## CHANGE HISTORY

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Section One – Career Information Management System (CIMS)
1. **INTRODUCTION AND PURPOSE**

1. This guide is designed to assist Career Information Management System (CIMS) users with step-by-step instructions. CIMS combines the features of the legacy Career Information Management System 1999 (CIPM99) and the functionality of the Navy Standard Integrated Personnel System (NSIPS) using PeopleSoft® Commercial Off-the-Shelf (COTS) human resources software.

2. CIMS automates Career Counselor office procedures and simplifies many processes. CIMS assists in creating and maintaining command members’ Career Counselor records ashore and afloat, preparing for Career Development Boards (CDBs), Armed Services Vocational Aptitude Battery (ASVAB), Selective Reenlistment Bonus (SRB), and a host of general list type reports and other daily operations of Divisional and Departmental Career Counselors and the Command Career Counselor (CCC).

3. CIMS serves as a reporting and monitoring tool for the CCC and provides the ability to track the status of special commissioning program applications in a transactional application that is separate from the NSIPS data warehouse and its associated data marts.

4. This CIMS Users Guide is geared towards CCCs, Departmental and Divisional Career Counselors (DDCCs), and members of the Command Retention Team. The User’s Guide will also provide detailed instructions for accessing, navigating, and using CIMS at all access levels within the Chain of Command.

**NOTE:** Screen shots included in this guide are taken from the test version of CIMS version 1.4.6. (Current as of 01 JUN 2016). You may want to download this guide to your workstation for faster access.

**1.1 Purpose And Intent of the User’s Guide**

1. The purpose of this guide is to provide the user with information needed to access, navigate, and use CIMS.

2. The guide will first describe the process of accessing CIMS and CIMS functions. It will then provide a description of CIMS functions and how to navigate and use CIMS. This will include viewing reports; completing certificates, adding information on new command members; maintaining CIMS Career Information pages, using CIMS calculators, verifying pages, accessing, using, assigning DDCCs, sponsor assignment, and printing CIMS reports and certificates.

**1.2 CIMS User Roles**

This guide will describe the different CIMS User Roles developed to define CIMS access levels and functional use with regards to required work within CIMS and safeguarding Privacy Act information. CIMS User Roles also restrict unethical use of information and input functions of the product. The User Roles within CIMS are CIMS Functional Area Manager, CIMS Command Career Counselor, CIMS Departmental/Divisional Career Counselor, CIMS Inquiry Role and Sponsor Coordinator. These roles will be defined in Section 2 of this guide.
Section Two – User Roles and Privileges
2. USER ROLES, PRIVILEGES, AND LIMITATIONS

This section describes the breakdown of CIMS user roles and defines the functions of these roles. This Section also describes the limitations placed on certain user levels to safeguard Privacy Act information and restrict unethical use of CIMS.

2.1 CIMS Functional Area Manager (FAM) Role

1. The CIMS FAM Role is used as currently designed within the NSIPS Application Security process but is set aside to specifically deal with CIMS System Access Authorization Request (SAAR).

2. The FAM may approve SAAR requests for access to CIMS.

3. The FAM authorizes the user the ability to view, update, approve, and manages user access requests for CIMS users.

2.2 CIMS Inquiry Role

1. The CIMS Inquiry Role authorizes view-only access based on permissions granted. This role is designed to allow users at different echelon levels to view data for their activity and all activities identified as subordinate to them within the Operational Security Tree. The role may be granted to a single UIC level (e.g., Wing or Surface Squadron Level) or at an echelon level (e.g., Fleet or Force Level).

2. The CIMS Inquiry Role user may access all reports in their UICs as well as reports of all subordinate UICs.

3. The CIMS Inquiry Role user has view only access to CDBs, Career Decisions, Correspondence Tracking, Sponsor Assignment, Rating Conversion, United Services Military Apprenticeship Program (USMAP) data, Reports, and all Lists.

2.3 CIMS Departmental/Divisional Career Counselor Role

1. The CIMS Departmental or Divisional CCs role authorizes the user to view, update, add, and correct data, but does not grant final approval by verification or validation for information that will be stored in the NSIPS data warehouse.

2. Departmental and Divisional CCs may access and populate the following CIMS pages for all personnel assigned to them by the Command Career Counselor.

   a) Career Development
   b) Career Decisions
   c) Correspondence Tracking
   d) Sponsor Assignment
   e) Rating Conversion
   f) US Military Apprenticeship Program Information

3. DDCCs are able to access and populate Worksheets for personnel assigned to them by the Command Career Counselor.
4. Counselors are able to access the Forms, Certificates, Verify, or Reports Sections within CIMS.

5. Departmental and Divisional CCs may access and use all CIMS calculators.

6. Departmental and Divisional CCs may access reports and lists for their UIC or subordinate UICs.

7. Information added to CIMS CDB pages by DDCCs must be verified and approved by the CCC before data is permanently stored in the NSIPS Enterprise Data Warehouse.

8. Access to modify/update the users SAAR Request under ERM Security Administration in the Navigation panel, for the purpose of requesting greater access to CIMS/NSIPS or additional UICs.

   **NOTE:** These modifications/updates are subject to authorization from the FAM/SUPERFAM and follow the normal verification process.

### 2.4 CIMS Command Career Counselor Role

1. The CIMS CCC role authorizes the user to view, update, correct, and approve CIMS items based on access permissions granted within the Operational Security Tree.

2. CCCs may access and populate CIMS pages for all personnel assigned to them. In addition to the CIMS pages accessible by Departmental and Divisional Counselors, the CCC may access the following CIMS pages:
   a) Career Counselor Manage Assign.
   b) Individual Department/Division Assignment
   c) CCCs may access and complete all Certificates for personnel assigned to them.
   d) CCCs may access and use all CIMS calculators.
   e) CCCs may modify Departmental and Divisional CCs input into CIMS pages and/or verify those pages as correct.
   f) CCCs may access Mass Department Assignment pages.
   g) CCCs may access Mass Division Assignment pages.

3. This action allows verified information to be stored permanently as data in the NSIPS Enterprise Data Warehouse.
   a) CCCs may only access records of Sailors who are assigned to their UICs or subordinate UICs.
   b) CCCs may access reports and lists for their UICs or subordinate UICs.
   c) CCCs may assign DDCCs in CIMS.
   d) CCCs may assign Sailors to DDCCs.

5. Access to modify/update the users SAAR Request under ERM Security Administration in the Navigation panel, for the purpose of requesting greater access to CIMS/NSIPS or additional UICs.
NOTE: These modifications/updates are subject to authorization from the FAM/SUPERFAM and follow the normal verification process.
2.5 **CIMS Report Role**

1. CIMS uses existing NSIPS report roles to facilitate generating and printing of planned reports and documents. The CIMS Report Role authorizes the user to view and print planned reports based on their level within the Operational Security Tree.

2. Report Role users may view all reports and lists for their UIC or subordinate UICs.

2.6 **CIMS Command Sponsor Coordinator Role**

1. The CIMS CSC role authorizes the user to view CIMS items, run Sponsor Coordinator List Reports and assign Sponsors and enter data for those Sponsors based on access permissions granted within the Operational Security Tree.

2. CSCs may access and populate CIMS Sponsor pages via the Sponsor Coordinator Lists for all personnel assigned to them and Prospective Gains reporting to their Command.
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Section Three – System Access Authorization Request (SAAR)
3. SYSTEM ACCESS AUTHORIZATION REQUEST (SAAR)

This section covers the creation of Command Career Counselor (CCC), Department/Division Career Counselor (DDCC), Command Sponsor Coordinator (CSC) and CIMS Inquiry accounts only and does not discuss accounts created for multiple types of access e.g., Acceptance & Oath of Office (A&O), NSIPS Pay & Personnel Office access or the Navy Retention Monitoring Systems (NRMS). In addition CIMS Super FAM and CNO level inquiry account creation are not discussed in this Users Guide, for assistance in the creation of these types of accounts contact your command FAM for Manpower and Personnel.
Figure 3-1–NSIPS Splash Page
3.1 **CCC, DDCC, CSC account Creation**

3.2 **System Access Authorization Request (SAAR)**

- Using your Internet Explorer window, navigate to https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp the NSIPS page will load.

  1. New Users Link – When this link is used a new SAAR application will be initiated and the NON-ERM USERS ONLY page will load. (See Figure 3-1.)

  2. ERM SAAR Validation (Supervisor) Link – Supervisors use this link to validate new user accounts. Activating this link will load the SAAR Validation Page. Enter the code from the email received. This process is discussed later in this chapter. See Figure 3-14.
Figure 3-2—Choose a Digital Certificate

Figure 3-3—ActivClient Login
3.2.1 IDENTITY VALIDATION

When navigating to the NSIPS splash screen located at https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp the page requires CAC identity validation. It is essential that the user select the proper certificate for validation. If validation fails for any reason the user is required to close the current browser session, open a new browser and begin the validation process again.

1. Choose a Digital Certificate – Ensure selection of the current non-email certificate then select the OK button. Selection of the email certificate will cause validation to fail and will require closing the browser and opening a new session to restart the validation process.

   NOTE: Certificates do not always appear in the same order; attention is required to select the proper certificate for logon.

2. Personal Identification Number (PIN) – Enter the PIN associated with your CAC the click the OK button. After clicking the OK button the NSIPS Splash Screen will load.
**CIMS account Creation**

**Figure 3-4–SAAR Account CIMS Pt 1**

Please enter a Home Command. Next, select a SAAR Account Type and click the Submit button to initiate the SAAR Process.

**Please fill in the Required Fields**

- **Name**: Enter the full name (Last, First Middle)
- **Command UIC**: Enter the Command UIC (*Required)

**Figure 3-5–SAAR Central Database Warning**

Warning – SSN Entered has no record at ERIM Central Database. (26105,2)

Please fill in the Name & Command of the SSN entered and submit to place a request.
3.3 **SAAR Account CCC, DDCC, CSC Pt 1**

1. **NAME** – (Required) the name of Active Duty and Reserve personnel already in NSIPS will populate automatically. Other personnel not already in NSIPS including Civilian personnel being granted access to CIMS will cause Warning message to display; and you will be required to enter the name manually in the following format LAST Name, FIRST Name MI.

   **NOTE:** There is no space after the coma following the LAST name and the First name.

2. **COMMAND UIC** – (Required) the current UIC for Active Duty and Reserve personnel already in NSIPS will populate automatically. Other personnel not already in NSIPS including Civilian personnel being granted access to CIMS will be required to enter the UIC manually.

3. **SUBMIT** – This button will begin the next phase of the application process and open a new page.

4. **CANCEL** – This button will cancel pages entries and return user to the NSIPS splash page.

5. **RESET** – This button will clear all information already entered on this page and let you re-enter user information.
## CIMS CCC, DDCC, CSC account Creation

<table>
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<th>Please Select a SAAR Account Type *</th>
<th>Details</th>
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<tr>
<td>(NSIPS)-Reserve Customer Commands/Pay and Personnel Office</td>
<td>DETAILS</td>
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<tr>
<td>(NSIPS)-Web Adhoc</td>
<td>DETAILS</td>
</tr>
<tr>
<td>(NSIPS)-NSIPS Access Manager (NAM)</td>
<td>DETAILS</td>
</tr>
<tr>
<td>(ANO)-Acceptance and Oath of Office</td>
<td>DETAILS</td>
</tr>
<tr>
<td>(NSW)-Naval Special Warfare</td>
<td>DETAILS</td>
</tr>
<tr>
<td>(NRMS)-Navy Retention Monitoring System</td>
<td>DETAILS</td>
</tr>
<tr>
<td>(CIMS)-Career Information Management System</td>
<td>DETAILS</td>
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<tr>
<td>Command Level Access</td>
<td>DETAILS</td>
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<tr>
<td>Corporate Level Access</td>
<td>DETAILS</td>
</tr>
<tr>
<td>(NSIPS)-Orders Request</td>
<td>DETAILS</td>
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<tr>
<td>(EDM)-Enhancement for Drill Management System</td>
<td>DETAILS</td>
</tr>
</tbody>
</table>

Figure 3-6–SAAR Account CCC, DDCC, CSC Pt 2
SAAR Account CCC, DDCC, CSC Pt 2

1. **CIMS USER RADIO BUTTON** – Place a check in this button to create a CIMS account type.

2. **NEXT** – This button will begin the next phase of the application process and open a new page.

3. **CANCEL** – This button will cancel pages entries and return user to the NSIPS splash page.

4. **RESET** – This button will clear all information already entered on this page and let you re-enter user information.
Select a Primary Role

**Career Information Management System (CIMS)**

- [ ] CIMS Corporate User
- [ ] CIMS Department/Division Career Counselor
- [ ] CIMS Command Career Counselor
- [ ] CIMS Sponsor Coordinator
- [ ] CIMS Command View Only

**Figure 3-7—SAAR Account CCC/DDCC/CSC Pt 3**
SAAR Account CCC, DDCC, CSC Pt 3

1. DEPARTMENT/DIVISION CAREER COUNSELOR USER CHECKBOX – Place a check in this box to create a CIMS Department/Division Career Counselor account type.

