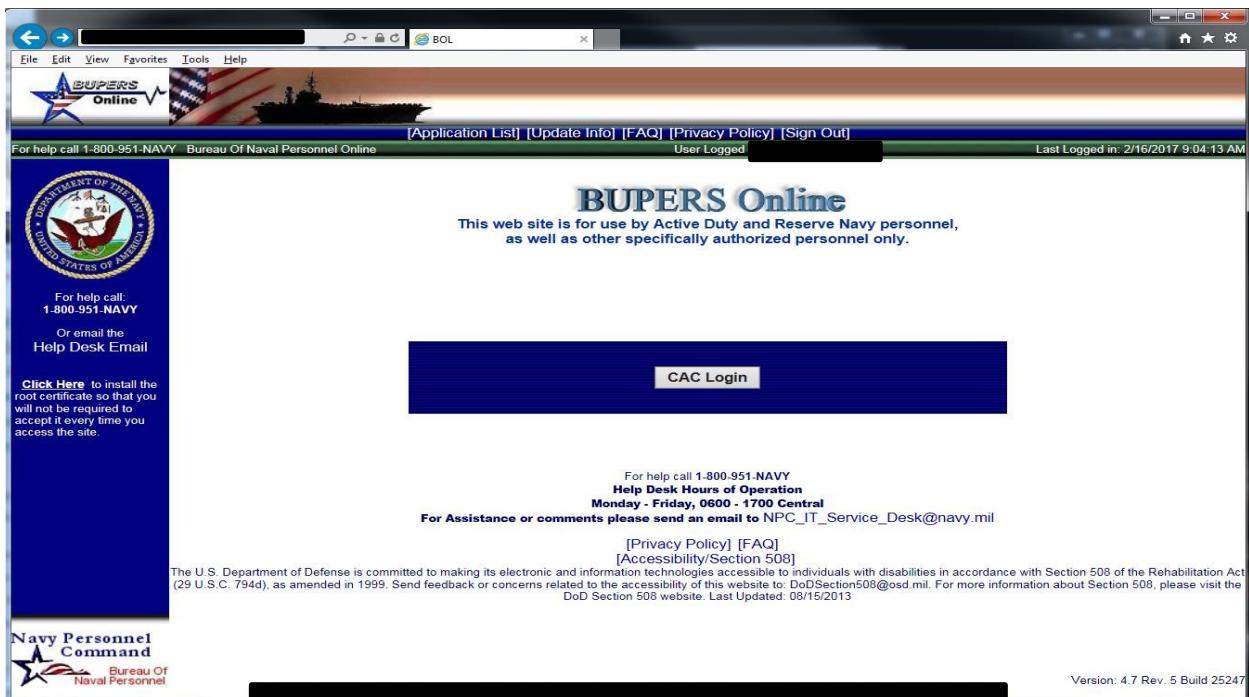


## How to Log In to ADMITS

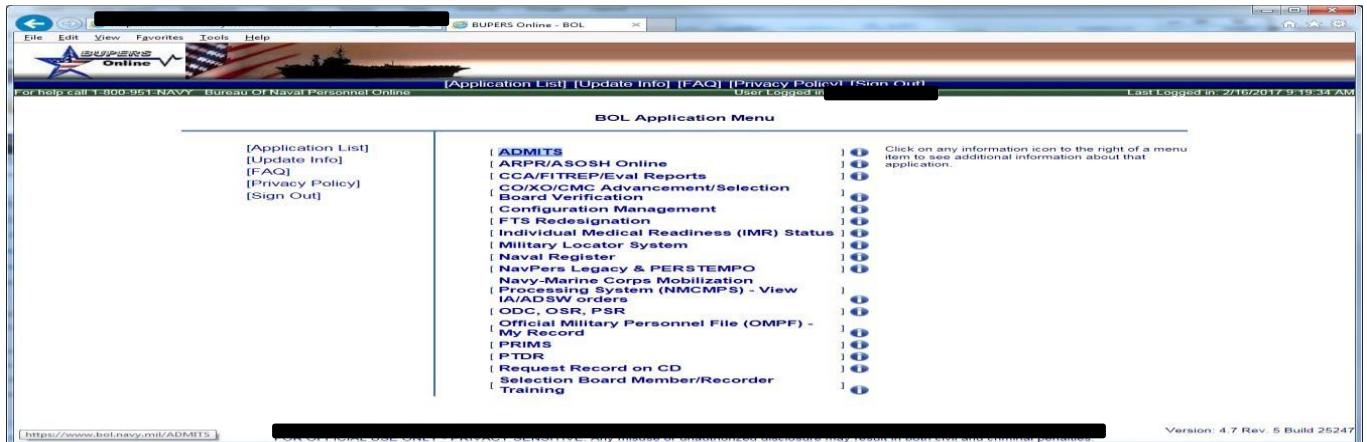
1. All users must log in to [www.bol.navy.mil](http://www.bol.navy.mil).

