the "Continue Creating Limited Account for Scoreboard Access Only" button.
For a full account please click the "Create Account" button.

DoD ID * 123456789 **DoD ID will populate**

Last Name *

First Name *

Middle Name (optional)

Organization Tier 1 (optional) i US Navy **Step 4: Enter Last Name, First Name, MI**

Organization Tier 2 * Naval Safety Center (N63393) **Step 5: Select your branch of service**

Office Symbol For Office Symbol use SAFE e.g. SE, MXAA, SGPM **Step 6: Enter your command information here (predictive text will help locate options)**

Base (optional) We think you work at [N63393/CTR] If this is incorrect, read the hover
Not located on a Government Installation
 Not located on a Government Installation **Step 7: Provide and confirm a valid email address**

Email Address (optional)

Confirm Email Address

Motorcycle rider? * Yes No **Step 8: Mark "Yes" or "No" as applicable**

Continue Creating Limited Account for Scoreboard Access Only **Create Account** **Step 9: Click "Create Account" to proceed**

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- STEP 10: Complete contact information when prompted
- STEP 11: Mark the Job Function(s) for position(s) held
- Complete steps 12-15 as shown below:

The screenshot shows the 'Type of Account Requested' and 'Requested Roles' sections of the RMI form. Annotations include:

- STEP 12:** Select "Elevated" Account. A red box highlights the 'Elevated' radio button, with a callout stating: "Elevated Role Approval is not automatic and will take up to 24 hours to process".
- STEP 13:** Select roles to be performed (most common is "Event: Investigator"). A red box highlights the 'Event: Investigator' checkbox.
- STEP 14:** Type Justification and add your Unit Manager's name. A red box highlights the 'Applicant's Justification for an Account' text area.
- STEP 15:** Select "Submit Application". A red box highlights the 'Submit Application' button at the bottom left.

Additional callouts include: "You must select a workspace. Select your Branch of Service/Agency" pointing to a list of workspace options, and "Elevated Role Approval is not automatic and will take up to 24 hours to process" pointing to the 'Elevated' selection.

- STEP 16: You must check all boxes confirming you have read and agree to the terms and conditions.
- STEP 17: When complete, click "Continue to AFSAS" to proceed.



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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

The screenshot shows the RMI homepage interface with several key features highlighted:

- Top Left:** RMI logo with a callout: "Click RMI Logo to Hide Show left-hand menu".
- Top Center:** Search bar labeled "Search AFSAS..." with a callout: "Search Feedbacks ID & Event ID".
- Top Right:** User information: "E4: DiverJumper, Djrs SAFETY DIVISION HOMC/SAFE" and "Time: 21 FEB 2020 2150(Z)". A callout: "User logon information".
- Left-hand Menu:** A vertical menu with items like TO DO LIST, CALENDAR, SAFETY, DIVE AND JUMP LOG, PUBS & REFS, ADMIN, FEEDBACK, and HELP. A callout: "Click to access SIR".
- Center:** "MY TO DO LIST" section with a "QUICK MENU" containing "START FILE COLLECTION", "ENTER FEEDBACK", and "CREATE DIVE LOG". A callout: "Quick Access to create Feedback".
- Right:** "HIGHLIGHTS (5)" section with a callout: "Quick Menu Navigation".
- Bottom:** Footer with "Submit Feedback" button highlighted by a red box.

NOTE: Left-hand menu options are role dependent. Your User Administrator must approve requested roles for those menu options to appear.

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

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Accessing the Safety Module

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

Selecting the link will populate the "Investigations" submenu. This feature is ONLY visible when SIR Roles are granted. Contact your User Administrator if you do not see appropriate options.

STEP 2: Select "Homepage" under the "Investigations" submenu

Safety Investigation Homepage Overview

The Investigation Homepage (see screenshot below) provides an overview of investigations by category (All, Aviation, Afloat, Ground, and Motor Vehicle) and by:

- Actions awaiting review
- My Investigations
- My Organization's Investigations
- My Organization's & Below Investigations
- Wildlife Investigations

This feature provides users with quick links to access investigations by group and category selected to easily act on investigations awaiting review and view/edit other investigations.

For more information regarding creating an event investigation (SAFETY>INVESTIGATIONS), reference the Safety User Guide located in HELP>HELP FILES AND USER GUIDES>SIR HELP FILES AND USER GUIDES.