2. COMMAND CAREER COUNSELOR USER CHECKBOX – Place a check in this box to create a CIMS Command Career Counselor account type.

3. SPONSOR COORDINATOR USER CHECKBOX – Place a check in this box to create a CIMS Sponsor Coordinator account type.

4. OK – This button will begin the next phase of the application process and open a new page.

5. CANCEL – This button will cancel pages entries and return user to the NSIPS splash page.
### CCC, DDCC, CSC Account Creation

**System Access Authorization Request - (SAAR)**

Create New User Account - CIMS Command Career Counselor

#### Operator Attributes

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<tr>
<td>Name</td>
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</table>

#### UIC Access

**CIMS UIC Access**

#### Supervisor Details - SAAR Form

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</thead>
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<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Email ID</td>
<td></td>
</tr>
<tr>
<td>Contact Phone</td>
<td></td>
</tr>
</tbody>
</table>

#### Actions

- **Submit Account**
- **Reset**

---

**Figure 3-8**–SAAR Account CCC/DDCC/CSC Pt 4
SAAR Account CCC, DDCC, CSC Pt 4

1. **USER ID** – The user’s desired User ID. The User ID may be automatically generated or created by the user.

2. **NAME** – The user’s name as entered on the NON-ERM USERS page.

3. **DEPARTMENT** – The user’s UIC and Command Description as entered on the NON-ERM USERS page.

4. **JUSTIFICATION BUTTON** – This button allows the user to enter a justification for their access to the desired applications.

5. **RANK/RATE** – (Corporate Data) The user’s Rank/Rate based upon data entered on the NON-ERM USERS page.

   NOTE: This field will be blank for civilian users.

6. **ACCOUNT TYPE** – (Corporate Data) This field is automatically populated with either Military or Civilian.

7. **TELEPHONE** – User’s telephone number. This telephone number may be used by the help desk or FAM in order to assist the user with any issues pertaining to the account.

8. **EMAIL ADDRESS** – (Required) User Email address.

   NOTE: All Email sent to the user in reference to their account is sent to this address.

9. **UIC ACCESS** – CIMS UIC ACCESS link when clicked will open a new page allowing the user to request access to specific UICs. NOTE: Users are only allowed access to view or manage personnel assigned to the UICs identified on this page.

10. **NAME** – Enter the name of the user’s Supervisor in the following format: LAST Name, FIRST Name MI.

    NOTE: There is no space after the comma following the LAST name and the First name.

    NOTE: It is important that you enter data into this field carefully since the supervisor will not be able to verify this application if they are unable to enter in the name exactly as it is entered here.

11. **EMAIL ID** – Supervisor’s Email address where mail regarding this application is sent.

12. **CONTACT PHONE** – Supervisor’s contact phone number.

13. **SUBMIT BUTTON** – Pressing this button submits the application and begins the verification and authorization process. After successful submission of the application the ERM SAAR STATUS page will load.

14. **RESET BUTTON** – Pressing this button resets all of the data on the page.
CIMS UIC ACCESS

Figure 3-9--SAAR Account CCC/DDCC/CSC Pt 5 – CIMS UIC ACCESS
3.4 **SAAR Account CCC, DDCC, CSC Pt 5 – CIMS UIC ACCESS**

1. **NAME** – The user’s name as entered on the NON-ERM USERS page.

2. **DEPARTMENT ID** – The UIC the user desires access to.

3. **ACTIVITY LONG TITLE** – Command name associated with the UIC entered by the user.

4. **ADD MORE/REMOVE BUTTONS** – These buttons allow users to add more rows to the page in order to add more commands to their access list. Pressing the minus button will remove the UIC on that row.

5. **OK BUTTON** – Enters the information on this page and returns to the application page.

6. **CANCEL BUTTON** – Removes all information entered on this page and returns to the application page.
VERIFICATION PROCESS

Figure 3-10–Verification Process Pt1 – SAAR Status

 sarcast%a
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You are receiving this email because you were identified as a Supervisor for TEST, PROD requesting an NSIPS ERM account.

If you think you received this Email by mistake, please forward this email to NSIPSHelpdesk@navy.mil.

Due to ongoing Information Assurance requirements, this validation request no longer supports embedded hyperlinks.

Please go to the NSIPS home page and click the ERM SAAR Validation (Supervisor) link.

You will require the following Confirmation Code to validate account requests: mes1E2toTIdjak2zX2dNOxwxxoe8l7MS A

NOTE:
A valid DoD CAC is required in-order to access the link specified in the email.
If you DO NOT have a valid CAC or if you are unable to present your CAC to the application, please forward this email to the NSIPS Help Desk at NSIPSHelpdesk@navy.mil.

Figure 3-11–Verification Process Pt1 – SAAR Verification E-mail

Figure 3-12–Verification Process Pt1 – SAAR Verification Process
3.5 Verification Process Pt1

1. ERM SAAR STATUS – After successful submission of the application the ERM SAAR STATUS page will load notifying the applicant that their application has been successfully submitted.

2. VERIFICATION EMAIL – This email is sent to the applicants Supervisor and provides them with a link to the ERM SAAR Review/Verification page and a Confirmation Code to enter into that page.

   NOTE: Copy the provided code from the email and paste it into the Verification page to prevent accidental errors.

   A. CONFIRMATION CODE – Supervisors enter this code into the verification page to begin the verification process on the application.

   NOTE: Copy the provided code from the email and paste it into the Verification page to prevent accidental errors. Access of this page for supervisors is discussed at the beginning of this chapter.

3. ERM SAAR REVIEW/VERIFICATION PAGE – Type or paste the Confirmation Code into the field provided then press the CONFIRM button to load the Supervisor Details section.
NSIPS SAAR Review/Verification Process

Code

Please enter the Confirmation Code received in the Email and Click on the Button "Confirm" to start the Process.

Code: [Redacted]

Confirm

Supervisor Details

Please enter your details in the Section provided below and click Submit. The details should match those specified in the SAAR Form.

Name: [Redacted] (Last, First, Middle)

Email Id:

Phone:

Submit

Reset

Figure 3-13–Verification Process Pt2 – SAAR Supervisor Verification Page

Microsoft Internet Explorer

Supervisor Name does not match Supervisor Name on SAAR form (261US/88)

The Supervisor Name entered on this page must EXACTLY match the Supervisor Name entered on the SAAR form. Please verify the name entered on the SAAR form before proceeding.

OK

Figure 3-14–Verification Process Pt2 – SAAR Supervisor Name Error Message
3.6 Verification Process Pt2 – SAAR Supervisor Verification Page

4. **NAME** – (Required) Enter the Supervisor’s name in the following format: LAST Name, FIRST Name MI.

   **NOTE:** There is no space after the comma following the LAST name and the First name.

   **NOTE:** It is important that you enter data into this field carefully; the supervisor’s name must be entered exactly as it was during the application process.

5. **EMAIL ID** – (Required) Supervisor’s email address where mail regarding this application is sent.

6. **CONTACT PHONE** – (Required) Supervisor’s contact phone number.

7. **SUBMIT** – (Required) Pressing this button submits the application and begins the verification and authorization process. After successful submission of this page the applicant’s SAAR Request will load for review/verification.

8. **RESET** – This button will clear all information already entered on this page and let you re-enter user information.

9. **ERROR MESSAGE** – This message will appear if the Supervisor name is not entered exactly as it was during the application process.
VERIFICATION PROCESS SUPERVISOR

Figure 3-15–Verification Process Pt3 – SAAR Verification/Deny Buttons

Figure 3-16–Verification Process Pt3 – SAAR Routing

Figure 3-17–Verification Process Pt3 – SAAR Routing Status Message
3.7 **Verification Process Pt3 - Verification Process Supervisor**

10. **SUPERVISOR APPROVAL/DENIAL** – This section is located at the bottom of the application being reviewed by the supervisor. When the Verified/Approve button is pressed the SAAR Final Approval routing page will be loaded, when the Deny request is pressed the application will be cancelled and the applicant must make a new application if desired.

**NOTE:** The supervisor is only reviewing the application for accuracy and verifying that all information is accurate and that only the necessary level of access is being applied for.

11. **ROUTE SAAR FOR FINAL APPROVAL** – This page loads after the supervisor has pressed the Verified/Approve button and is used to route the application to the CIMS FAM for final approval and account activation. Press the OK button to forward the application and load the ERM SAAR Status message.

**NOTE:** CIMS account requests must be sent to CIMS FAM account holders only. Requests send to other FAM/Super FAM account holders will be denied.

12. **ERM SAAR STATUS MESSAGE** – After pressing OK and forwarding the application to the CIMS FAM this message will appear notifying the supervisor that the application has been successfully forwarded.
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Section Four – Navigation and Features
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4. NAVIGATION AND FEATURES

This section will discuss the Navigation of the CIMS and the ESR. Of special interest will be the differences in the menu based upon the access role the user holds, whether it is CCC, DDCC, or the Inquire roles. Below you will see the Main Navigation menu displayed on the left hand side of the page with an expanded view of each menu item displayed to the right of the main menu. Please note that menu items restricted to CCC role users are inside a blue box identified by the symbol and are not available to DDCC or Inquire only role users. Menu items available to Inquire Only users are identified by this symbol.
NAVIGATION USE AND INQUIRE

Figure 4-1–Navigation USE

Figure 4-2–Navigation Inquire
4.1 *Navigation USE*

A. **USE** – This menu item allows the user to access Career Development Boards, Career Decisions, Correspondence Tracking, Sponsor Assignment, Rating Conversion, and USMAP Information for the Command Career Counselor (CCC) and Department/Division Career Counselor (DDCC) role users.

**NOTE:** DDCC role users will have access only to those records which have been assigned to them by their CCC.

1. The following menu items under the USE section, Department/Division/Shop/Duty mass Setup, Member Department/Division/Duty Setup, Individual Department/Division Assignments, Career Development Team Management, and Mass Career Development Team Assignment are available only to Command Career Counselors (CCC) role users.

**NOTE:** CCC role users will have access to all records within the UICs they have been assigned as CCC.

**NOTE:** The Department/Division/Shop menu items and their usage are discussed in the CLA Users Guide and will not be discussed in this Guide. For instructions on the usage of these features please visit [https://www.nko.navy.mil/](https://www.nko.navy.mil/), Login with your CAC, navigate to Public Communities>NSIPS and download the Command Leave Users Guide.

B. **INQUIRE** – This menu item allows the user to view Career Development Boards, Career Decisions, Correspondence Tracking, Sponsor Assignment, Rating Conversion, and USMAP Information and is accessible to all role users. This CIMS Access List is available to CCC roles and CIMS FAM Users only.

**NOTE:** Inquire role users have access to all records within the UICs they have been assigned access.
NAVIGATION ESR USE & SETUP

**Figure 4-3–Navigation ESR Use**

**Figure 4-4–Navigation ESR Setup**
4.2  **Navigation ESR Use & Setup**

2. ELECTRONIC SERVICE RECORD – USE – This menu item grants Career Counselors access to Administrative Remarks and Course Data.

3. Electronic Service Record – Setup – This menu item grants Career Counselors access to Administrative Remarks and allows Career Counselors to create Page 13 Administrative Remarks.

**NOTE:** Viewable records are limited to the UICs a user has been granted access to and is only available to CCCs.
NAVIGATION CALCULATORS AND VERIFY

Figure 4-5–Navigation Calculators

Figure 4-6–Navigation Verify
4.3 **Navigation Calculators and Verify**

C. **CALCULATORS** – This menu item grants access to the Command Career Counselor (CCC) and Department/Division Career Counselor (DDCC) role users to access the Retirement Calculator, Selective Reenlistment Bonus, and Survivor Benefit Plan.

**NOTE:** Inquire role users do NOT have access to this menu item.

D. **VERIFY** – This menu item grants access to the Command Career Counselor (CCC) role user to access the Career Development verification process.

**NOTE:** This menu option is used by the CCC to verify entries made by DDCC role users from the USE menu.

**NOTE:** No other user types have access to the Career Development verification process.
NAVIGATION CERTIFICATES & FORMS

Figure 4-7–Navigation Certificates

Figure 4-8–Navigation Forms
4.4 **Navigation Certificates**

E. **CERTIFICATES** – This menu item grants access to the Command Career Counselor (CCC) and Department/Division Career Counselor (DDCC) role users to access the following certificates: Reenlistment, Reenlistment (to Wife), Reenlistment (to Husband), Honorable Discharge, Fleet Reserve, Retirement (to Wife), Retirement (to Husband), Parent of Female Retiree, Parent of Male Retiree, Child of Female Retiree, Child of Male Retiree.

**NOTE:** Inquire role users do NOT have access to this menu item.

F. **FORMS** – This menu item grants access to the Command Career Counselor (CCC) and Department/Division Career Counselor (DDCC) role users to access the following Forms: CDB Minutes, Individual Career Development Plan (E1-E9).