- 90Days of inactivity requires a SAAR (DD2875) to [BUPERS07-IT-EOC@us.navy.mil](mailto:BUPERS07-IT-EOC@us.navy.mil).
- The SAAR used for ADMITS can be submitted for BOL
- See BOL Account Request Instructions for additional details at: <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Systems/ADMITS/>.



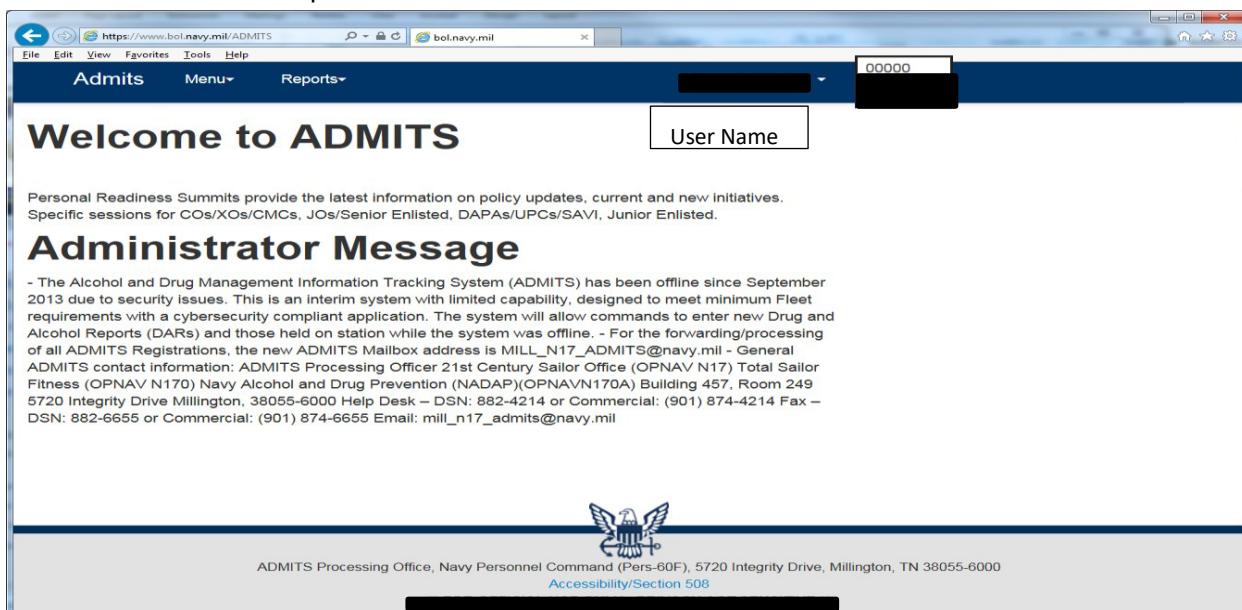
2. Next, click on the **ADmits** link.

- If you do not see the ADMITS link, please contact the ADMITS Help Desk [Mill-N17-ADMITS@us.navy.mil](mailto:Mill-N17-ADMITS@us.navy.mil).



