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](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:
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:

STEP 12: Select "Elevated" Account

STEP 13: Select roles to be performed (most common is "Event: Investigator")

STEP 14: Type justification and add your unit manager's name

STEP 15: Select "Submit Application"

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.
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

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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.
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.

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**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-NESSNOW (637-3669)**
- Email address - nesd.rmi.fct@navy.mil
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

**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
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.