**NOTE:** Inquire role users do NOT have access to this menu item.

**NOTE:** CCC and DDCC role users will have access only to those UICs or records to which they have been assigned.
NAVIGATION REPORTS & LIST

Figure 4-9—Navigation Reports

Figure 4-10—Navigation Lists
4.5  **Navigation Reports and Lists**

G. REPORTS – This menu item grants access to the Command Career Counselor (CCC) and Department/Division Career Counselor (DDCC) and Inquire only role users to access the Command Demographics, Periodic Retention, and Transition Assistance Program Reports.

**NOTE:** Users are only allowed to produce reports for the UICs they have been granted access.

**NOTE:** Inquire role users do NOT have access to this menu item.

**NOTE:** Since Reports are incorporated the Lists section of CIMS, Reports are not discussed in this document.

H. LISTS – This menu item grants access to ALL role users to access the Advancement Information, Losses, Personnel Information, Sponsor Coordinator and Unit Tracking List Reports.

**NOTE:** Users are only allowed to produce List reports for the UICs they have been granted access.
NAVIGATION ESR INQUIRE

Figure 4-11 - Navigation ESR Inquire
4.6 *Navigation ESR Inquire*

I. ELECTRONIC SERVICE RECORD – INQUIRE – This menu item grants access to role users to access the Electronic Service Record of members assigned to UICs the user has access to.

**NOTE:** Users are only allowed to produce reports for the UICs they have been granted access.
<table>
<thead>
<tr>
<th>Navigation Icons</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SPELL CHECK</td>
</tr>
<tr>
<td>2</td>
<td>LOOK UP</td>
</tr>
<tr>
<td>3</td>
<td>DROP-DOWN BOX</td>
</tr>
<tr>
<td>4</td>
<td>EXPAND</td>
</tr>
<tr>
<td>5</td>
<td>ALTERNATE EXPAND</td>
</tr>
<tr>
<td>6</td>
<td>COLLAPSE</td>
</tr>
<tr>
<td>7</td>
<td>ALTERNATE COLLAPSE</td>
</tr>
<tr>
<td>8</td>
<td>CALENDAR</td>
</tr>
<tr>
<td>9</td>
<td>ADD A ROW</td>
</tr>
<tr>
<td>10</td>
<td>DELETE A ROW</td>
</tr>
<tr>
<td>11</td>
<td>COLUMN DISPLAY</td>
</tr>
<tr>
<td>12</td>
<td>SELECT ALL</td>
</tr>
<tr>
<td>13</td>
<td>DE-SELECT ALL</td>
</tr>
<tr>
<td>14</td>
<td>Deassign</td>
</tr>
<tr>
<td>15</td>
<td>Contact Information</td>
</tr>
</tbody>
</table>

*Figure 4-11–Navigation Icons*
4.7 Navigation Icons

1. **SPELL CHECK** – This feature is used on CDBs for the sections where users may add comments and may be used to check the spelling of the contents of that field only.

2. **LOOK UP** – This button may be used to view a list of valid values for that specific field.

3. **DROP-DOWN BOX** – This button is used to view a list of valid entries for that specific field.

4. **EXPAND** – This button is used to expand a specific section so that data may be entered and/or viewed.

5. **ALTERNATE EXPAND** – This button is used to expand a specific section so that data may be entered/viewed.

6. **COLLAPSE** – This button is used to collapse a specific section once data has been entered and/or viewed.

7. **ALTERNATE COLLAPSE** – This button is used to collapse a specific section once data has been entered and/or viewed.

8. **CALENDAR** – This button is used to view a calendar from which a date may be selected. Once a date is selected it is automatically entered into the corresponding field.

9. **ADD A ROW** – This button is used to add another row/record of data for the specific member being viewed.

10. **DELETE A ROW** – This button is used to remove a row/record of data for the specific member being viewed.

11. **COLUMN DISPLAY** – When fields cross more than one tab this button may be used to view all of the fields on one page.

12. **SELECT ALL** – When more than one option from a list may be select this button may be used to select all of the options available.

13. **DE-SELECT ALL** – When one or more options have been selected from a list this button may be used to clear all of the selected options.

14. **Deassign** – This button is used to Deassign Career Counselors from their current assignments.

15. **Contact Information** – Use this button to view Contact information for Gains or Losses from their respective Listings.
NAVIGATION PAGE FEATURE BAR AND PAGE BUTTONS

Figure 4-12–Page Feature Bar

Figure 4-13–Common Page Buttons for Record Navigation
4.8 Navigation Page Feature Bar and Page Buttons

16. **CUSTOMIZE** – Use this link to change the sort order, hide columns or move column order of appearance.

17. **FIND** – Use this link to locate the first occurrence of the desired search string. Using this feature will remove from the list all rows that appear before the first instance of the search string but will continue to display everything that occurs following it.

18. **VIEW ALL** – This link allows users to display all found records up to 100 records. This link will be displayed as VIEW 100 if more than 100 records are located.

19. **DOWNLOAD** – The download button allows users to download data to an Excel spreadsheet. Use of this feature will download column heading and data only and will not display the search criteria or the name of the list report generated.

**NOTE:** If you get an error message when using the Download button it may be necessary to verify the setting on your Internet Explorer browser. Verify the settings by:
- Opening Internet Explorer – Click on the Tools Menu then Click Internet Options
- In the Internet Options window click on the Advanced Tab
- Scroll down to the bottom of the options list and look for the option “Do Not Save Encrypted Pages To Disk”
- If it is checked, uncheck it then click the Apply button
- Close all Internet Explorer windows and start Internet Explorer again. If still experiencing issues you will need to contact NSIPS Tech Support.

20. **LIST NAVIGATION** – Users may navigate through the list report by using the Arrow buttons to move one page at a time forward or backward and using the FIRST link will navigate to the first page of the report while the LAST link will navigate to the last page of the report. Numbers displayed notify the user which records are currently being displayed out of the total number of records found e.g., 1-5 of 13 means that 13 records were found but only records 1-5 are being displayed.

21. **SAVE** – The SAVE button is used to save data entered on the current page.

22. **RETURN TO SEARCH** – This button is used to return to the Search Criteria page.

23. **PREVIOUS IN LIST** – This button is used to navigate through a series of records that were located during a search on the Search Criteria page and will retrieve the record previous to the one currently being viewed.

24. **NEXT IN LIST** – This button is used to navigate through a series of records that were located during a search on the Search Criteria page and will retrieve the record immediately following the one currently being viewed.
NAVIGATION RECORD SEARCH PAGE

Figure 4-14–Record Search Page
4.9 *Navigation Record Search Page*

25. **FIND AN EXISTING VALUE** – This is the Search Criteria portion of CIMS and may be used to find a specific record or a series of records that are within the specified ranges that are entered. It is not necessary to enter information into each field but you are required to enter a minimum of three digits/characters into the fields you wish to use for your search. Within this page several options are available by using the Drop-Down Boxes next to each field. Some of these options include searching between a range of data, searching for data greater than, less than, or equal to the information entered into the field.

**NOTE:** The more fields that are used in the search the more restricted the search becomes, which may result in **none** or a small number of records matching the search criteria.

A. **EMPLID** – Enter a full or partial SSN in this field.

**NOTE:** Searches will only retrieve records that you have been given access to within the UICs that you have access.

B. **NAME** – Enter a full or partial Name in the following format: Last Name, First Name.

**NOTE:** Searches will only retrieve records that you have been given access to within the UICs that you have access.

C. **UIC** – Enter a full or partial UIC in this field.

**NOTE:** Searches will only retrieve records that you have been given access to within the UICs that you have access.
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Section Five – Career Development Team Management
Career Development Team Management

Figure 5-1–CC Assign Page
5. CAREER DEVELOPMENT TEAM MANAGEMENT

1. **Name** – Full Last Name, First Name, and Middle Name of the member (Corporate data).

2. **Rank/Rate** – Rate/Rank the member is currently being paid (Corporate data).

3. **Current DSC** – Current Duty Status Code of the member (Corporate data).

4. **Assigned Date** – Date the member was assigned as Departmental or Divisional Career Counselor.

5. **UIC** – Unit Identification Code the assigned career counselor is assigned to.

   **NOTE:** If the career counselor will be acting as career counselor for a department or division of another command, that command’s UIC should be entered here.

   **Description** – Name of the Command associated with the UIC entered in that field.

6. **Assignment Indicator** – The Assignment Indicator identifies the Member as either a Departmental or Divisional Career Counselor or the Leading Chief Petty Officer.

7. **Dept/Div** – This field identifies the Department or the Division for which the LCPO/career counselor is responsible. This field is limited to valid Departments/Divisions as setup by the Command leave Administrator. Valid Departments/Divisions are located and selected by using the Lookup button.

8. **Deassigned Date** – When a career counselor is removed from their responsibilities as a career counselor, the date of occurrence is entered in this field and saved.

   **NOTE:** Saving a date in this field does NOT remove access to all records associated with the related Department or Division displayed on the row unless it is the last (only) remaining assignment. Deassignment of a Career Counselor on this page does NOT revoke the member's access to CIMS. To revoke access to CIMS an update to the member’s SAAR is required.

   **NOTE:** DDCCs/LCPOs are only able to access specific records assigned by the Command Career Counselor. CCCs assign records through the Individual Dept/Div Assign page discussed in chapter six of this guide or the Mass Career Development Team Assign page discussed in chapter seven of this guide.
Section Six – Individual Department/Division Assign Page
6. **INDIVIDUAL DEPT/DIV ASSIGN PAGE**

This page is used to assign designated Departmental and/or Divisional Career Counselors to a member. This component can also be used to update or change an assigned DDCC.

![Figure 6-1–Indiv Dept/Div Assign Page](image)
6.1 Individual Dept/Div Assign Page

1. **Dept Career Counselor** – The Rate and Name of the Department Career Counselor assigned.
   
   **NOTE:** Only those personnel that have been designated as Departmental Career Counselors under the Use > Career Counselor Manage Assign menu can be selected.

   **NOTE:** Career Counselor Manage Assign is discussed in Section 5.

2. **Div Career Counselor** – The Rate and Name Career Counselor assigned.
   
   **NOTE:** Only those personnel that have been designated as Divisional Career Counselors under the Use > Career Counselor Manage Assign menu can be selected.

   **NOTE:** Career Counselor Manage Assign is discussed in Section 5.
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Section Seven – Mass Career Development Team Assign
7. **MASS CAREER DEVELOPMENT TEAM ASSIGN**

The Mass Department CC Assign component allows personnel with CIMS CCC access to assign multiple personnel to designated Department/Division Career Counselors. This listing allows Command Career Counselors to assign members to Departments/Divisions and assign Department/Division Career Counselors to members of the selected UICs:

![Figure 7-1–Mass CDT Criteria Page](image-url)

**Figure 7-1–Mass CDT Criteria Page**
### Mass Career Development Team Assign

1. **Active/Reserve List** – Select which type of list you wish to run, Active or Reserve. Commands that contain members of both Active and Reserve will require separate listings.

2. **Dept** – When searching for members currently assigned to a specific Department enter the desired Department and only those members will appear in the listing.
   
   **NOTE:** It is possible to run listings for specific Departments and Divisions simultaneously.

3. **Div** – When searching for members currently assigned to a specific Division enter the desired Division and only those members will appear in the listing.
   
   **NOTE:** It is possible to run listings for specific Departments and Divisions simultaneously.

4. **Personnel without Department Career Counselors** – Checking this box will filter all personnel that currently have an assigned a Department Career Counselor and display only those who do not have one assigned to them.
   
   **NOTE:** It is possible to combine any of these criteria to generate specific types of listing and limit the number of personnel displayed on the report.

5. **Personnel without Division Career Counselors** – Checking this box will filter all personnel that currently have an assigned a Division Career Counselor and display only those who do not have one assigned to them.

6. **Personnel without Mentors** – Checking this box will filter all personnel that currently have an assigned Mentor and display only those who do not have one assigned to them.

7. **Development Team Member** – Allows the selection of a specific Career Development Team member using the Lookup Button. Using the filter will only retrieve personnel currently assigned to the specific CDT member.
   
   **NOTE:** It is possible to combine any of these criteria to generate specific types of listings and limit the number of personnel displayed on the report.

8. **UIC Selection** – Selection of UICs in this section follow the same rules as all other listings within CIMS. For further explanation of multiple UIC Selection please see Chapter 18.

9. **Process Request** – After making all criteria selection click this button to generate the List Report.
7.2  Mass Career Development Team Assign (Process List Tab)

7.2.1  The Mass Career Development Team Process List

The Mass Career Development Team List displays all enlisted personnel assigned to the selected UICs that meet the conditions chosen on the Mass CDT Assign Criteria tab.