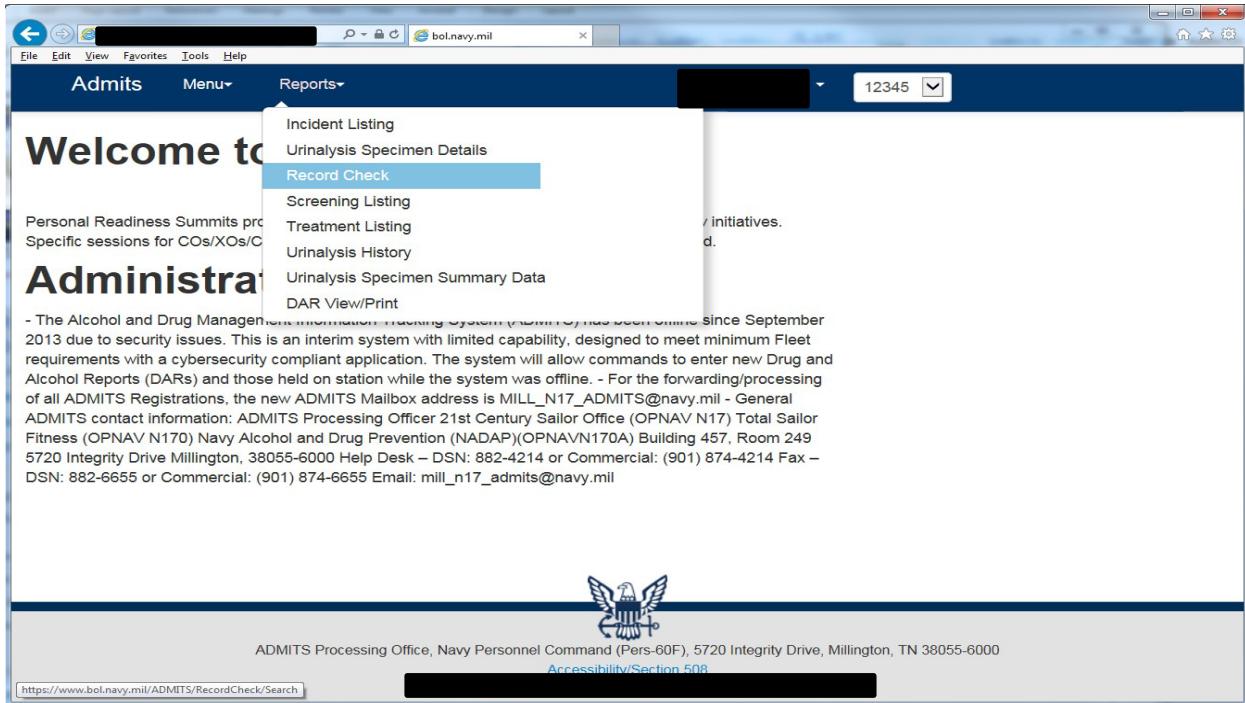
3. Users will be sent to the ADMITS homepage.

- If member has multiple UICs they can be selected from the drop down box to the right
- Based on members designated role they will be able to access reports and menu options



