



# Risk Management Information-Streamlined Incident Reporting (RMI-SIR) Smart Sheet

## Getting Started-Requesting an Account

**STEP 1:** Go to the RMI-SIR website at <https://afsas.safety.af.mil> for PRODUCTION or <https://sim.afsas.safety.af.mil> for SIMULATOR (Training Purposes Only)

**STEP 2:** Accept the US Department of Defense Warning Statement

**STEP 3:** Create Basic Account form will automatically appear if you do not have an account.

**Complete steps 4-9 as shown**

**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

Step 9: Click "Create Account" to proceed

**STEP 10:** Complete contact information when prompted

**STEP 11:** Mark the Job Functions for position(s) held. (Common functions for RMI-SIR are SIB Member, Event Investigator and Unit Safety Representative)



# Risk Management Information-Streamlined Incident Reporting (RMI-SIR) Smart Sheet

## Requesting Account Continued

Complete STEPS 12-15 as shown below

**Type of Account Requested: \***

Basic **i**  **Elevated** **i** STEP 12: Select "Elevated" Account

**Requested Roles \***

**Elevated Role Approval is not automatic and will take up to 24 hours to process**

DJRS: DJRS User **i**  Inspections: Data Viewer **i**  User Administrator **i**

Data Extraction Access: Events **i**  Inspections: Safety Inspector **i**  Workflow: Explosive Site Plan Administrator **i**

Data Extraction Access: Inspection **i**  MUSTT: Motorcycle Safety Representative **i**  Workflow: Explosive Site Plan Coordinator **i**

Data Extraction Access: OSHA 300/300A **i**  OSHA: Event Approval **i**  Workflow: Tasker Initiator **i**

Data Extraction Access: Occ Illness **i**  OSHA: Event Investigator **i**  Workflow: Tasker POC **i**

Data Extraction Access: Recommendations **i**  OSHA: Event Supervisor **i**  Workspace: Defense Commissary Agency **i**

Event Tabs: Access Approval (Conv Auth Only) **i**  Occ Illness: Bioenvironmental Engineer **i**  Workspace: Defense Contract Management Agency **i**

Event Tabs: View (JA Time Restricted) **i**  Occ Illness: Provider **i**  Workspace: Defense Finance and Accounting Services **i**

Event Tabs: View (Org & Time Restricted) **i**  Occ Illness: Public Health **i**  Workspace: Defense Health Agency **i**

Event Tabs: Waiver Coordination (Step 1) **i**  Recommendation: Approval **i**  Workspace: Defense Intelligence Agency **i**

Event: ASAP Triage **i**  Recommendation: Coordination **i**  Workspace: Other DoD Agency **i**

Event: Data Viewer **i**  Recommendation: OCR Management **i**  Workspace: US Air Force **i**

Event: Investigator **i** STEP 13: Select roles to be performed (most common is "Event: Investigator")  Recommendation: Update (OPR/OCR) **i**  Workspace: US Army **i**

Event: Message (View Only) **i**  Recommendation: View Only **i**  Workspace: US Coast Guard **i**

Event: Message Approval **i**  Workspace: US Navy/Marines **i**  Workspace: Unified Command **i**

Event: Provider **i**

Event: Supervisor Investigator **i**

**You must select a workspace. Select your Branch of Service/Agency**

**Applicant's Justification for an Account \***

Roles requested per assigned duties

STEP 14: Type Justification and add your Unit Manager's name

STEP 15: Select "Submit Application"

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

Submit Application Cancel

**STEP 16:** User Agreement will display. Check all boxes confirming you have read and agree to the terms and conditions. Click the blue "Continue to AFSAS" button. RMI Homepage will display. Requested role options will not appear until approved which may take up to 24 hours.



