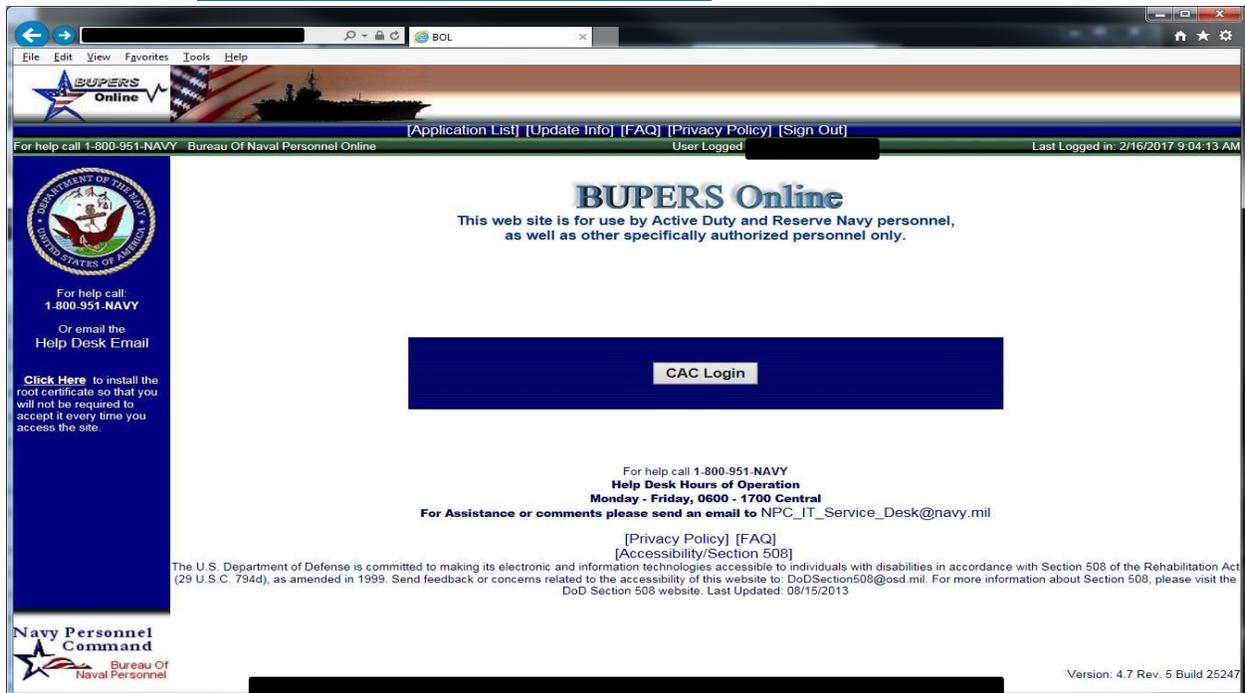


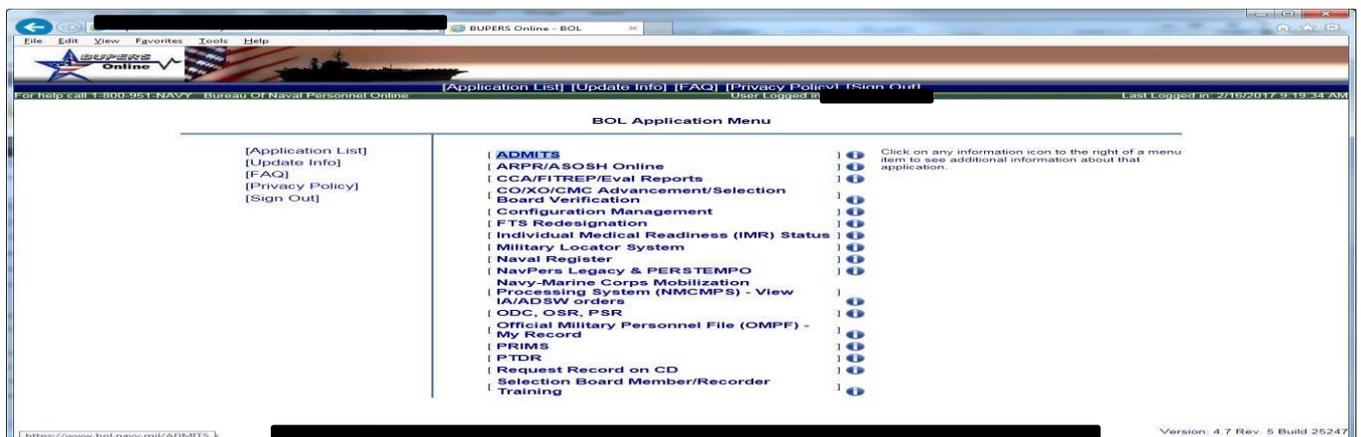
## How to Log In to ADMITS

1. All users must log in to [www.bol.navy.mil](http://www.bol.navy.mil).
  - 90Days of inactivity requires a SAAR-N to [bupers07\\_it\\_eoc.fct@navy.mil](mailto:bupers07_it_eoc.fct@navy.mil)
  - The SAAR-N 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/>.