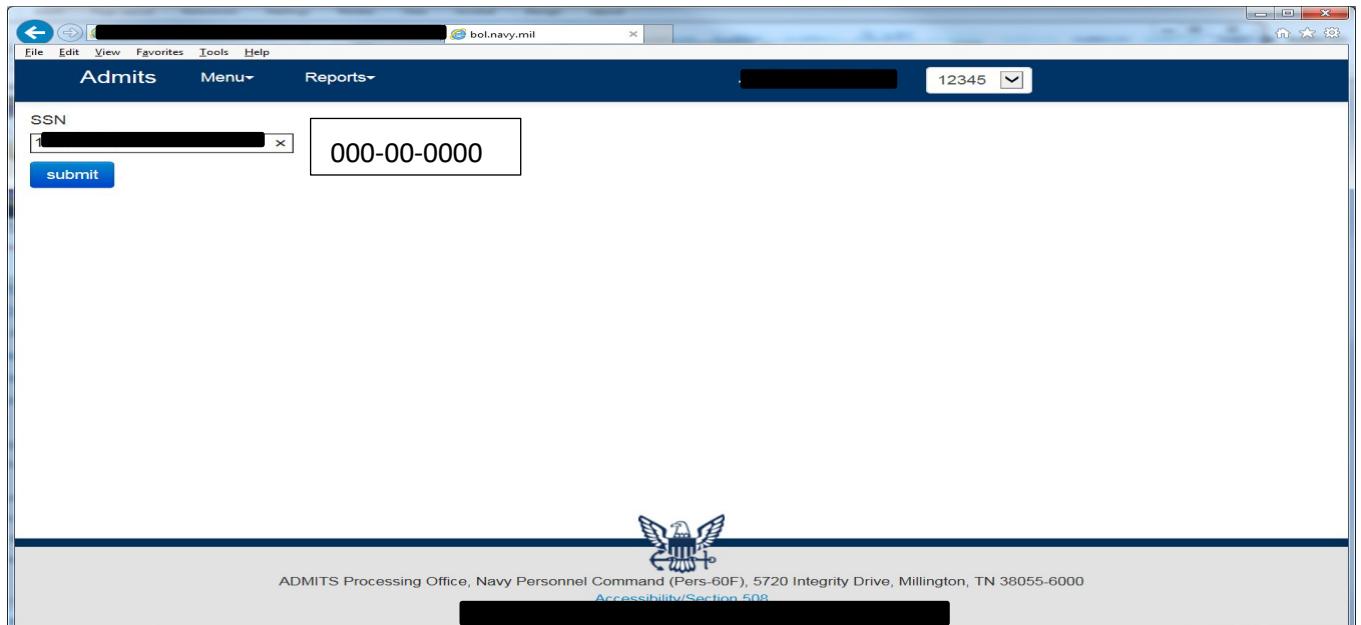
## How to obtain a Record Check

1. Click the “Reports” tab and click Record Check



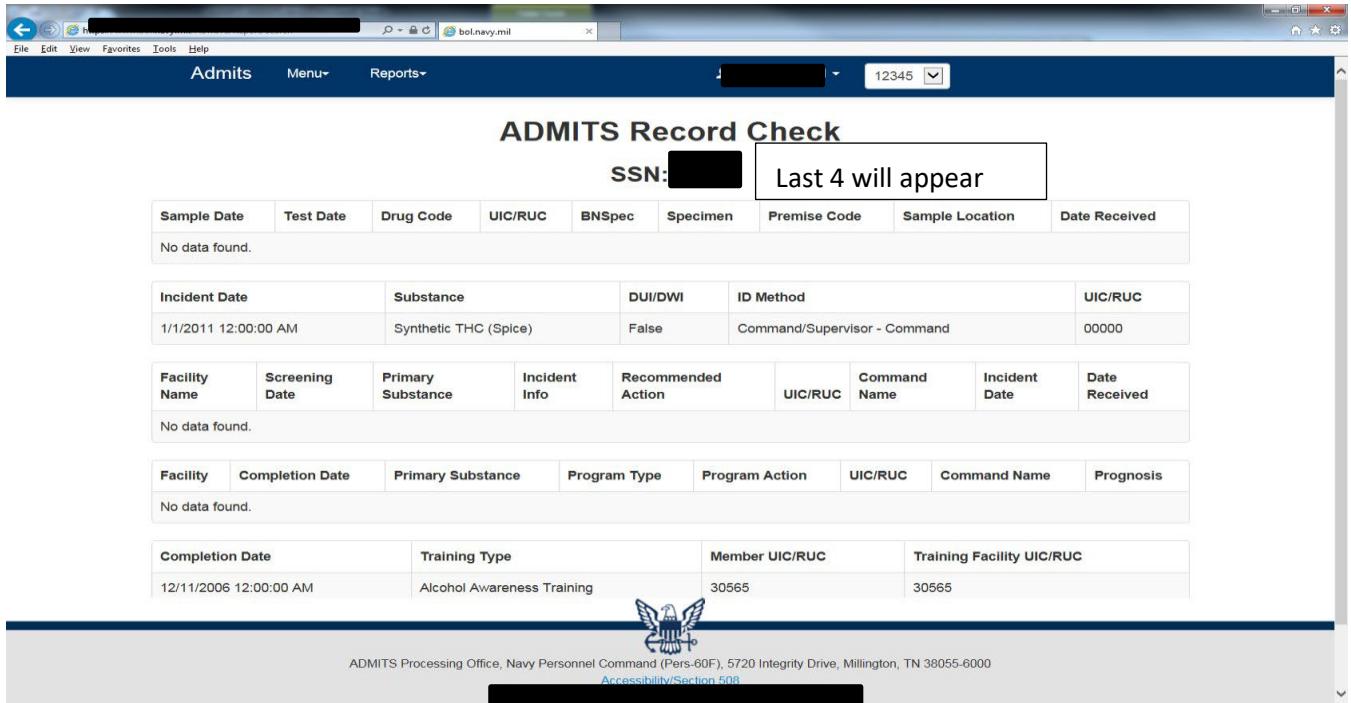
The screenshot shows a web browser window for the URL [bol.navy.mil](http://bol.navy.mil). The page title is "Welcome to ADMITS". The top navigation bar includes "Admits", "Menu", and "Reports". A dropdown menu under "Reports" is open, with "Record Check" highlighted. Other options in the dropdown are "Incident Listing", "Urinalysis Specimen Details", "Screening Listing", "Treatment Listing", "Urinalysis History", and "Urinalysis Specimen Summary Data". Below the dropdown, there is a text area with a message about the system being offline due to security issues. At the bottom of the page is a footer with the Navy seal and contact information for the ADMITS Processing Office.

