

ADMITS

FREQUENTLY ASKED QUESTIONS (FAQ)

Q1. How do I log in to ADMITS?	A1. All Users must have BOL access to login to ADMITS. If you have ADMITS access you will see the ADMITS link at the top of BOL application menu. If it is not there you will need to request ADMITS access by completing a SAAR-N form and sending by email to Admits Help Desk.
Q2. Where can I obtain a SAAR-N form?	A2. You can obtain a SAAR-N form by visiting ADMITS Webpage https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Systems/ADMITS/ or email ADMITS Help Desk at MILL_N17_ADMITS@NAVY.MIL .
Q3. If I previously had an account will I still be able to access ADMITS?	A3. If you did not have your previous account removed by ADMITS personnel, you will still be able to access ADMITS for your previous Command. In order for us to update your ADMITS account, we need an updated SAAR-N.
Q4. I am unable to digitally sign my SAAR is there another way I can sign it?	A4. All SAAR requests must be digitally signed. Make sure you have the correct SAAR (OPNAV 5239/14) and you have clicked the "ENABLE ALL FEATURES" button in the upper right hand corner of the form.
Q5. What if I'm unable to send an encrypted email?	A5. If you are unable to send an encrypted message, please use DOD SAFE via the following link, https://safe.apps.mil/ . When accessing, use the Email certificate. When sending to us, please include Passcode and Decryption Passcode (if you assign for File download) in comments section of DOD SAFE. Please send Passcode with initial email not separately.
Q6. Why am I receiving DAR Record Failed to Save message when attempting to save a DAR in ADMITS?	A6. This error is when the total number of characters (1400 total characters including spaces) entered in the comment block has been exceeded.
Q7. Who inputs the member referral to Screening and Treatment?	A7. A Navy SARP will input that information. *For non-Navy SARP contact the ADMITS Helpdesk*
Q8. Do Commands need to submit a Closeout DAR?	A8. You no longer have to do a close out DAR. When the DAPA inputs the initial DAR and your CO or DAR Approver approves the DAR via ADMITS then your part is done.

ADMITS

FREQUENTLY ASKED QUESTIONS (FAQ)

<p>Q9. Can a CO approve a DAR for an incident that took place prior to them taking Command?</p>	<p>A9. Even if the incident was prior to their taking command, when the facts in the DAR can be substantiated.</p> <p>To substantiate a DAR, use information from the following data sources:</p> <ul style="list-style-type: none">• DAPA records (usually maintained on board for 2 years)• Member's evaluations/FITREPs• Results of screening and/or treatment obtained from ADMITS record check• If a DAR cannot be substantiated the CO or DAR Approver must delete the DAR.
<p>Q10. How do I edit a DAR?</p>	<p>A10. If a DAR is submitted and has not been approved, it can still be edited. To edit the DAR, go to Enter DAR Record. Once you input the member full SSN and their name appears there will be an edit button. You can make corrections as needed.</p> <p>Once the DAR is approved the edit button goes away and the only way you will be able to make corrections to the DAR will be by submitting via Command Letter Head(template available via ADMITS Help Desk) what needs to be added to the DAAR via encrypted email to ADMITS Support MILL_N17_ADMITS@NAVY.MIL.</p>
<p>Q11. How often do I need to log into BOL?</p>	<p>A11. All users must have and maintain an active BUPERS on line (BOL) account and must log in every 30 days to prevent account from being suspended.</p> <p>To unlock a BOL account, follow direction on web site at https://www.bol.navy.mil/bam/ or contact BOL help desk at 1-800-951-6289 or bupers07_it_eoc.fct@navy.mil.</p>

ADMITS POC

Phone: 901-874-4214

Email: MILL_N17_ADMITS@navy.mil