# Risk Management Information-Streamlined Incident Reporting (RMI-SIR) Smart Sheet

## RMI-SIR Navigation

### RMI-SIR Homepage

**Click RMI Logo to Hide or Show left-hand menu**

**Search AFSAS...**

**E4; DiverJumper, Dhrs SAFETY DIVISION HQMC/SAFE**

**Time: 21 FEB 2020 2150(Z)**

**Left-hand menu navigation**

**Search Feedbacks ID**

**Click to Access SIR**

**MY TO DO LIST**

**QUICK MENU**

**QUICK START**

- START FILE COLLECTION
- ENTER FEEDBACK
- CREATE DIVE LOG

**RECENTLY VIEWED**

- RECENT FEEDBACKS

**HIGHLIGHTS (5)**

**25 NOV 2019: ANNUAL CYBER AWARENESS CHALLENGE TRAINING RECORDS**

**User logon information**

**Quick Menu Navigation**

**Quick Access to create Feedback**

**NOTE: Left-hand menu options are role dependent.**

**Your User Administrator must approve requested roles for those menu options to appear**

**Submit Feedback**

**ASAP SCOREBOARD**

### Event Investigation Homepage

**EVENT INVESTIGATION HOMEPAGE**

**Time: 23 SEP 2019 1329(Z)**

**AWAITING MY REVIEW**

**Event Supervisor role required to view this section**

**Filter investigations by class**

**Filter investigations by category**

	ALL	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E	HAZARD	INCIDENT	SAFETY STUDY	FLAGWORDS
Open	12	4	0	7	0	0	0	1	0	0
Closed Last Six Months	0	0	0	0	0	0	0	0	0	0
All (Open & Closed Last Six Months)	12	4	0	7	0	0	0	1	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	1	1	0	0	0	0	0	0	0	0
Late (Overdue Message)	11	3	0	7	0	0	0	1	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**

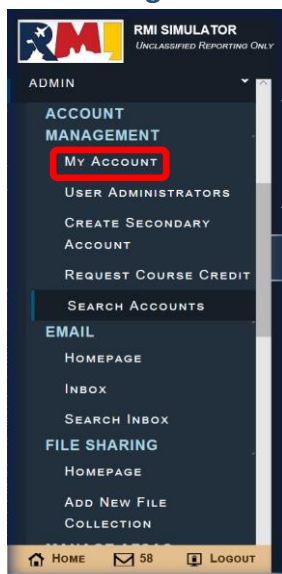
**Wildlife Investigations**



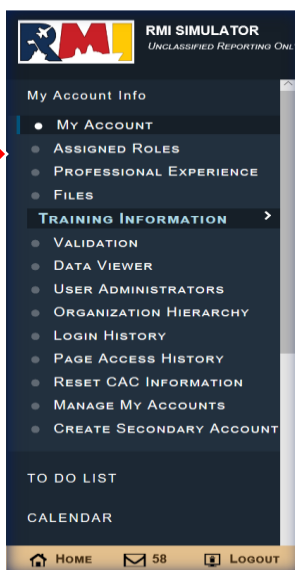
# Risk Management Information-Streamlined Incident Reporting (RMI-SIR) Smart Sheet

## Account Management

### Account Management Menu



### My Account Submenu



- My Account:** allows you to update your profile
- Assigned Roles:** allows you to view and request assigned roles
- Search Accounts:** Allows users to search accounts and view contact information
- Create Secondary Account:** For Users performing roles in two different organizations. e.g. Civilian who is also a reservist
- User Administrators:** Displays your assigned User Administrators.

