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.

RMI SIMULATOR

DoD ID * — 123456789 ⓘ — DoD ID will populate

Last Name *

First Name *

Middle Name *(optional)*

Step 4: Enter Last Name, First Name, MI

Organization Tier 1 *(optional)* ⓘ — US Navy

Step 5: Select your branch of service

Organization Tier 2 * ⓘ — Naval Safety Center (N63393)

Office Symbol — For Office Symbol use SAFE — SAFE — e.g. SE, MXAA, SGPM

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 6: Enter your command information here (predictive text will help locate options)

Base *(optional)*

Email Address *(optional)* — user@mail.mil

Confirm Email Address — user@mail.mil

Step 7: Provide and confirm a valid email address

Motorcycle rider? * ⓘ — ○ Yes ● No

Step 8: Mark "Yes" or 'No" as applicable

Step 9: Click "Create Account" to proceed

[Continue Creating Limited Account for Scoreboard Access Only]   [Create Account]

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)

Requesting Account Continued

Complete STEPS 12-15 as shown below

Type of Account Requested: *

🚫 Basic ⓘ ⦿ Elevated ⓘ ← **STEP 12: Select "Elevated" Account**

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

Requested Roles *

- ☑ DJRS: DJRS User ⓘ
- ☐ Data Extraction Access: Events ⓘ
- ☐ Data Extraction Access: Inspection ⓘ
- ☐ Data Extraction Access: OSHA 300/300A ⓘ
- ☐ Data Extraction Access: Occ Illness ⓘ
- ☐ Data Extraction Access: Recommendations ⓘ
- ☐ Event Tabs: Access Approval (Conv Auth Only) ⓘ
- ☐ Event Tabs: View (JA Time Restricted) ⓘ
- ☐ Event Tabs: View (Org & Time Restricted) ⓘ
- ☐ Event Tabs: Waiver Coordination (Step 1) ⓘ
- ☐ Event: ASAP Triage ⓘ
- ☐ Event: Data Viewer ⓘ
- ☐ Event: Investigator ⓘ ← **STEP 13: Select roles to be performed (most common is "Event: Investigator")**
- ☐ Event: Message (View Only) ⓘ
- ☐ Event: Message Approval ⓘ
- ☐ Event: Provider ⓘ
- ☐ Event: Supervisor Investigator ⓘ

- ☐ Inspections: Data Viewer ⓘ
- ☐ Inspections: Safety Inspector ⓘ
- ☐ MUSTT: Motorcycle Safety Representative ⓘ
- ☐ OSHA: Event Approval ⓘ
- ☐ OSHA: Event Investigator ⓘ
- ☐ OSHA: Event Supervisor ⓘ
- ☐ Occ Illness: Bioenvironmental Engineer ⓘ
- ☐ Occ Illness: Data Viewer ⓘ
- ☐ Occ Illness: Provider ⓘ
- ☐ Occ Illness: Public Health ⓘ
- ☐ Occ Illness: Supervisor Investigator ⓘ
- ☐ Recommendation: Approval ⓘ
- ☐ Recommendation: Coordination ⓘ
- ☐ Recommendation: OCR Management ⓘ
- ☐ Recommendation: Update (OPR/OCR) ⓘ
- ☐ Recommendation: View Only ⓘ

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

- ☐ User Administrator ⓘ
- ☐ Workflow: Explosive Site Plan Administrator ⓘ
- ☐ Workflow: Explosive Site Plan Coordinator ⓘ
- ☐ Workflow: Tasker Initiator ⓘ
- ☐ Workflow: Tasker POC ⓘ
- ☐ Workspace: Defense Commissary Agency ⓘ
- ☐ Workspace: Defense Contract Management Agency ⓘ
- ☐ Workspace: Defense Finance and Accounting Services ⓘ
- ☐ Workspace: Defense Health 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 ⓘ

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"

~~5454 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.

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RMI-SIR Navigation

RMI-SIR Homepage

Click RMI Logo to Hide or Show left-hand menu

Search Feedbacks ID

HOMEPAGE

Left-hand menu navigation

TO DO LIST

CALENDAR

SAFETY

Click to Access SIR

DIVE AND JUMP LOG

PUBS & REFS

ADMIN

FEEDBACK

HELP

NOTE: Left-hand menu options are role dependent.