2. Enter member **Full Social Security Number** and click **Submit**



The screenshot shows the same web browser window as the previous one, but the "Record Check" page is now displayed. It has fields for "SSN" (containing "1" and a masked SSN) and "DAR View/Print" (containing "000-00-0000"). A "submit" button is visible. The page layout is identical to the previous screenshot, with the Navy seal and footer information at the bottom.

3. **Report** is Displayed ○ A record of Laboratory Positives, Approved DARs, Screenings, Treatments, and Training will be displayed for the selected UIC.

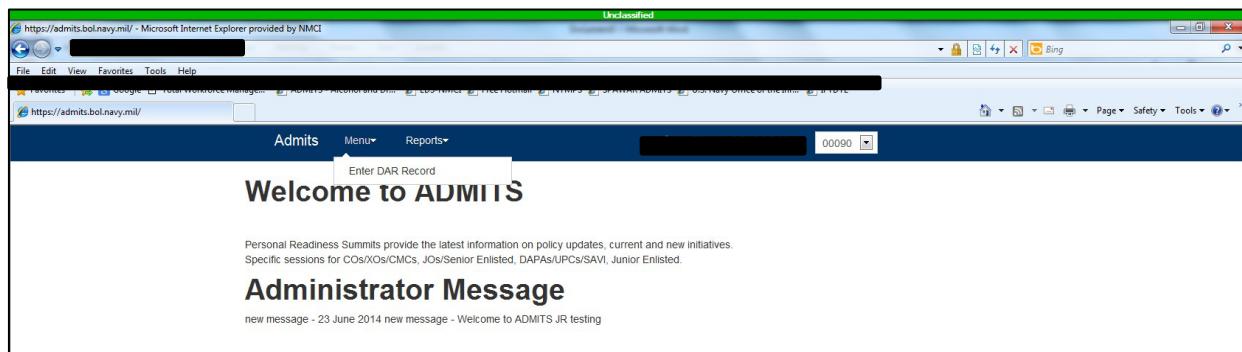


The screenshot shows the ADMITS Record Check interface. At the top, there is a header with 'Admits', 'Menu', and 'Reports' tabs, and a dropdown for 'UIC' with '12345' selected. Below the header is a search bar with 'SSN: [REDACTED]' and a note 'Last 4 will appear'. The main content area is divided into several tables:

- Laboratory Positives:** A table with columns 'Sample Date', 'Test Date', 'Drug Code', 'UIC/RUC', 'BNSpec', 'Specimen', 'Premise Code', 'Sample Location', and 'Date Received'. A note 'No data found.' is displayed.
- Screening:** A table with columns 'Incident Date', 'Substance', 'DUI/DWI', 'ID Method', and 'UIC/RUC'. One row is shown: '1/1/2011 12:00:00 AM', 'Synthetic THC (Spice)', 'False', 'Command/Supervisor - Command', and '00000'.
- Treatments:** A table with columns 'Facility Name', 'Screening Date', 'Primary Substance', 'Incident Info', 'Recommended Action', 'UIC/RUC', 'Command Name', 'Incident Date', and 'Date Received'. A note 'No data found.' is displayed.
- Training:** A table with columns 'Facility', 'Completion Date', 'Primary Substance', 'Program Type', 'Program Action', 'UIC/RUC', 'Command Name', and 'Prognosis'. A note 'No data found.' is displayed.
- Footer:** The ADMITS Processing Office address (Navy Personnel Command, 5720 Integrity Drive, Millington, TN 38055-6000) and a link to 'Accessibility/Section 508'.