### My Account-Assigned Roles

16 CURRENT ACCOUNT ROLES

<input type="checkbox"/> AFSAS Basic Account	<input type="checkbox"/> Occ Illness: Message (View Only)	<input type="checkbox"/> Workspace: US Coast Guard
<input type="checkbox"/> DJRS: DJRS User	<input type="checkbox"/> Occ Illness: Provider	<input type="checkbox"/> Workspace: US Navy/Marines
<input type="checkbox"/> Data Extraction Access: Events	<input type="checkbox"/> Occ Illness: Public Health	<input type="checkbox"/> Workspace: Unified Command
<input type="checkbox"/> Data Extraction Access: Inspection	<input checked="" type="checkbox"/> + Occ Illness: Supervisor Investigator	
<input type="checkbox"/> Data Extraction Access: OSHA 300/300A	<input type="checkbox"/> Quality Control: Event	
<input type="checkbox"/> Data Extraction Access: Occ Illness	<input type="checkbox"/> Quality Control: Event E-mail Recipient	
<input type="checkbox"/> Data Extraction Access: Recommendations	<input type="checkbox"/> Quality Control: Occ Illness (All)	
<input type="checkbox"/> Event Tabs: Access Approval (Conv Auth Only)	<input type="checkbox"/> Quality Control: Occ Illness (MA-JCOM)	
<input type="checkbox"/> Event Tabs: View (JA Time Restricted)	<input type="checkbox"/> Quality Control: Occ Illness E-mail recipient	
<input type="checkbox"/> Event Tabs: View (Org & Time Restricted)	<input type="checkbox"/> Recommendation: Approval	
<input type="checkbox"/> Event Tabs: Waiver Coordination (Step 1)	<input type="checkbox"/> Recommendation: Coordination	
<input type="checkbox"/> Event: ASAP Triage	<input type="checkbox"/> Recommendation: OCR Management	
<input type="checkbox"/> Event: Data Viewer	<input type="checkbox"/> Recommendation: Oversight (AFSEC)	
<input type="checkbox"/> Event: Investigator	<input type="checkbox"/> Recommendation: Update (OPR/OCR)	
<input checked="" type="checkbox"/> + Event: Message (View Only)	<input type="checkbox"/> Recommendation: View Only	
<input type="checkbox"/> Event: Message Approval	<input type="checkbox"/> - User Administrator	
<input type="checkbox"/> Event: Provider	<input type="checkbox"/> Workflow: Explosive Site Plan Administrator	
<input type="checkbox"/> Event: Supervisor Investigator	<input type="checkbox"/> Workflow: Explosive Site Plan Coordinator	
<input type="checkbox"/> Inspections: Data Viewer	<input type="checkbox"/> Workflow: Tasker Initiator	
<input type="checkbox"/> Inspections: Safety Inspector	<input type="checkbox"/> Workflow: Tasker POC	
<input type="checkbox"/> - MOFE	<input type="checkbox"/> Workspace: Defense Commissary Agency	
<input type="checkbox"/> MUSTT: Motorcycle Safety Representative	<input type="checkbox"/> Workspace: Defense Contract Management Agency	
<input type="checkbox"/> OSHA: Event Approval	<input type="checkbox"/> Workspace: Defense Finance and Accounting Services	
<input type="checkbox"/> OSHA: Event Investigator	<input type="checkbox"/> Workspace: Defense Intelligence Agency	
<input type="checkbox"/> OSHA: Event Supervisor	<input type="checkbox"/> Workspace: Other DoD Agency	
<input type="checkbox"/> Occ Illness: Bioenvironmental Engineer	<input type="checkbox"/> Workspace: US Air Force	
<input type="checkbox"/> Occ Illness: Data Viewer	<input type="checkbox"/> Workspace: US Army	

Account Role Request Justification \*

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

Roles added will display in GREEN

Roles deleted will display in RED

**NOTE: RMI is a role-based application. Your User Administrator will grant/remove roles based on your assigned duties.**

**Changes will NOT reflect until the User Administrator approves the requested changes.**

Justification is required for all role additions or deletions

Click "Submit" to request changes to assigned roles



# Risk Management Information-Streamlined Incident Reporting (RMI-SIR) Smart Sheet

## Submitting Feedback

**STEP 1:** Click “Submit Feedback” on the left-hand menu or “Enter Feedback” from the Quick Menu, or the “Submit Feedback” link located at the bottom of the RMI Homepage