![Figure 7-2–Mass CDT Process List Tab](image-url)
7.2.2 Mass CDT Process List

1. UIC – Displays the member’s Unit Identification Code

2. Rate/Rank – Displays the member’s current Rate/Rank

3. Name – Displays the member’s name and changes color to GREEN when changes are made to any information for the member.

4. Dept – Displays the member’s currently assigned Department if one exists. Changes to a member’s assigned Dept/Div are made using Member Dept/Div/Duty Setup or Dept/Div/Shop/Duty Mass Setup discussed in Chapters XX and XX respectively.
   A. Div – Displays the member’s currently assigned Division if one exists. Changes to a member’s assigned Dept/Div are made using Member Dept/Div/Duty Setup or Dept/Div/Shop/Duty Mass Setup discussed in Chapters XX and XX respectively.
   B. Dept/Div is not displayed on the Leading Chief Tab

C. Dept/Div is not displayed on the Mentor

5. Department Career Counselor – Displays the member’s currently assigned CC if one exists. Make changes by typing a partial name in the field. If no CC is found matching the partial name then a CC should be selected using the Lookup button to the right of the field.
   A. Division Career Counselor – Displays the member’s currently assigned CC if one exists. Make changes by typing a partial name in the field. If no CC is found matching the partial name then a CC should be selected using the Lookup button to the right of the field.
   B. Leading Chief – Displays the member’s currently assigned LCPO if one exists. Make changes by typing a partial name in the field. If no LCPO is found matching the partial name then a LCPO should be selected using the Lookup button to the right of the field.

6. Alternate Department Career Counselor – Displays the member’s currently assigned CC if one exists. Make changes by typing a partial name in the field. If no CC is found matching the partial name then a CC should be selected using the Lookup button to the right of the field.
   A. Alternate Division Career Counselor – Displays the member’s currently assigned CC if one exists. Make changes by typing a partial name in the field. If no CC is found matching the partial name then a CC should be selected using the Lookup button to the right of the field.
   B. Alternate Leading Chief – Displays the member’s currently assigned LCPO if one exists. Make changes by typing a partial name in the field. If no LCPO is found matching the partial name then a LCPO should be selected using the Lookup button to the right of the field.
7. Lookup Buttons – Filter the lookup box using one of the three search criteria at the top of the box or by double clicking on one of the column headings.

**NOTE:** Since the Lookup list retrieves all Career Counselors/LCPOs assigned to all of the UICs that the CCC has access to, some lookup lists will require further filtering to be useable.
Section Eight – Career Development Boards
8. **CAREER DEVELOPMENT BOARD ACTIVE DUTY**

![Career Development Board Image](image)

**Figure 8-1–CDB Corporate Data Section (Active)**
8.1 **Career Development Board (Active Duty)**

1. **Rate/Rank** – Rate/Rank level the member is currently being paid (Corporate data).
2. **Name** – Displays the member’s name.
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **ADSD** – Current Active Duty Service Date is only displayed for Active Duty personnel (Corporate data).
5. **PEBD** – Pay Entry Base Date (Corporate data).
6. **EAOS** – Current Expiration of Active Obligated Service is only displayed for Active Duty personnel (Corporate data).
7. **Soft EAOS** – Current Soft Expiration of Active Obligated Service (EAOS) is only displayed for Active Duty personnel (Corporate data).
8. **Report Date** – The report date to the current command (Corporate data).
9. **PRD** – Current Projected Rotation Date (Corporate data).
10. **DIEMS** – Date of Initial Entry into Military Service (Corporate data).
11. **DIERF** – Date of Initial Entry into Reserve Forces is only displayed for Reserve personnel (Corporate data).
12. **UIC** – Unit Identification Code to which currently assigned (Corporate data).
13. **UIC Title** – Short title of the unit to which currently assigned.
14. **Warfare Qual** – The current Enlisted Warfare Designator qualified for (Corporate data).
8.2  Career Development Board Active Duty (Cont.)

Figure 8-2–CDB Dept/Div Assign, PACT & Sponsor Info Section (Active)
8.2.1 Career Development Board Active Duty (Cont.)

15. **DEPT** – The Department to which currently assigned. The Department is updated each time the CDB page is opened (Corporate data).

16. **Dept Career Counselor Assigned** – The Rate/Rank and name of the Department Career Counselor that the member is currently assigned to. This assignment is made from either the CIMS Individual Dept/Div Assign (Section 6) or Mass Department CC Assign menu (Section 7), and is updated each time the CDB page is opened.

17. **DIV** – The Division to which currently assigned. The Division is updated each time the CDB page is opened (Corporate data).

18. **Div Career Counselor Assigned** – The Rate/Rank and name of the Division Career Counselor currently assigned to. This assignment is made from either the CIMS Individual Dept/Div Assign (Section 6) or Mass Department CC Assign menu (Section 7), and is updated each time the CDB page is opened.

19. **Mentor** – The Rate/Rank and name of the Mentor that the member is currently assigned to. This assignment is made in the Mass Department Assign menu (Section 7), and is updated each time the CDB page is opened.

20. **PACT** – This data only appears if the individual is a PACT member and identifies the program enlisted for.

   **NOTE:** PACT members require additional CDBs at the 6 month, 12 month, and 18 month which will be displayed in the Board Tracking section.

21. **Sponsor** – The Rate/Rank and name of the sponsor assigned by the Ultimate Duty Station.

   **NOTE:** This block only appears when a person has been issued Permanent Change of Station (PCS) orders and has been assigned a sponsor at the Ultimate Duty Station (UDS). Once a sponsor is assigned, this block will continue to appear until either the sponsor is deassigned by the UDS or the member reports onboard the UDS. In the event a PCS order is cancelled, the original UDS must deassign the sponsor. When the PCS order is modified to reflect a new UDS, the sponsor may either be deassigned by the original UDS or; will update with new sponsor information when assigned by the new UDS.

   **NOTE:** Only Active Duty personnel are assigned as sponsors for Active Duty personnel prospective gains, and only Reserve personnel are assigned as sponsors for Reserve prospective gains.

22. **Phone** – The primary contact phone number of the sponsor assigned. This is entered by the person making the sponsor assignment and is required.

23. **Email** – The Email address of the sponsor assigned. This is entered by the person making the sponsor assignment and may be left blank.

24. **Alt Phone** – The secondary contact phone number of the sponsor assigned. This is entered by the person making the sponsor assignment and is required.
### 8.2.2 Career Development Board Active Duty (Cont.)

#### CDB Data

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<td>PRD: 11/01/2016</td>
<td>DIEMS: 03/19/2014</td>
</tr>
<tr>
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<td>DIV: O3</td>
<td>PACT: K49A</td>
</tr>
<tr>
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<td>Sponsor Info: Sponsor: ET2</td>
<td>EmailID: [Redacted]</td>
</tr>
<tr>
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<td>Alt Phone: (504) 888-8888</td>
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#### CAREER DEVELOPMENT BOARD TRACKING

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<td>30</td>
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<td>JAN-2021</td>
<td>Completed Biennial CDB's</td>
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#### ADDITIONAL BOARDS CONDUCTED

- Advancement: 1
- A School/Striker: 1
- CMS/ID: 1
- Education: 1

#### CAREER DEVELOPMENT TRAINING

| Sponsor Training Date: | CDTC Completion Date: 02/01/2016 | FTSW Completion Date: 03/01/2016 |

---

**Figure 8-3–CDB Plan Tracking Section (Active)**
8.2.3 Career Development Board Active Duty (Cont.)

25. **Reporting Required Date** – Date the reporting CDB is due. This date is calculated by adding 60 days to the date the member reported onboard the command for duty if after 24 June 2016. CDBs created prior to 25 June 2016 date was calculated by adding 30 days to the date the member reported onboard the command for duty.

26. **Reporting Completion Date** – Date the Reporting CDB was completed. This date will automatically populate from the CDB interview date when a "Reporting" type CDB is verified by the Command Career Counselor.

27. **6 Month Required Date** – Date the six month CDB is due. This date is calculated by adding 6 months to the date the member reported onboard the command for duty.

28. **6 Month Completion Date** – Date the six month CDB was completed. This date will automatically populate from the CDB interview date when a "6 Month" type CDB is verified by the Command Career Counselor.

29. **12 Month Required Date** – Date the 12 Month CDB is due. This date is calculated by adding 12 months to the date the member reported onboard the command for duty.

30. **12 Month Completion Date** – Date the 12 Month CDB was completed. This date will automatically populate from the CDB interview date when a "12 Month" type CDB is verified by the Command Career Counselor.

31. **18 Month Required Date** – Date the 18 Month CDB is due. This date is calculated by adding 18 months to the date the member reported onboard the command for duty.

32. **18 Month Completion Date** – Date the 18 Month CDB was completed. This date will automatically populate from the CDB interview date when a "18 Month" type CDB is verified by the Command Career Counselor.

**NOTE:** 6, 12, 18 CDB types are only required for PACT members and will not appear if the member is NOT a PACT member.

**NOTE:** 6, 12, 18 CDB types do not appear if a PACT Decision code is recorded indicating completion of the PACT Program requirements.

33. **24 Month Required Date** – Date the 24 Month CDB is due. This date is calculated by adding 24 months to the date the member reported onboard the command for duty.

34. **24 Month Completion Date** – Date the 24 Month CDB was completed. This date will automatically populate from the CDB interview date when a "24 Month" type CDB is verified by the Command Career Counselor.

35. **24 Month Not Required Indicator** – Checked when the 24 Month CDB is not required due to a C-Way CDB being conducted after the Reporting CDB and prior to the 24 Month CDB Required Date.

**NOTE** – CDB records created prior 25 Jun 2016 will reflect a 36 Month CDB if completed.
Career Development Board Active Duty (Cont.)

Figure 8-4–CDB Plan Tracking Section (Active)
8.2.4 Career Development Board Active Duty (Cont.)

36. **48 Month Required Date** – Date the 48 Month CDB is due. This date is calculated by adding 48 months to the date the member reported onboard the command for duty.

37. **48 Month Completion Date** – Date the 48 Month CDB was completed. This date will automatically populate from the CDB interview date when a "48 Month" type CDB is verified by the Command Career Counselor.

38. **48 Month Not Required Indicator** – Checked when the 48 Month CDB is not required due to a C-Way CDB being conducted after the 24 Month CDB and prior to the 48 Month CDB Required Date.

39. **60 Month Required Date** – Date the 60 Month CDB is due. This date is calculated by adding 60 months to the date the member reported onboard the command for duty.

40. **60 Month Completion Date** – Date the 60 Month CDB was completed. This date will automatically populate from the CDB interview date when a "60 Month" type CDB is verified by the Command Career Counselor.

41. **60 Month Not Required Indicator** – Checked when the 60 Month CDB is not required due to a C-Way CDB being conducted after the 48 Month CDB and prior to the 60 Month CDB Required Date.

42. **C-Way Required Date** – Date that the next C-Way CDB is required and set based on 15 Month prior to the service member’s PRD or SEAOS whichever is less.

   **Note:** C-Way Required Date does not appear for PACT Sailors, Sailors with greater than 14 years of active service (ADSD – SEAOS > 14 years) and Chief Petty Officers & above.

43. **Completed C-Way CDBs** – Use of this link will display a box containing the completed C-Way CDBs for the member in addition to the date each CDB was completed.

44. **Biennial Required Date** – Personnel are required to have a Biennial CDB completed after the 60 Month CDB is completed. Use this drop-down to select a desired Biennial CDB year and view the required date.

45. **Completed Biennial CDBs** – Use of this link will display a box containing the completed Biennial CDBs for the member in addition to the date each CDB was completed.

46. **Additional Boards Conducted** – Displays a list of Other CDBs not regularly scheduled with the type and quantity completed.
Career Development Board Active Duty (Cont.)

Figure 8-5—Career Development Training (Active)
8.2.5 Career Development Board Active Duty (Cont.)

47. **Sponsor Training Date** – The most current completion of Sponsor Training entered via the CIMS Career Information Training component.

48. **CDTC Completion Date** – Displays the most current completion date of the Career Development Training Course entered via the CIMS Career Information Training component.

49. **FTSW Completion Date** – The most current completion date of the First Term Success Workshop entered via the CIMS Career Information Training component.

50. **Advancement Statistics Link** – Hyperlink to the Naval Education and Training Professional Development and Technology Center (NETPDT) advancement statistics web site.