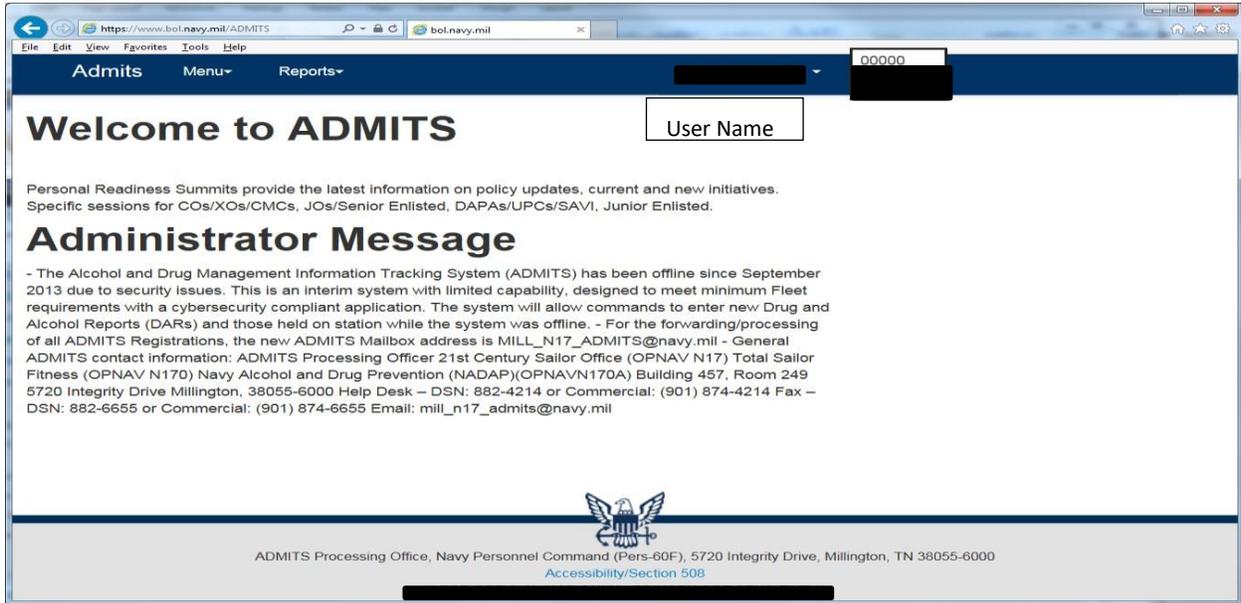
2. Next, click on the **ADMITS** link.

□ If you do not see the ADMITS link, please contact the ADMITS Help Desk  
[Mill\\_N17\\_ADMITS@navy.mil](mailto:Mill_N17_ADMITS@navy.mil)