AWAITING MY REVIEW ← Event Supervisor role required to view this section

Filter investigations by category

Filter investigations by Event type

	ALL	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E	HAZARD	INCIDENT	SAFETY STUDY	FLAGWORDS
Open	1	0	0	1	0	0	0	0	0	0
Closed Last Six Months	0	0	0	0	0	0	0	0	0	0
All (Open & Closed Last Six Months)	1	0	0	1	0	0	0	0	0	0
Toxicology Tests Results Pending (Last Two Years)	0	0	0	0	0	0	0	0	0	0
Location Data Withheld	0	0	0	0	0	0	0	0	0	0
Near Message Release Date	0	0	0	0	0	0	0	0	0	0
Late (Overdue Message)	0	0	0	0	0	0	0	0	0	0
Last Message Rejected (Open)	0	0	0	0	0	0	0	0	0	0

My ORGANIZATION'S INVESTIGATIONS

My ORGANIZATION'S (& BELOW) INVESTIGATIONS

WILDLIFE INVESTIGATIONS

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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:

User Guides – Detailed user guides provide information on: Getting Started, Account Management, RMI-SIR Functions and Features, and the RMI-SIR Feedback System.

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.

The screenshot shows the RMI-SIR application interface. On the left is a dark navigation menu with the RMI logo at the top. The menu items include: TO DO LIST, CALENDAR, ANALYTICS, SAFETY, OCCUPATIONAL ILLNESS, DIVE AND JUMP LOG, PUBS & REFS, ADMIN, FEEDBACK, DEVELOPMENT, and HELP. The HELP item is expanded, showing sub-items: GETTING HELP, HELP FILES AND USER GUIDES, DOD POLICIES, AFSAS POLICIES, and NAVAL POLICIES. On the right, a search bar at the top contains the text "Search AFSAS...". Below it, a table titled "SIR Help Files-Draft - Please see 'READ ME FIRST' PDF" lists several files. The table has columns for "ACTIONS" and "FILE NAME". The first file is "Training_Catalog_READ_ME_FIRST_19AUG19_- DRAFT.pdf". The second is "RMI-SIR_Feedback_System_2019AUG16-Draft.pdf". The third is "RMI-SIR_Class_C_Scenario_Guide_2019AUG16_- Draft.pdf". The fourth is "RMI-SIR_Account_Management_- 2019AUG16_-Draft.pdf". The fifth is "RMI-SIR_Navigation-Left-Hand_Menu_Guide_- 2019AUG16_-Draft.pdf". The sixth is "RMI-SIR_Preliminary_Message_Release_Guide_12MAR19_v1.4.pdf". Below this table, another table lists more files: "RMI-SIR_Training_Video_Library_20190819.pdf", "RMI-SIR_Feedback_System_22_Aug_19.mp4", and "RMI-SIR_User_Administration_21_Aug_19.mp4".

Annotations on the screenshot include:

- A box on the left says: "Getting Help - Link will provide information about RMI". A red arrow points from this box to the "GETTING HELP" sub-item in the menu.
- A box on the left says: "Help Files and User Guides - Link will navigate to the help documentation repository. User guides, help information, and videos will be posted in this location". A red arrow points from this box to the "HELP FILES AND USER GUIDES" sub-item in the menu.
- A box on the left says: "DoD, AFSAS & Naval Policies - Link will navigate to the list of DoD, Air Force, Naval Policies". A red arrow points from this box to the "DOD POLICIES", "AFSAS POLICIES", and "NAVAL POLICIES" sub-items in the menu.
- A yellow box with a red arrow pointing to the search icon in the "ACTIONS" column of the first table says: "STEP 2: Click the action icon to open the desired file".
- A yellow box with a red arrow pointing to the "HELP" item in the menu says: "STEP 1: For More Information, click Help → Help Files and User Guides".

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**

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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” on left-hand menu or link located at the bottom of the RMI Homepage

Clicking “Submit Feedback” will result in a popup screen appearing with the Feedback Form

STEP 1: Click here to submit a feedback

Click here to submit a feedback

Click here to submit a feedback

All active files marked with an asterisk (*) in red font are required before submitting this page.

ACCESSIBILITY/SECTION 508 - SUBMIT FEEDBACK - PAGE ACCESS HISTORY - AFSEC Web Page - AFSAS VERSION

STEP 2: Enter a brief and concise one liner describing the feedback

STEP 3: Provide concise details to allow for identification of issue/feedback for a timely resolution

STEP 4: Upload any pictures/screenshots/documentation to assist in resolving the feedback

STEP 5: 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 call the help desk at 1-833-NESDNOW (637-3669) 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. Call the help desk for direct assistance at 1-833-NESDNOW (637-3669) if still not resolved.

Q5 - I've registered for RMI-SIR, 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 Tabs: View (Org & Time Restricted)
- Event: Data Viewer
- Event: Investigator
- Event: Message Approval
- Event: Supervisor Investigator
- Smithsonian
- Workspace: Branch of Service
- Data Extraction Access: Events

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.

This document was prepared by the Enterprise Systems & Services (E2S) PMW 250 Enterprise Change Management (ECM) team and the Kapsuun Group system development team.

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