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

MY TO DO LIST

NEEDING REVIEW | NEAR LATE OR LATE

QUICK MENU

QUICK START	RECENTLY VIEWED
START FILE COLLECTION	RECENT FEEDBACKS
ENTER FEEDBACK	
CREATE DIVE LOG	

Quick Menu Navigation

Quick Access to create Feedback

All active fields 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

E4; DiverJumper, Djrs
SAFETY DIVISION HQMC/SAFE

Time: 21 FEB 2020 2150(Z)

User logon information

HIGHLIGHTS (5)

25 NOV 2019: ANNUAL ... ESS CHALLENGE TR... ACCESS

EVERY YEAR, AUTHORIZED ... TION SYSTEMS INCLU... THE CYBER AWARENESS CHALLENGE TO STAY UP-TO-DATE ON NEW CYBE... ADDRESS THE REQUIREMENTS OUTLINED IN DoD 8570.01. AFSAS USER... THEIR ANNUAL CYBER AWARENESS CHALLENGE COMPLETION CERTIFICAT... ACCESS TO AFSAS WILL BE RESTRICTED TO USERS WHO ARE CURRENT W... CHALLENGE TRAINING. AFSAS USERS WILL BE PROMPTED 60 DAYS PRIO... TRAINING. TO CHECK YOUR TRAINING STATUS, LOG INTO AFSAS AND NA... ACCOUNT.... TRAINING RECORDS. THERE YOU WILL SEE FUTURE TRAINI... AWARENESS CHALLENGE AND A DUE DATE. TO SUBMIT A COURSE CREDIT... TRAINING RECORD' AND COMPLETE THE FORM. THEN SELECT 'DO YOU HA... CERTIFICATE TO UPLOAD?' AND UPLOAD THE CYBER AWARENESS CHALL... AFSAS USERS WHO HAVE NOT COMPLETED THE TRAINING AND UPLOADE... WILL HAVE THEIR ACCOUNT(S) SUSPENDED IF THE CYBER AWARENESS TR...

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

MY INVESTIGATIONS

Filter investigations by class

		ALL	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E	HAZARD	INCIDENT	SAFETY STUDY	FLAGWORDS
Open	Details	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...		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)	Details	11	3	0	7	0	0	0	1	0	0
Last Message Rejected (Open)		0	0	0	0	0	0	0	0	0	0

All | Aviation | Afloat | Ground | Motor Vehicle

Filter investigations by category

MY ORGANIZATION'S INVESTIGATIONS

MY ORGANIZATION'S (& BELOW) INVESTIGATIONS

WILDLIFE INVESTIGATIONS

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Account Management

Account Management Menu
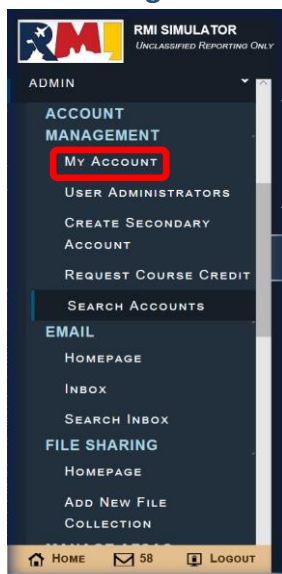
My Account Submenu
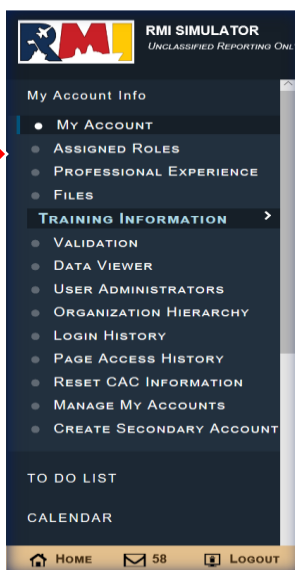
My Account: allows you to update your profile

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

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

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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

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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

◆ 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