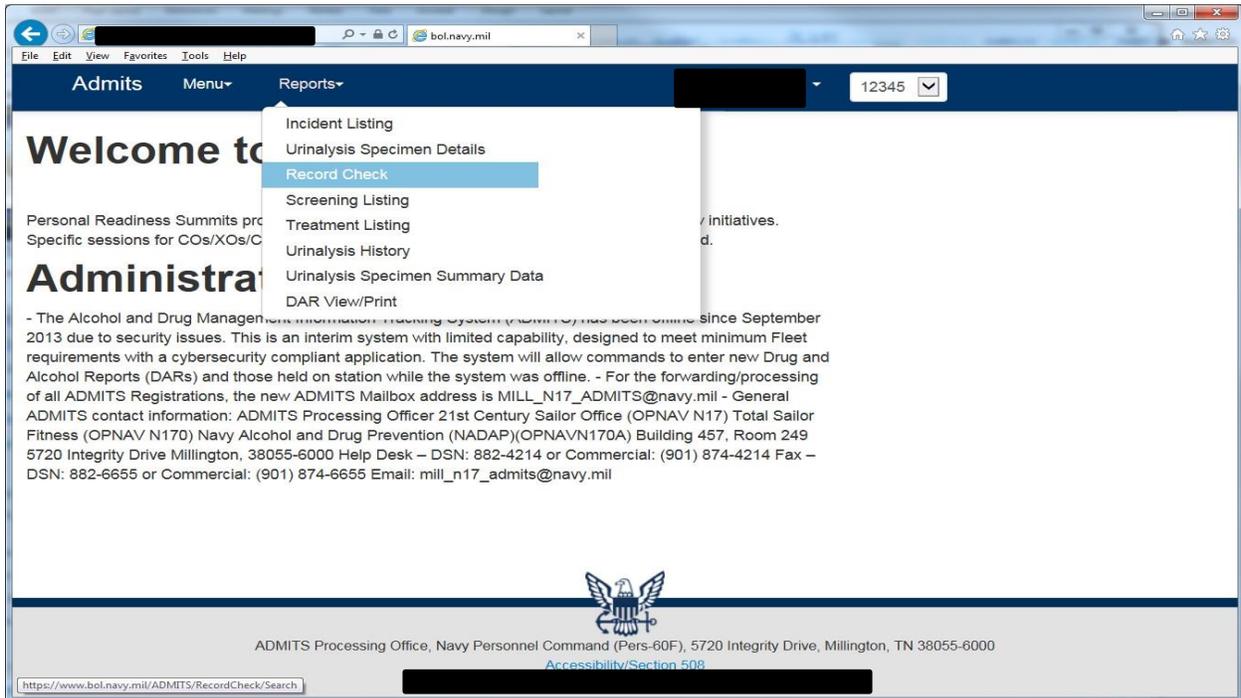
3. Users will be sent to the ADMITS homepage.

- 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



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

The screenshot shows a web browser window with the URL 'bol.navy.mil'. The page has a dark blue header with 'Admits', 'Menu', and 'Reports' options. A dropdown menu shows '12345'. Below the header, there is a form with a label 'SSN' and a text input field containing '000-00-0000'. A blue 'submit' button is located below the input field. At the bottom of the page, there is a logo and the text: 'ADMITS Processing Office, Navy Personnel Command (Pers-60F), 5720 Integrity Drive, Millington, TN 38055-6000'.

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' report. The SSN field is partially redacted with a box that says 'Last 4 will appear'. The report contains several tables of data:

Sample Date	Test Date	Drug Code	UIC/RUC	BNSpec	Specimen	Premise Code	Sample Location	Date Received
No data found.								

Incident Date	Substance	DUI/DWI	ID Method	UIC/RUC
1/1/2011 12:00:00 AM	Synthetic THC (Spice)	False	Command/Supervisor - Command	00000

Facility Name	Screening Date	Primary Substance	Incident Info	Recommended Action	UIC/RUC	Command Name	Incident Date	Date Received
No data found.								

Facility	Completion Date	Primary Substance	Program Type	Program Action	UIC/RUC	Command Name	Prognosis
No data found.							

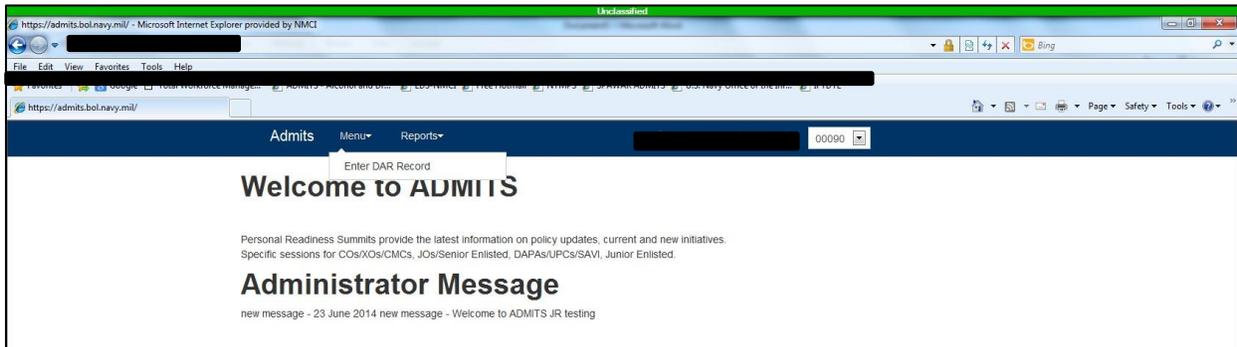
  

Completion Date	Training Type	Member UIC/RUC	Training Facility UIC/RUC
12/11/2006 12:00:00 AM	Alcohol Awareness Training	30565	30565