The screenshot displays the RMI Simulator interface. On the left, a dark sidebar contains a menu with 'SUBMIT FEEDBACK' highlighted in red. A red arrow points from this menu item to a yellow callout box labeled 'STEP 1: Click here to submit feedback'. In the main content area, the 'QUICK MENU' section has 'Enter Feedback' highlighted in red, with a red arrow pointing to a yellow callout box labeled 'STEP 1: Click here to submit feedback'. The 'FEEDBACK INFORMATION' section contains two text input fields: 'Feedback One-liner' (with a yellow callout box for 'STEP 2: Enter a brief and concise one liner describing the feedback') and 'Description of Feedback/Error' (with a yellow callout box for 'STEP 3: Provide concise details to allow for identification of issue/feedback for a timely resolution'). Below these is an 'Attach File' section with a 'Browse' button (with a red arrow pointing to a yellow callout box for 'STEP 4: Upload any pictures/screenshots and/or documentation to assist in resolving the feedback'). At the bottom, a 'Submit Feedback' button is highlighted in red, with a red arrow pointing to a yellow callout box for 'STEP 5: Click “Submit Feedback” to enter the feedback for processing'. A red arrow also points from the 'Submit Feedback' button back to the 'SUBMIT FEEDBACK' menu item in the sidebar. A red text box on the left side of the screenshot reads: 'Clicking “Submit Feedback” will result in a popup screen appearing with the Feedback Form'. The interface also shows a search bar, a 'MY TO DO LIST' section, and a footer with accessibility and page information.



# Risk Management Information-Streamlined Incident Reporting (RMI-SIR) Smart Sheet

## Risk Management Information (RMI) Help Desk

- ◆ For additional information or assistance, contact the RMI Help Desk:  
**Phone:** (866) 210-7474  
**Email:** [rmitestteam@chenega.onmicrosoft.com](mailto:rmitestteam@chenega.onmicrosoft.com)
- ◆ RMI Help Desk Hours of Operation:  
 Monday-Friday 0800-1600  
 Voicemails and emails received outside business hours will be responded to the next business day.
- ◆ RMI-SIR Production (LIVE) URL: <https://afsas.safety.af.mil>  
 RMI-SIR Simulation (TRAINING ONLY) URL: <https://sim.afsas.safety.af.mil>
- ◆ Help Files and User Guides  
 More information, user guides and videos for using SIR can be found in the left-hand menu

**Getting Help** - Link will provide information about RMI

**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

**DoD, AFSAS & Naval Policies** - Link will navigate to the list of DoD, Air Force, Naval Policies

**RMI SIMULATOR**  
UNCLASSIFIED REPORTING ONLY

Search AFSAS...

TO DO LIST

CALENDAR

ANALYTICS

SAFETY

OCCUPATIONAL ILLNESS

DIVE AND JUMP LOG

PUBS & REFS

ADMIN

FEEDBACK

DEVELOPMENT

**HELP**

GETTING HELP

HELP FILES AND USER GUIDES

DOD POLICIES

AFSAS POLICIES

NAVAL POLICIES

SIR Help Files-Draft - Please see "READ ME FIRST" PDF

ACTIONS	FILE NAME
	Training_Catalog_READ_ME_FIRST_19AUG19_-_DRAFT.pdf
	RMI-SIR_Feedback_System_2019AUG16-Draft.pdf
	RMI-SIR_Class_C_Scenario_Guide_2019AUG16_-_Draft.pdf
	RMI-SIR_Account_Management_-_2019AUG16_-Draft.pdf
	RMI-SIR_Navigation-Left-Hand_Menu_Guide_-_2019AUG16_-Draft.pdf
	RMI-SIR_Preliminary_Message_Release_Guide_12MAR19_v1.4.pdf

STEP 1: For More Information, click Help -> Help Files and User Guides

STEP 2: Click the action icon to open the desired file

ACTIONS	FILE NAME
	RMI-SIR_Training_Video_Library_20190819.pdf
	RMI-SIR_Feedback_System_22_Aug_19.mp4
	RMI-SIR_User_Administration_21_Aug_19.mp4