51. **Course Data Link** – Hyperlink to the NSIPS Course Data entry page.
### 8.3 Career Development Board Data SELRES

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<tr>
<td>Mentor Name: [Redacted]</td>
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<td>Complete Date:</td>
</tr>
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</table>

#### Sponsor Info
- Sponsor: ET2 [Redacted]
- EmailID: no-reply@navy.mil
- Phone: (504) 999-9999
- Alt Phone: (504) 888-8888

#### Additional Boards Conducted
- Advancement: 1
- Education: 1
- Career Waypoint: 1

#### Career Development Training
- Sponsor Training Date: 01/01/2016
- CDTC Completion Date: 02/01/2016
- RA SW Completion Date: 11/15/2014

---

**Figure 8-6—CDB Corporate Data Section (SELRES)**

### 8.4 Career Development Board (SELRES)
1. **Rate/Rank** – Rate/Rank level the member is currently being paid (Corporate data).
2. **Name** – Displays the member’s name.
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **ADSD** – Current Active Duty Service Date (ADSD) is only displayed for Active Duty personnel (Corporate data).
5. **PEBD** – Pay Entry Base Date (Corporate data).
6. **EOS** – Current Expiration of Obligated Service is only displayed for Active Duty personnel (Corporate data).
7. **Soft EOS** – Current Soft Expiration of Obligated Service is only displayed for Active Duty personnel (Corporate data).
8. **Report Date** – The report date to the current command (Corporate data).
9. **PRD** – Current Projected Rotation Date (Corporate data).
10. **DIEMS** – Date of Initial Entry into Military Service (Corporate data).
11. **DIERF** – Date of Initial Entry into Reserve Forces is only displayed for Reserve personnel (Corporate data).
12. **UIC** – Unit Identification Code and the short title of the unit to which currently assigned (Corporate data).
13. **UIC** – Unit Identification Code to which currently assigned (Corporate data).
14. **UIC Title** – Short title of the unit to which currently assigned.
8.5 **Career Development Board SELRES (Cont.)**

![Image of Career Development Board SELRES](image-url)

*Figure 8-7–CDB Dept/Div Assign, PACT & Sponsor Info Section (SELRES)*
8.5.1  Career Development Board SELRES (Cont.)

15. **DEPT** – The Department to which currently assigned. The Department is updated each time the CDB page is opened (Corporate data).

16. **Dept Career Counselor Assigned** – The Rate/Rank and name of the Department Career Counselor that the member is currently assigned to. This assignment is made from either the CIMS Individual Dept/Div Assign (Section 6) or Mass Department CC Assign menu (Section 7), and is updated each time the CDB page is opened.

17. **DIV** – The Division to which currently assigned. The Division is updated each time the CDB page is opened (Corporate data).

18. **Div Career Counselor Assigned** – The Rate/Rank and name of the Division Career Counselor currently assigned to. This assignment is made from either the CIMS Individual Dept/Div Assign (Section 6) or Mass Department CC Assign menu (Section 7), and is updated each time the CDB page is opened.

19. **Mentor** – The Rate/Rank and name of the Mentor that the member is currently assigned to. This assignment is made in the Mass Department Assign menu (Section 7), and is updated each time the CDB page is opened.

20. **Temporary Rate** – This check box is only editable on the initial CDB at command identifying members as PRISE.

   **NOTE:** PRISE members require additional CDBs at the six month, 12 month, and 18 month which will be displayed in the Board Tracking section.

21. **Start Date** – User entered date in which the PRISE member started the requirements of the PRISE program.

22. **Complete Date** – User entered date in which the PRISE member completed requirements of the PRISE program.

23. **Sponsor** – The Rate/Rank and name of the sponsor assigned by the Ultimate Duty Station.

   **NOTE:** This block only appears when a person has been issued Permanent Change of Station (PCS) orders and has been assigned a sponsor at the Ultimate Duty Station (UDS). Once a sponsor is assigned, this block will continue to appear until either the sponsor is deassigned by the UDS or the member reports onboard the UDS. In the event a PCS order is cancelled, the original UDS must deassign the sponsor. When the PCS order is modified to reflect a new UDS, the sponsor may either be deassigned by the original UDS or; will update with new sponsor information when assigned by the new UDS.

   **NOTE:** Only Active Duty personnel are assigned as sponsors for Active Duty personnel prospective gains, and only Reserve personnel are assigned as sponsors for Reserve prospective gains.

24. **Phone** – The primary contact phone number of the sponsor assigned. This is entered by the person making the sponsor assignment and is required.
25. **Email** – The Email address of the sponsor assigned. This is entered by the person making the sponsor assignment and may be left blank.

26. **Alt Phone** – The secondary contact phone number of the sponsor assigned. This is entered by the person making the sponsor assignment and is required.
8.5.2 Career Development Board SELRES (Cont.)

Figure 8-8–CDB Plan Tracking Section (SELRES)
27. **Reporting Required Date** – Date the reporting CDB is due. This date is calculated by adding 4 Months to the date the member reported onboard the command for duty after 24 June 2016. CDBs created prior to 25 June 2016 date was calculated by adding three months to the date the member reported onboard the command for duty.

28. **Reporting Completion Date** – Date the Reporting CDB was completed. This date will automatically populate from the CDB interview date when a "Reporting" type CDB is verified by the Command Career Counselor.

6. **6 Month Required Date** – Date the six month CDB is due. This date is calculated by adding 6 months to the date the member reported onboard the command for duty.

7. **6 Month Completion Date** – Date the six month CDB was completed. This date will automatically populate from the CDB interview date when a "6 Month" type CDB is verified by the Command Career Counselor.

8. **12 Month Required Date** – Date the 12 month CDB is due. This date is calculated by adding 12 months to the date the member reported onboard the command for duty.

9. **12 Month Completion Date** – Date the 12 month CDB was completed. This date will automatically populate from the CDB interview date when a "12 Month" type CDB is verified by the Command Career Counselor.

10. **18 Month Required Date** – Date the 18 month CDB is due. This date is calculated by adding 18 months to the date the member reported onboard the command for duty.

11. **18 Month Completion Date** – Date the 18 month CDB was completed. This date will automatically populate from the CDB interview date when a "18 Month" type CDB is verified by the Command Career Counselor

**NOTE:** 6, 12, 18 CDB types are only required for PRISE members.

**NOTE:** 6, 12, 18 CDB types do not appear if a Temporary Rate is hidden.

12. **24 Month Required Date** – Date the 24 month CDB is due. This date is calculated by adding 24 months to the date the member reported onboard the command for duty.

13. **24 Month Completion Date** – Date the 24 month CDB was completed. This date will automatically populate from the CDB interview date when a "24 Month" type CDB is verified by the Command Career Counselor.

14. **24 Month Not Required Indicator** – Checked when the 24 month CDB is not required due to a C-Way CDB being conducted after the Reporting CDB and prior to the 24 Month CDB Required Date.

**NOTE** – CDB records created prior 25 Jun 2016 will reflect a 36 Month CDB if completed.
Career Development Board SELRES (Cont.)

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**Sponsor Info**

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**CAREER DEVELOPMENT BOARD TRACKING**

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| 07 Yr     | APR-2017      | 45              |

**ADDITIONAL BOARDS CONDUCTED**

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**CAREER DEVELOPMENT TRAINING**

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**Figure 8-9–CDB Plan Tracking Section (SELRES)**
8.5.4  Career Development Board SELRES (Cont.)

15. **48 Month Required Date** – Date the 48 month CDB is due. This date is calculated by adding 48 months to the date the member reported onboard the command for duty.

16. **48 Month Completion Date** – Date the 48 month CDB was completed. This date will automatically populate from the CDB interview date when a "48 Month" type CDB is verified by the Command Career Counselor.

17. **48 Month Not Required Indicator** – Checked when the 48 month CDB is not required due to a C-Way CDB being conducted after the 24 month CDB and prior to the 48 Month CDB Required Date.

18. **60 Month Required Date** – Date the 60 month CDB is due. This date is calculated by adding 60 months to the date the member reported onboard the command for duty.

19. **60 Month Completion Date** – Date the 60 month CDB was completed. This date will automatically populate from the CDB interview date when a "60 Month" type CDB is verified by the Command Career Counselor.

20. **60 Month Not Required Indicator** – Checked when the 60 month CDB is not required due to a C-Way CDB being conducted after the 48 month CDB and prior to the 60 month CDB Required Date.

   **Note:** C-Way Required Date does not appear for SELRES Sailors.

21. **Completed C-Way CDBs** – Use of this link will display a box containing the completed C-Way CDBs for the member in addition to the date each CDB was completed.

22. **Biennial Required Date** – Personnel are required to have a biennial CDB completed after the 60 month CDB is completed. Use this drop-down to select a desired Biennial CDB year and view the required date.

23. **Completed Biennial CDBs** – Use of this link will display a box containing the completed Biennial CDBs for the member in addition to the date each CDB was completed.

24. **Additional Boards Conducted** – Displays a list of Other CDBs not regularly scheduled with the type and quantity completed.
Career Development Board Active Duty (Cont.)

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**Sponsor Info**

Sponsor: ET2 [Redacted]

Email: noreply@navy.mil

Phone: (504) 999-9999

Alt Phone: (504) 888-8888

### Career Development Board Tracking

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- Completed C-Way CDB’s: 07 Yr APR-2017
- Completed Biennial CDB’s

### Career Development Training

- Sponsor Training Date: 01/01/2016
- CDTC Completion Date: 02/01/2016
- RASW Completion Date: 11/15/2014

- Advancement Statistics
- Course Data

**Figure 8-10–Career Development Training (SELRES)**
8.5.5 Career Development Board SELRES (Cont.)

25. **Sponsor Training Date** – The most current completion of Sponsor Training entered via the CIMS Career Information Training component.

26. **CDTC Completion Date** – Displays the most current completion date of the Career Development Training Course entered via the CIMS Career Information Training component.

27. **FTSW Completion Date** – The most current completion date of the First Term Success Workshop entered via the CIMS Career Information Training component.

28. **Advancement Statistics Link** – Hyperlink to the Naval Education and Training Professional Development and Technology Center (NETPDT) advancement statistics web site.

29. **Course Data Link** – Hyperlink to the NSIPS Course Data entry page

**Career Development Board Data**

![Career Development Board Data](image_url)

*Figure 8-11–CDB Data pt1*
Career Development Board Data

1. **CDB Type** – (Required) A CDB Type is required to be selected from the following list:

   **NOTE:** The first CDB created will always, by default, be a "Reporting" type CDB that cannot be changed.

   A. **Biennial Year Indicator** – Select the appropriate year value for the CDB being conducted.

   ![CDB Type Lookup]

   **Figure 8-12–CDB Data – CDB Type Lookup**

2. **CDB Type 2** – Selected from the menu displayed in Figure 8-7. When the CDB type selected above also serves to complete an additional purpose the additional type is selected here. CDB Type 2 cannot be selected unless a primary type is selected.

3. **CDB Type 3** – Serves the same purpose as CDB Type 2 except a type 3 cannot be selected unless a Type 2 is also selected.

4. **CDB Type 4** – Serves the same purpose as CDB Type 2 and 3 above except a type 4 cannot be selected unless a Type 2 and 3 is also selected.

5. **DEPT** – The Department to which currently assigned. The Department is updated each time the CDB page is opened (Corporate data).

6. **DIV** – The Division to which currently assigned. The Division is updated each time the CDB page is opened (Corporate data).
Career Development Board Data

Figure 8-13–CDB Data pt2
Career Development Board Data

7. CDB Interview Date – (Required) The date the CDB was conducted is required to be entered in this field. Scheduled CDBs may be completed in any order once a Reporting CDB has been verified at the current command. (i.e., a 12 month CDB may be done even though a 6 Month CDB has not been completed however; the interview date for the 12 Month CDB must be greater than the six month required date, and less than the 24 month required date.).

- Once this date has been entered and the career counselor Tabs out of this field, they will be given the option to load all data from the previous CDB into the current CDB (with the exception of the CDB Comments). When a scheduled CDB is verified by the Command Career Counselor, this date will appear as the Completion Date on the CDB page.

NOTE: Data for "Reporting" type CDBs will not be brought forward from previous commands. All data entered on a "Reporting" CDB must be initially verified by the career counselor at the member's new command.

8. CDB Rank/Rate – (Required) The Rank/Rate of the individual that the CDB is being conducted on is required to be entered in this field. Counselors may select a Rank/Rate other than the individuals current Rank/Rate to allow for special circumstances; such as CDBs that are done on personnel that are striking for a rating or frocked.

- If an Active Duty member has been selected but not advanced, CIMS will generate a message to notify the career counselor that this condition exists.

- Additionally, if the Rate/Rank selected is not the same as the member's current Rate/Rank, the career counselor will also be warned of this condition.

NOTE: Because the details of a CDB are dependent on the grade level associated with the Rank/Rate entered, the CDB sections will only appear after a Rank/Rate has been selected.

9. Status – Indicates the current status of a Career Development Board:
   A. **Pending** – A CDB has been started, but is not fully complete. Once a "Pending" CDB is created, and information from the previous CDB is loaded and saved, an Individual Career Development Plan (ICDP) form may be created to assist board members with the actual CDB.

   B. **Completed** – The CDB has actually been conducted, and the information updated. Indicates that the CDB is now ready to be verified by the CCC.

   C. **Verify** – Available from the CIMS Verify menu for CCC access ONLY! CCCs may view all CDBs that are in a Complete status, and verify those that are ready for inclusion as a part of the permanent record. Verified CDBs cannot be updated.
### Career Development Board (CDB Data Tab)

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**Figure 8-14—CDB Data Advancement**
Career Development Board Data (CDB Data Tab)

8.5.6 Advancement (CDB Data Tab)

1. **Paygrade** – The member’s current paygrade.

2. **Date of Rank** – Current Date of Rank (DOR) for personnel in grades E2 and above (Corporate data).

3. **Projected Advancement Date** – The projected minimum Time in Rate date that the individual will be eligible for advancement. Dates will only appear when the CDB Rank/Rate is the same as the individual’s current Rank/Rate. Projected Advancement Dates are calculated based on the individual’s current Time in Rate.