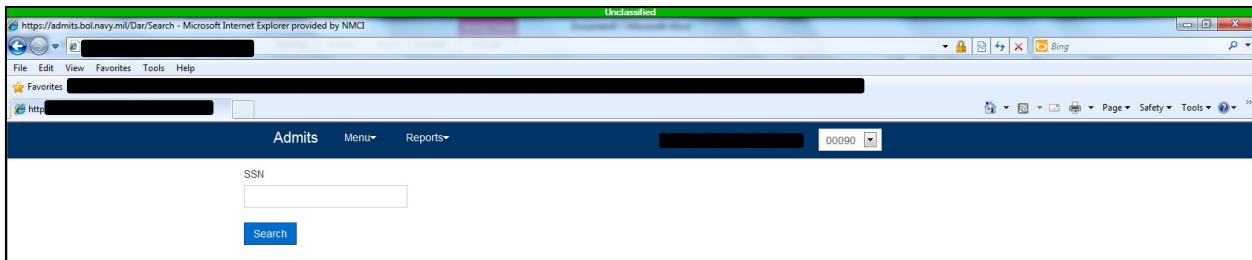
## How to Create and Edit a DAR

1. Go to the “Menu” tab and click on “Create DAR”.



The screenshot shows the ADMITS home page. At the top, there is a header with 'Admits', 'Menu', and 'Reports' tabs, and a dropdown for 'UIC' with '00090' selected. Below the header is a search bar with 'Enter DAR Record'. The main content area features a large 'Welcome to ADMITS' banner. Below the banner, there is a note about Personal Readiness Summits and an 'Administrator Message' section. The message states: 'new message - 23 June 2014 new message - Welcome to ADMITS JR testing'.

2. Enter the **Full SSN** of the member and click on **Search**.



3. Select “**New Record**”  To edit the record, Click “**Edit**” to the right of the existing DAR



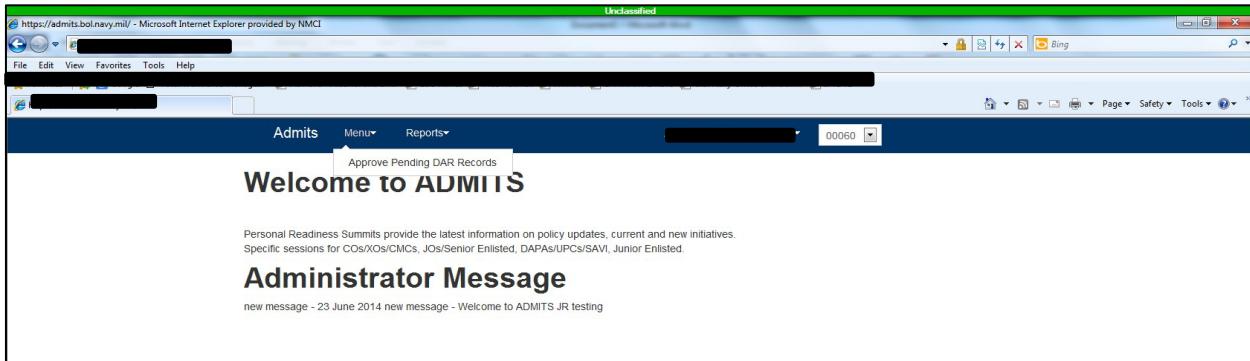
SSN	Member Name	Date Of Incident	
1111	JOEY	1/1/2011	
1111	JOEY	2/16/2017	<a href="#">Edit</a>



4. Select the appropriate options from the drop down menu to complete the DAR.
5. Enter a description the incident in the “**Comments**” section.
  - Cannot exceed 1,400 words, use Microsoft Word to check count
6. Select “**Save Report**”.
7. Saving the report will send the report to “**Approve Pending DAR Records**” for approval.

## How to Approve a DAR

1. Go to the “**Menu**” tab and click on “Approve Pending DAR Records”.



2. Note that a list of DARs waiting to be approved will be displayed.
3. Select from “View”, “Approve”, or “Delete”.
4. Selecting “Approve” will display a dialog box prompting the Commanding Officer to enter their name and select the “Approve” box. Note that the Commanding Officer’s name is entered when the approval authorization has been delegated, not the name of the individual approving the DAR.
5. The DAR is now approved. There is no need to fax the document to Navy Substance Prevention and Deterrence .

ADmits POC

Phone: 901-874-4214

Email: [Mill-N17-ADMITS@us.navy.mil](mailto:Mill-N17-ADMITS@us.navy.mil)