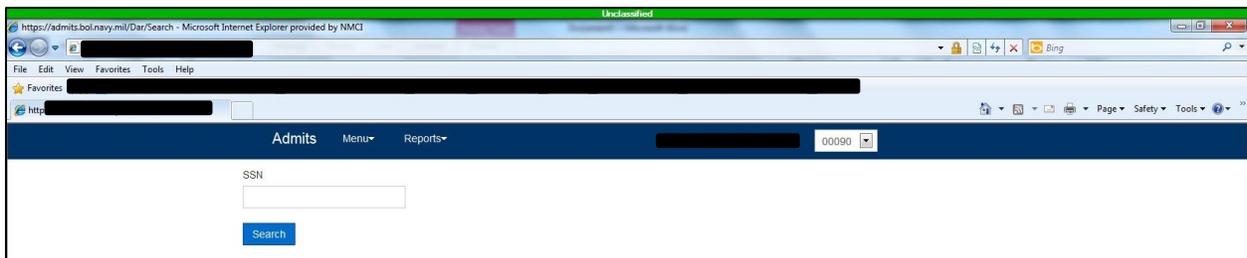
At the bottom of the page, there is a logo and the text: 'ADMITS Processing Office, Navy Personnel Command (Pers-60F), 5720 Integrity Drive, Millington, TN 38055-6000'.

## How to Create and Edit a DAR

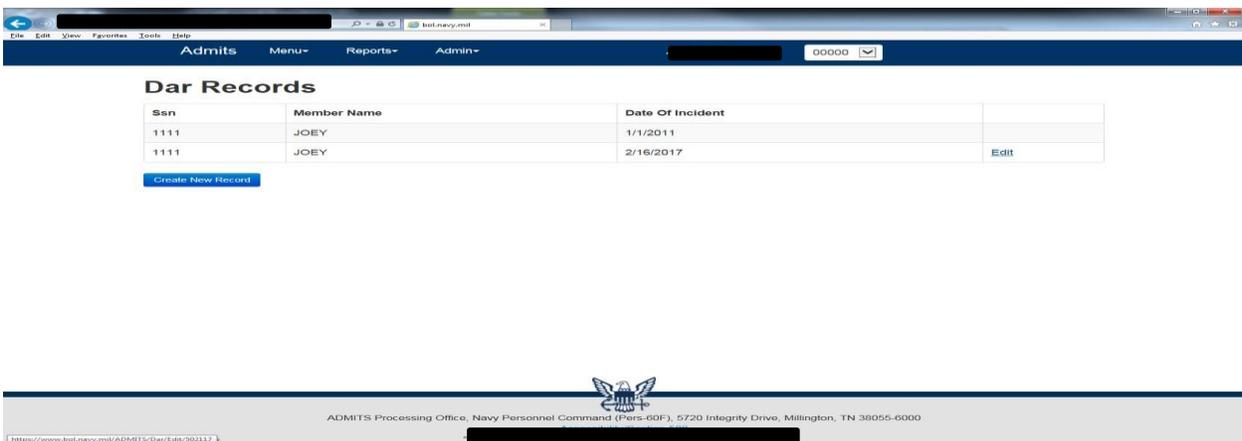
1. Go to the “Menu” tab and click on “Create DAR”.



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



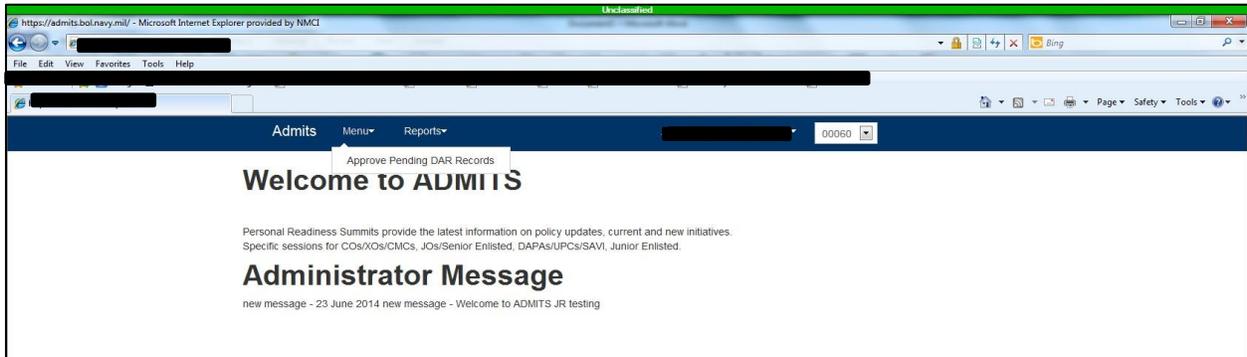
3. Select “New Record” ○ To edit the record, Click “Edit” to the right of the existing DAR



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 NADAP.

ADMITS POC

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