SSIC

date

From: Commanding Officer, Command Name

To: Commander, Naval Safety Command, 375 A Street, Norfolk, VA 23511

Subj: APPOINTMENT OF (persons full name, rank/grade) AS A RISK MANAGEMENT INFORMATION (RMI) SYSTEM USER ADMINISTRATOR

Ref: (a) ALSAFE 17/20

 (b) ALSAFE 21/20

 (c) OPNAVINST 3750.6S

 (d) OPNAVINST 5102.1E

1. Reference (a) is the Risk Management Information safety Reporting Guidance ALSAFE.

2. Reference (b) is the RMI Roles and Responsibilities Guidance ALSAFE.

3. Reference (c) is the Naval Aviation Safety Management System instruction.

4. Reference (d) is the Navy and Marine Corps Mishap and Safety Investigation, Reporting and Record Keeping instruction.

5. Per reference (b), the following individual is designated as the RMI User Administrator (UA) for the listed UIC:

 a. Rank/Rate/Grade First name Last name

 b. User Administrator’s UIC

 c. Official Email Address

 d. Telephone Number

 e. DSN

6. (Name) is tasked with the specific duties and responsibilities of a RMI UA as directed in reference (b) and the protection of privileged safety information in accordance with reference (c) and (d). To be granted and maintain UA permissions, this letter and a user acknowledgement must be on file in the RMI system.

I. M. SIGNATURE