4. **Total Times Exam Taken** – Indicates the total number of times that the advancement exam was taken at the grade level associated with the CDB Rank/Rate entered. This field will only be viewable when the paygrade associated with the Interview Rank/Rate entered is E3 – E6.

   **NOTE:** The Exam information displayed begins 01 January 2005 and forward, any exams taken before this date will not be displayed (Corporate data).

5. **Total Exam Fails** – Indicates the total number of times that the advancement exam was failed at the grade level associated with the CDB Rank/Rate entered. This field will only be viewable when the paygrade associated with the Interview Rank/Rate entered is E3 – E6.

   **NOTE:** The Exam information displayed begins 01 January 2005 and forward, any exams taken before this date will not be displayed (Corporate data).

6. **Total Exam PNAs** – Indicates the total number of times that the advancement exam was Passed, Not Advanced (PNA) at the grade level associated with the CDB Rank/Rate entered. This field will only be viewable when the paygrade associated with the Interview Rank/Rate entered is E3 – E5.

   **NOTE:** The Exam information displayed begins 01 January 2005 and forward, any exams taken before this date will not be displayed (Corporate data).

7. **Total Times Board Eligible** – Indicates the total number of times promotion board eligible at the grade level associated with the CDB Rank/Rate entered. This field will only be viewable when the paygrade associated with the Interview Rank/Rate entered is E6 – E8.
### Career Development Board Data (CDB Data Tab)

| Paygrade: | E06 |
| Date of Rank: | 11/10/2007 |
| Projected Advancement Date | E7: 07/01/2010 |
| Total Times Exam Taken: | 6 |
| Total Exam Feals: | 1 |
| Total Exam PNA's: | 5 |
| Total Times Board Eligible: | 3 |

**Highest Education Level:** High School Diploma

**Warfare Qual Working Toward:** AW

**Start Date:** 06/02/2015

**Target Date:** 06/02/2017

**Degree Working Toward:** Bachelor of Science

**Degree Start Date:** 06/05/2014

**USMAP Enrollment Date:** 07/01/2014

### PRT DATA:

| Year Group | 2015 |
| PCS Orders Received: | 03/28/2016 |
| Fleet Reserve Application: | 01/01/2015 |
| Transition Reason | Fleet Reserve |
| GPS Required | Yes |
| DD 2648 Completed: | 05/28/2015 |
| DD 2958 Completed: | 05/28/2015 |

**C-WAY Last Review:** APR 2016

**Status:** Approved - Executed

**Welcome Aboard Package Received:** 06/02/2016

**Fleet Reserve Approved:** 12/31/2016

**DoL Workshop Exemption:**

**DoL Workshop Completed:** 05/28/2015

**VA Briefing Completed:** 05/28/2015

**PACT Decision:** Continuing in PACT program

**Short Term Goals:**

**Long Term Goals:**

**Board Members:**

**Board Comments:** 250 characters remaining

1000 characters remaining

---

**Figure 8-15–CDB Education/Qualifications Section**
Career Development Board Data (CDB Data Tab)

8.5.7 Education/Qualifications (CDB Data Tab)

8. **Highest Education Level** – The code and description of the highest level of education attained (Corporate data).

9. **Warfare Qual Working Toward** – Allows career counselors to enter the warfare qualification an individual has elected to obtain.

10. **Warfare Qual Start Date** – Allows career counselors to enter the date an individual starting working towards attaining warfare qualification entered.

11. **Warfare Qual Target Date** – Allows career counselors to enter the target date for completion for the warfare qualification entered.

12. **Degree Working Toward** – Allows career counselors to enter any college degree progress information.

13. **Degree Start Date** – Allows career counselors to enter the date an individual started working towards attaining a college degree.

14. **USMAP Enrollment Date** – Displays the date of enrollment in a USMAP course that has not been completed (Corporate data).
Career Development Board Data (CDB Data Tab)

Figure 8-16–CDB – Physical Fitness Program
Career Development Board Data (CDB Data Tab)

8.5.8 Physical Fitness Program (CDB Data Tab)

15. **PRT Data** – Displays the Physical Fitness Program cycles, Status and Overall Score up to the past eight PRT cycles (Corporate data).

16. **Personal Goals Set** – Allows career counselors to enter any PRT related personal goals.
Career Development Board Data (CDB Data Tab)

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Figure 8-17–CDB – Career Management
Career Development Board Data (CDB Data Tab)

8.5.9 Career Management (CDB Data Tab)

17. **Year Group** – Displays an active duty member’s Year Group based on their ADSD.

18. **Reenlistment Intent** – Allows career counselors to enter any comments or remarks regarding Reenlistment Intentions.

19. **C-Way Last Review** – Displays the Month and Year that a C-Way Reenlistment request was last reviewed (Corporate data).

20. **C-Way Status** – Displays the current status of a C-Way Reenlistment request. This field will only be available when the paygrade associated with the CDB Rank/Rate entered is E1 – E6 (Corporate data).

21. **PCS Orders Received** – Allows career counselors to enter the date that Permanent Change of Station orders were received.

22. **Welcome Aboard Package Received** – Allows career counselors to enter the date that a Welcome Aboard package was received in connection with transfer orders.
Career Development Board Data (CDB Data Tab)

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Figure 8-18–CDB – Transition
Career Development Board Data (CDB Data Tab)

8.5.10 Transition (CDB Data Tab)

23. Fleet Reserve Application Date – Displays the Fleet Reserve application date entered by the career counselor from the CIMS Career Decisions page (Corporate Data).

24. Approved Fleet Reserve Transfer Date – Displays the Fleet Reserve Plan Date entered by the career counselor from the CIMS Career Decisions page (Corporate Data).

25. Transition Reason – Displays the Transition Reason as entered on the Career Decisions page. The Career Decisions page is discussed at length in Chapter 9 of this guide.

26. DoL Workshop Exemption – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system (Corporate Data).

27. GPS Required – GPS required is derived based on the member’s current length of service on active duty.

28. DoL Workshop Completed – Displays members’ completed DoL Workshop from the Defense Manpower Data Center (DMDC) GPS system (Corporate Data).

29. DD 2648 Completed – Displays members’ completed DD 2648 from the Defense Manpower Data Center GPS system (Corporate Data).

30. VA Briefing Completed – Displays members’ completed VA Briefing from the DMDC GPS system (Corporate Data).

31. DD 2958 Completed – Displays members’ completed DD 2958 from the DMDC GPS system (Corporate Data).
Career Development Board Data (CDB Data Tab)

Figure 8-19–CDB – Goals & Comments
Career Development Board Data (CDB Data Tab)

8.5.11 Goals & Comments Section

32. **PACT Decision** – PACT Decision – A PACT decision code is required to be selected in order to complete CDBs conducted on PACT personnel. NOTE: This field will only be visible until the Sailor has completed the requirements of the PACT program.

33. **Short Term Goals** – Allows career counselors to enter any Short Term Goals associated with the CDB. Up to 60 characters may be entered in this field.

34. **Long Term Goals** – Allows career counselors to enter any Long Term Goals associated with the CDB. Up to 60 characters may be entered in this field.

35. **Board Members** – Allows career counselors to enter Board Members associated with the CDB. Up to 250 characters may be entered in this field.

36. **Board Comments** – Allows career counselors to enter any Board Comments made that are associated with the CDB. Up to 1,000 characters may be entered in this field.
Section Nine – Career Decisions Page
9. CAREER DECISIONS PAGE

9.1 Career Decisions Page

The following pages are used to enter significant Career Decisions into the system for reporting and tracking purposes. The following decision types are tracked using these pages: Extensions, Reenlistments, Separations, Transfers to the Fleet Reserves, and Retirements.

NOTE: Fields on these pages change based upon the decision type entered.
Career Decisions Page

Figure 9-1–Career Decisions-Corporate Data
9.1.1 Corporate Data Section

1. Rank/Rate – Rate/Rank the member is currently being paid (Corporate data).
2. Name – Full Last Name, First Name Middle Name of the member (Corporate data).
4. ADSD – Current Active Duty Start Date. This information is only displayed for Active Duty personnel (Corporate data).
5. PRD – Current Projected Rotation Date (Corporate data).
6. EAOS – Current Expiration of Active Obligated Service is only displayed for Active Duty personnel. EOS – Current Contract Expiration Date is only displayed for Reserve personnel (Corporate data).
   **NOTE:** This Field is the only field that displays differently in this section for Active Duty and Reserve members.
7. Soft EAOS – Current Soft Expiration of Active Obligated Service is only displayed for Active Duty personnel (Corporate data).
8. CREO/ECMO – Displays the current Career/Reenlistment Objectives code for Active Duty personnel or the current Enlisted Career Management Objective code for Reserve personnel (Corporate data).
   **NOTE:** The CREO/ECMO is re-calculated each time the Career Decisions Page is loaded based on the current NAVADMIN.
9. PEBD – Pay Entry Base Date (Corporate data).
10. DIEMS – Date of Initial Entry into Military Service (Corporate data).
11. DIERF – Date of Initial Entry into Reserve Forces is only displayed for Reserve personnel (Corporate data).
12. UIC – Unit Identification Code and command short name the member is currently assigned to (Corporate data).
Career Decisions Page

Figure 9-2—Career Decisions – Active Duty Reenlistment
Career Decisions Page

9.1.2 Plan Type: Reenlistment – Active Duty

13. **Plan Type** – Career Decisions Plan Type (Required Field): Select Reenlistment from the lookup values.

14. **Career Decisions Planned Date** (Required Field): Enter the scheduled Reenlistment Date. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button to the right of the field and select the Reenlistment date from the pop-up calendar.

15. **Grade** – Enter the member’s paygrade on the day of reenlistment.

16. **Base Pay**: Member’s monthly base pay at time of reenlistment.

17. **Number of Leave Days Selling**: Enter a number between 00 & 60, half days are allowed e.g., 12.5 days.

18. **Estimated Paid Leave Amount**: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.

19. **Number of Years Reenlisting (Required Field)**: Enter the total number of years that the member is reenlisting up to the limit of six years. You may enter data in this field manually or by selecting the drop-down arrow then selecting from one of the displayed options.

20. **Location (Required Field)**: Enter location of the reenlistment.

21. **Time**: Reenlistment time using standard military time format e.g., 1400.

22. **Reenlisting Officer (Required Field)**: Information in blocks 20 – 22 will be used later to create a Reenlistment Certificate and certificates for family members. The format for this field is as follows: Last Name, First Name MI., Rank e.g., Sailor, Thomas R., Captain.

23. **Comments**: This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the icon located below the Comments block.
Figure 9-5–Career Decisions – Reserve Reenlistment
9.1.3 Plan Type: Reenlistment – Reserves

13. **Plan Type** – Career Decisions Plan Type (Required Field): Select Reenlistment from the lookup values.

14. **Career Decisions Planned Date** (Required Field): Enter the scheduled Reenlistment Date. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button to the right of the field and select the Reenlistment date from the pop-up calendar.

15. **Grade** – Enter the member’s paygrade on the day of reenlistment.

16. **Base Pay**: Member’s monthly base pay at time the of reenlistment.

17. **Number of Leave Days Selling**: Enter a number between 00 & 60, half days are allowed e.g., 12.5 days.

18. **Estimated Paid Leave Amount**: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.

19. **Number of Years Reenlisting** (Required Field): Enter the total number of years that the member is reenlisting up to the limit of six years. You may enter data in this field manually or by selecting the drop-down arrow then selecting from one of the displayed options.

20. **Primary Navy Enlisted Classification Code**: This Code is loaded from Corporate Data.

21. **Billet Sequence Code**: This Code is preloaded from Corporate Data.

22. **Billet Navy Enlisted Classification Code**: This Code is preloaded from Corporate Data.

23. **SRB Qualifier**: Rank/Rate which the SRB will be based on.

24. **Tier**: Code used to describe the type of enlistment contract. Pressing the Lookup button next to the field will display all options available for the SRB.
Career Decisions Page

Figure 9-8–Career Decisions – Reserve Reenlistment pt2
**Career Decisions Page**

**Plan Type: Reenlistment (Reserve Cont.)**

25. **Location**: (Required Field): Enter location of the reenlistment.

26. **Time**: Reenlistment time using standard military time format e.g., 1400.

27. **Reenlisting Officer**: (Required Field): Information in blocks 20 – 22 will be used later to create a Reenlistment Certificate and certificates for family members. The format for this field is as follows: **Last Name, First Name MI., Rank** e.g., Sailor, Thomas R., Captain.

28. **Comments**: This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the icon located below the Comments block.
Career Decisions Page

Figure 9-9–Career Decisions –Active Duty Extension
9.1.4 Plan Type: Extension Active Duty

13. Career Decisions Plan Type (Required Field): For an Extension, enter EXT.

14. Career Decisions Planned Date (Required Field): Enter the Date the Extension becomes active. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button to the right of the field and select the Reenlistment date from the pop-up calendar.

15. Grade – Enter the member’s paygrade on the day of reenlistment.

16. Base Pay: Member’s monthly base pay at time of reenlistment.

17. Number of Leave Days Selling: Enter a number between 00 & 60 half days are allowed e.g., 12.5 days.

18. Estimated Paid Leave Amount: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.

19. Number of Months Extending (Required Field): Enter the total number of months that the member is extending their enlistment up to the limit of 48 months. You may enter data in this field manually or by selecting the drop-down arrow then selecting from one of the displayed options.

20. Comments: This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the icon located below the Comments block.
Figure 9-12–Career Decisions – Reserve Extension
9.1.5 Plan Type: Extension Reserves

13. **Career Decisions Plan Type** (Required Field): For an Extension, enter EXT.

14. **Career Decisions Planned Date** (Required Field): Enter the Date the Extension becomes active. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button to the right of the field and select the Reenlistment date from the pop-up calendar.

15. **Grade** – Enter the member’s paygrade on the day of reenlistment.

16. **Base Pay**: Member’s monthly base pay at time of reenlistment.

17. **Number of Leave Days Selling**: Enter a number between 00 & 60. Half days are allowed, e.g., 12.5 days.

18. **Estimated Paid Leave Amount**: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.

19. **Number of Months Extending** (Required Field): Enter the total number of months that the member is extending their enlistment up to the limit of 48 months. You may enter data in this field manually or by selecting the drop-down arrow then selecting from one of the displayed options.

20. **Primary Navy Enlisted Classification Code**: This Code is loaded from Corporate Data.
21. **Billet Sequence Code:** This Code is preloaded from Corporate Data.

22. **Billet Navy Enlisted Classification Code:** This Code is preloaded from Corporate Data.

23. **SRB Qualifier:** Rank/Rate which the SRB will be based on.

24. **Tier:** Code used to describe the type of enlistment contract (e.g., T2A). Pressing the Lookup button next to the field will display all options available for the SRB Qualifier used.

25. **Comments:** This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the ☰️ icon located below the Comments block.
Career Decisions Page

Figure 9-15–Career Decisions –Active Duty Separation
### Career Decisions Page

#### 9.1.6 Plan Type: Separation – Active Duty

13. **Career Decisions Plan Type** (Required Field): Select Separation.

14. **Career Decisions Planned Date** (Required Field): Enter the Date the Separation becomes active. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button to the right of the field and select the Separation date from the pop-up calendar.

15. **GPS Required** – GPS required is derived based on the member’s current length of service on active duty.

16. **DoL Workshop Exemption** – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system (Corporate data).

17. **DD 2648 Completed** – Displays member’s completed DD 2648 from the Defense Manpower Data Center GPS system (Corporate data).

18. **DoL Workshop Completed** – Displays member’s completed DoL Workshop from the Defense Manpower Data Center GPS system (Corporate data).

19. **DD 2958 Completed** – Displays member’s completed DD 2958 from the Defense Manpower Data Center GPS system (Corporate data).

20. **VA Briefing Completed** – Displays member’s completed VA Briefing from the Defense Manpower Data Center GPS system (Corporate data).

21. **Career Readiness Met** – Displays member’s completed CRS from the Defense Manpower Data Center GPS system.

22. **Capstone Completed**: Displays member’s completed Capstone from the Defense Manpower Data Center GPS system.

23. **Grade** – Enter the member’s paygrade on the day of reenlistment.

24. **Base Pay**: Member’s monthly base pay at time the of reenlistment

25. **Number of Leave Days Selling**: Enter a number between 00 & 60 half days are allowed e.g., 12.5 days

26. **Estimated Paid Leave Amount**: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.

27. **PDTY From Date**: Permissive Temporary Duty From Date.

28. **PDTY To Date**: Permissive Temporary Duty To Date.
29. **Terminal Leave From Date**: Separation Leave start date and is less that the Separation planned date.

30. **Terminal Leave To Date**: Separation Leave end date and will be equal to the Separation planned date.

31. **Comments**: This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the 📝 icon located below the Comments block.
Figure 9-16–Career Decisions – Reserve Separation
9.1.7  Career Decisions Page

13. **Career Decisions Plan Type** (Required Field): Select Separation.

14. **Career Decisions Planned Date** (Required Field): Enter the Date the Separation becomes active. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button to the right of the field and select the Separation date from the pop-up calendar.

15. **GPS Required** – GPS required is derived based on the member’s current length of service on active duty.

16. **DoL Workshop Exemption** – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system (Corporate data).

17. **DD 2648 Completed** – Displays member’s completed DD 2648 from the Defense Manpower Data Center GPS system (Corporate data).

18. **DoL Workshop Completed** – Displays member’s completed DoL Workshop from the Defense Manpower Data Center GPS system (Corporate data).

19. **DD 2958 Completed** – Displays member’s completed DD 2958 from the Defense Manpower Data Center GPS system (Corporate data).

20. **VA Briefing Completed** – Displays member’s completed VA Briefing from the Defense Manpower Data Center GPS system (Corporate data).

21. **Career Readiness Met** – Displays member’s completed CRS from the Defense Manpower Data Center GPS system.

22. **Capstone Completed**: Displays member’s completed Capstone from the Defense Manpower Data Center GPS system.

23. **Grade** – Enter the member’s paygrade on the day of reenlistment.

24. **Base Pay**: Member’s monthly base pay at time the of reenlistment

25. **Number of Leave Days Selling**: Enter a number between 00 & 60 half days are allowed e.g., 12.5 days

26. **Estimated Paid Leave Amount**: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.

27. **Comments**: This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the icon located below the Comments block.
Figure 9-17–Career Decisions – Active Duty Fleet Reserve
9.1.8 Career Decisions Page

Plan Type: Fleet Reserves Active Duty

13. **Career Decisions Plan Type** (Required Field): Select Fleet Reserve.

14. **Career Decisions Planned Date** (Required Field): Enter the Date the member has requested to transfer to the Fleet Reserve. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button to the right of the field and select the Separation date from the pop-up calendar.

15. **GPS Required** – GPS required is derived based on the member’s current length of service on active duty.

16. **DoL Workshop Exemption** – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system (Corporate data).

17. **DD 2648 Completed** – Displays member’s completed DD 2648 from the Defense Manpower Data Center GPS system (Corporate data).

18. **DoL Workshop Completed** – Displays member’s completed DoL Workshop from the Defense Manpower Data Center GPS system (Corporate data).

19. **DD 2958 Completed** – Displays member’s completed DD 2958 from the Defense Manpower Data Center GPS system (Corporate data).

20. **VA Briefing Completed** – Displays member’s completed VA Briefing from the Defense Manpower Data Center GPS system (Corporate data).

21. **Career Readiness Met** – Displays member’s completed CRS from the Defense Manpower Data Center GPS system.

22. **Capstone Completed**: Displays member’s completed Capstone from the Defense Manpower Data Center GPS system.

23. **Grade** – Enter the member’s paygrade on the day of reenlistment.

24. **Base Pay**: Member’s monthly base pay at time the of reenlistment

25. **Number of Leave Days Selling**: Enter a number between 00 & 60 half days are allowed e.g., 12.5 days

26. **Estimated Paid Leave Amount**: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.

27. **Applied**: Enter the date the official request was made to the approval authority.

28. **Acknowledge Date**: Enter the date of the Request Acknowledgement Message.

**NOTE**: The date entered here will always be before the Career Decisions Planned Date.
29. **Date Time Group of Message**: Enter the Full Date Time Group of the acknowledgement message.

30. **PDTY From Date**: Permissive Temporary Duty From Date.

31. **PDTY To Date**: Permissive Temporary Duty To Date.

32. **Terminal Leave From Date**: Separation Leave start date and is less than the Separation planned date.

33. **Terminal Leave To Date**: Separation Leave end date and will be equal to the Separation planned date.

34. **Comments**: This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the 📝 icon located below the Comments block.
Career Decisions Page

Figure 9-18–Career Decisions – Reserve FLT Error Message
Career Decisions Page

9.1.9 Plan Type: Fleet Reserves

13. Career Decisions Plan Type: Fleet Reserve is not a valid value for Reserve Members and will display Error Message.
Figure 9-19–Career Decisions – Active Duty Retirement
Career Decisions Page

9.1.10 Plan Type: Retirement – Active Duty

13. **Career Decisions Plan Type** (Required Field): Select Retirement.

14. **Career Decisions Planned Date** (Required Field): Enter the Date the member has requested to transfer to Retire. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button to the right of the field and select the Separation date from the pop-up calendar.

15. **GPS Required** – GPS required is derived based on the member’s current length of service on active duty.

16. **DoL Workshop Exemption** – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system (Corporate data).

17. **DD 2648 Completed** – Displays member’s completed DD 2648 from the Defense Manpower Data Center GPS system (Corporate data).

18. **DoL Workshop Completed** – Displays member’s completed DoL Workshop from the Defense Manpower Data Center GPS system (Corporate data).

19. **DD 2958 Completed** – Displays member’s completed DD 2958 from the Defense Manpower Data Center GPS system (Corporate data).

20. **VA Briefing Completed** – Displays member’s completed VA Briefing from the Defense Manpower Data Center GPS system (Corporate data).

21. **Career Readiness Met** – Displays member’s completed CRS from the Defense Manpower Data Center GPS system.

22. **Capstone Completed**: Displays member’s completed Capstone from the Defense Manpower Data Center GPS system.

23. **Grade** – Enter the member’s paygrade on the day of reenlistment.

24. **Base Pay**: Member’s monthly base pay at time the of reenlistment

25. **Number of Leave Days Selling**: Enter a number between 00 & 60 half days are allowed e.g., 12.5 days

26. **Estimated Paid Leave Amount**: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.

27. **Applied**: Enter the date the official request was made to the approval authority.

28. **Acknowledge Date**: Enter the date of the Request Acknowledgement Message.

**NOTE**: The date entered here will always be before the Career Decisions Planned Date.
29. **Date Time Group of Message**: Enter the Full Date Time Group of the acknowledgement message.

30. **PDTY From Date**: Permissive Temporary Duty From Date.

31. **PDTY To Date**: Permissive Temporary Duty To Date.

32. **Terminal Leave From Date**: Separation Leave start date and is less than the Separation planned date.

33. **Terminal Leave To Date**: Separation Leave end date and will be equal to the Separation planned date.

34. **Comments**: This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the icon located below the Comments block.
Figure 9-20–Career Decisions – Reserve Retirement
9.1.11 Plan Type: Retirement Reserves

13. **Career Decisions Plan Type** (Required Field): Select Retirement.

14. **Career Decisions Planned Date** (Required Field): Enter the Date the member has requested to transfer to Retire. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button to the right of the field and select the Separation date from the pop-up calendar.

15. **GPS Required** – GPS required is derived based on the member’s current length of service on active duty.

16. **DoL Workshop Exemption** – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system (Corporate data).

17. **DD 2648 Completed** – Displays member’s completed DD 2648 from the Defense Manpower Data Center GPS system (Corporate data).

18. **DoL Workshop Completed** – Displays member’s completed DoL Workshop from the Defense Manpower Data Center GPS system (Corporate data).

19. **DD 2958 Completed** – Displays member’s completed DD 2958 from the Defense Manpower Data Center GPS system (Corporate data).

20. **VA Briefing Completed** – Displays member’s completed VA Briefing from the Defense Manpower Data Center GPS system (Corporate data).

21. **Career Readiness Met** – Displays member’s completed CRS from the Defense Manpower Data Center GPS system.

22. **Capstone Completed**: Displays member’s completed Capstone from the Defense Manpower Data Center GPS system.

23. **Grade** – Enter the member’s paygrade on the day of reenlistment.

24. **Base Pay**: Member’s monthly base pay at time the of reenlistment

25. **Number of Leave Days Selling**: Enter a number between 00 & 60 half days are allowed e.g., 12.5 days

26. **Estimated Paid Leave Amount**: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.

27. **Acknowledge Date**: Enter the date of the Request Acknowledgement Message.

**NOTE**: The date entered here will always be before the Career Decisions Planned Date.
28. **Date Time Group of Message**: Enter the Full Date Time Group of the acknowledgement message.

29. **Comments**: This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the 📋 icon located below the Comments block.
Section Ten – Correspondence Tracking
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10. CORRESPONDENCE TRACKING

This section covers the Correspondence Tracking page and provides Career Counselors the ability to track 20 Active Duty and 9 Reserve correspondence types. Data entered onto this page may be used for reporting and statistical analysis in CIMS Online/CIMS Analytics in NRMS.
Correspondence Tracking

Figure 10-1–Correspondence Tracking – Corporate Data
10.1 **Correspondence Tracking**

1. **Rate/Rank** – Rate/Rank level the member is currently being paid (Corporate data).
2. **Name** – Full Last Name, First Name Middle Name (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **ADSD** – Current Active Duty Service Date is only displayed for Active Duty personnel (Corporate data).
5. **PRD** – Current Projected Rotation Date (Corporate data).
6. **EAOS** – Current Expiration of Active Obligated Service is only displayed for Active Duty personnel (Corporate data).
7. **EOS** – Current Contract Expiration Date is only displayed for Reserve personnel (Corporate data).
8. **Soft EAOS** – Current Soft Expiration of Active Obligated Service is only displayed for Active Duty personnel (Corporate data).
9. **CREO/ECMO** – Displays the current Career/Reenlistment Objectives code for active duty personnel or the current Enlisted Career Management Objective code for Reserve personnel. The CREO/ECMO is re-calculated each time the CDB page is opened based on the current NAVADMIN.
10. **PEBD** – Pay Entry Base Date (Corporate data).
11. **DIEMS** – Date of Initial Entry into Military Service (Corporate data).
12. **DIERF** – Date of Initial Entry into Reserve Forces is only displayed for Reserve personnel (Corporate data).
Correspondence Tracking

Figure 10-2–Correspondence Tracking – Program & Package Detail

Figure 10-3–Correspondence Tracking – Active Duty Program Type Codes

Figure 10-4–Correspondence Tracking – SELRES Program Type Codes
10.2 *Correspondence Tracking Status Codes and Type Codes*

1. **PROGRAM TYPE** – A 3 digit code used to describe the program type applied for. You may also use the lookup list to select one of 20 Active Duty program types or 9 Reserve program types.

   **NOTE:** More than one Program Type package may be tracked at one time. Additional packages may be added by using the Add Row button.

2. **PACKAGE TYPE** – The Package Type Code is a one digit number used to describe how the request was made and may be entered manually or by selecting the type for the available lookup list in Figure 10-5.

   ![Figure 10-5–Correspondence Tracking – Package Type Codes](image)

3. **PACKAGE SUBMISSION DATE** – Date the current program request was submitted for approval.

4. **PROGRAM STATUS** – Code used to identify the current status of the package and may be entered manually or by selecting one of the values from the lookup list in Figure 10-6.

   **NOTE:** Not all values are valid with all program types, an error message will appear if the selected Status code is not valid.

   ![Figure 10-6–Correspondence Tracking – Program Status Codes](image)

5. **PROGRAM STATUS DATE** – Date of the current status entered in MM/DD/YYYY format.

6. **COMMENTS** – This button is used to open a comment block and allows entry of a statement of up to 250 characters. The word “Comments” changes to red when a comment is present for viewing.
Section Eleven – Rating Conversion
Rating Conversion

The Rating Conversion page is a tool used to help members considering a rating conversion to determine fields they may be qualified for and is based solely on the ASVAB scores displayed on the page. Career Counselors should investigate each desired rating further to determine if a member is fully qualified for that field.

Figure 11-1–Rating Conversion Page
11. **RATING CONVERSION**

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).
2. **Rate/Rank** – Rate/Rank level the member is currently being paid (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **Education** – Highest education level attained and the equivalent years (Corporate data).
5. **ASVAB Test Description** – Information contained in this section describes the test given including the date and UIC of the test site (Corporate data).
6. **Scores** – Displays the test results for each subsection of the test described in Section 6 of this page (Corporate data).
7. **Calculate Button** – When this button is pressed the page will calculate all the ratings that the member may qualify for.

   **NOTE:** These calculations are based strictly on the ASVAB scores and do not take into consideration any other requirements that may exist for a particular rating.

8. **Eligible Ratings** – This box appears only after the Calculate Button is pressed.

   **NOTE:** Ratings displayed in this box are based solely on the ASVAB Scores, other Rating Requirements may exist.
Section Twelve – United States Military Apprenticeship Program
United States Military Apprenticeship Program

The USMAP Information page can be used to check the current progress of service member’s apprenticeship program. All information contained on this page is corporate data and cannot be updated using this page. Updates may be accomplished at the USMAP site.

Figure 12-1–USMAP Page
12. **UNITED STATES MILITARY APPRENTICESHIP PROGRAM**

1. **Rate/Rank** – Rate/Rank level the member is currently being paid (Corporate data).
2. **Name** – Full Last Name, First Name Middle Name (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **AIMS Symbol** – Code and Name of the program the service member has applied for (Corporate data).
5. **Status** – Current status of the program (Corporate data).
6. **Date Enrolled** – Date of enrollment in to the program (Corporate data).
7. **Date Completed** – Date the member completed the program (Corporate data).
8. **Last Update** – Date the USMAP record was last updated (Corporate data).
9. **Pre-Registration Credit** – Number of credits awarded toward the completion of the program based on experience in the field, listed in hours (Corporate data).
10. **Additional Credit** – Other credits awarded towards the completion of the program, listed in hours (Corporate data).
11. **Total Hours Earned** – Number of credit hours earned since registering for the program (Corporate data).
12. **Total Hours Required** – Total number of hours required to complete the Apprenticeship program (Corporate data).
13. **USMAP Data Link** – Activating the link will open a new window on the USMAP page at https://usmap.netc.navy.mil/ where more information on the member’s USMAP progress can be viewed or updated by the registered member.
Section Thirteen – Verify Process
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Verify Process

Career Development Board

The Verification process is available only to Command Career Counselors and used to validate information entered by the Department/Division Career Counselors on the Career Development board page. This allows the Command Career Counselor to make corrections, additions, or other changes to the record before it becomes permanent in the database. Command Career Counselors should make every effort to ensure that information in CDBs is accurate and complete.
Verify Process

Career Development Board – Data

Figure 13-1–Verify – CDB Corporate Data Section
13. **VERIFY PROCESS**

When validating a CDB the CCC will highlight the Status Verified. It is essential that the CCC review every field for accuracy and completeness before saving the CDB. Once a CDB has been marked Verified and Saved it can no longer be changed without contacting the NSIPS Help Desk. For detailed information on this page please see Section 8.

13.1 **Verify – CDB Data**

7. **Status** – Indicates the current status of a Career Development Board. Command Career Counselors may verify any Pending or Completed CDB.

**NOTE:** Extreme caution should be taken when validating a CDB still in the Pending state. A Pending status means that the CDB has not been completed and may still require additional information be entered.
Verify Process

Career Development Board – Data

![Image of CDB Leadership Title and Comments]

**Figure 13-2–Verify – CDB Leadership Title and Comments**
Verify Process

Career Development Board

1. **Leadership Title** – (Required) Only available to personnel with Command Career Counselor access from the CIMS Verify menu. A Leadership Title is required to be entered prior to verifying the CDB.

2. **Leadership Comments** – (Required) Only available to personnel with Command Career Counselor access from the CIMS Verify menu. Leadership Comments are required to be entered prior to verifying the CDB. If Leadership Comments have been entered, and the record is saved in a Complete or Pending status, the Leadership Comments block will be blanked out on save. This is to prevent personnel from viewing comments prior to final verification.
Section Fourteen – Calculators
14. **CALCULATORS – RETIREMENT**

![Retirement Calculator](image)

**Figure 14-1–Calculators – Retirement– Active Duty**
14.1 **CALCULATORS – RETIREMENT – ACTIVE DUTY**

1. **Active/Reserve Selector** – Select the appropriate option for the type of calculation desired.

2. **Retirement Grade** – Enter the paygrade or select the appropriate paygrade from the lookup.

3. **PEBD** – Enter the member’s Pay Entry Base Date.

4. **ADSD** – Enter the member’s Active Duty Start Date.

5. **Date of Retirement** – Enter the member’s date of retirement.

6. **Total Active Service** – Calculated based on the Date of Retirement minus the ADSD.

7. **Retirement Plan** – Select the member’s retirement plan. The member’s retirement plan is available on their Leave and Earning Statement from DFAS.

   **NOTE:** Every effort to use the appropriate calculator is important for each member, so that decisions made are based on the most accurate information possible.

8. **Current Base Pay** – Calculated based on the member’s current grade and PEBD.

9. **Prior Base Pay** – Is a lookup to view a member’s prior base pay based on the user entries of Pay Scale Date, Paygrade, and Length of Service for Pay. Prior Base pay amounts are used in High 3 and REDUX retirement plans.

10. **Retired Base Amount** – Amount used to calculate Retired Annual Pay when multiplied by Retired Pay Multiplier (#12).

    **NOTE:** When calculating High 3 or REDUX plans it is necessary to enter the highest 36 month average of monthly base pay (normally the last 36 months) to calculate the Retired Base Amount.

11. **Year** – Year member is retiring.

12. **Retired Pay Multiplier** – Percentage calculated based on the Retirement Plan selected and Total Active Service.


    **NOTE:** These calculations are only an estimate and intended to provide the member information to make Career Decisions.

15. **SBP Calculator Link** – Link to the CIMS Survivor Benefit Plan Calculator. Link will transfer data from the retirement calculator to SBP calculator.
CALCULATORS – RETIREMENT – Reserve

Figure 14-2–Calculators – Retirement – Reserve
14.2 **CALCULATORS – RETIREMENT – Reserve**

1. **Active/Reserve Selector** – Select the appropriate option for the type of calculation desired.

2. **Retirement Grade** – Enter the paygrade or select the appropriate paygrade from the lookup.

3. **PEBD** – Enter the member’s Pay Entry Base Date.

4. **Total Points Earned** – Enter the expected reserve retirement points.

5. **Date of Retirement** – Enter the member’s date of retirement.

6. **Retirement Plan** – Select the member’s retirement plan. The member’s retirement plan is available on their Leave and Earning Statement from DFAS. REDUX is not selectable for SELRES.

   NOTE: Every effort to use the appropriate calculator is important for each member, so that decisions made are based on the most accurate information possible.

7. **Current Base Pay** – Calculated based on the member’s current grade and PEBD.

8. **Prior Base Pay** – Is a lookup to view a member’s prior base pay based on the user entries of Pay Scale Date, Paygrade, and Length of Service for Pay. Prior Base pay amounts are used in High 3 and REDUX retirement plans.

9. **Retired Base Amount** – Amount used to calculate Retired Annual Pay when multiplied by Retired Pay Multiplier (#12).

   NOTE: When calculating High 3 plan it is necessary to enter the highest 36 month average of monthly base pay (normally the last 36 months) to calculate the Retired Base Amount.

10. **Year** – Year member is retiring.

11. **Retired Pay Multiplier** – Percentage calculated based on the Retirement Plan selected and Total Active Service.

12. **Retired Monthly Pay** – Not used in SELRES calculations.


   NOTE: These calculations are only an estimate and intended to provide the member information to make Career Decisions

14. **SBP Calculator Link** – Link to the CIMS Survivor Benefit Plan Calculator. Link will transfer data from the retirement calculator to SBP calculator.
CALCULATORS – Selective Reenlistment Bonus (SRB) Active Duty

![Selectieve Reenlistment Bonus Calculator](image)

**Figure 14-3–Calculators – Selective Reenlistment Bonus-Active Duty**
14.3 **CALCULATORS – SRB Active Duty**

1. **USN/FTS/RESERVE Selector** – Select the appropriate option for member the calculation is performed.

2. **PEBD** – Enter the Pay Entry Base of Date.

3. **ADSD** – Enter the Active Duty Service Date.

4. **Pay Grade** – Select the paygrade at time of reenlistment.

5. **Bonus Type** – Select the bonus type.

6. **Broken Service Status** – Select the option from the drop-down mention that corresponds with the member’s current status. Only available when Bonus Type is Broken Service.

7. **SRB Qualifier** – Select the qualifier or part of the qualifier then use the lookup button to locate one.

8. **SRB Max Amount** – Select the maximum amount based on the SRB Qualifier selected.

9. **Zone Description** – Display only of the reenlistment zones eligible for a SRB based on the SRB Qualifier and SRB Max Amount selected.

10. **Bonus Rating** – Display only of rating used to establish eligibility for the SRB based on the SRB Qualifier selected. If the SRB Qualifier is based on a NEC field will be blank.

11. **Bonus Warfare** – Display only of warfare used to establish eligibility for the SRB based on the SRB Qualifier selected. Displayed only when SRB Qualifier is based on a Rating and Warfare listed on current NAVADMIN, else field is blank.

12. **Bonus NEC** – Display only of NEC used to establish eligibility for the SRB based on the SRB Qualifier selected. If the SRB Qualifier is based on a Rating field will be blank.

13. **INOP NUC EXT** – Enter enlistment extension months incurred for nuclear training schools obligations.

14. **INOP OTH EXT** – Enter all other enlistment extension months incurred.

15. **EAOS at Reenlistment** – Enter the member’s EAOS on day of reenlistment.

16. **SEAOS at Reenlistment** – Enter the member’s SEAOS on day of reenlistment.

17. **Date of Reenlistment** – Enter the date of reenlistment.

18. **Reenlistment Term** – Use the drop-down list to select the number of years the member is planning to reenlist. Select three, four, five, or six years.

19. **Base Pay Per Month** – Display only of monthly base pay derived based on the Paygrade, PEBD and Date of Reenlistment entered.

20. **LOS for Pay** – Display only of length of service for pay derived based on the Paygrade, PEBD and Date of Reenlistment entered.

21. **New EAOS** – Display only of new EAOS after reenlistment derived based on the Date of Reenlistment plus the Reenlistment Term.
22. **INOP NUC EXT (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on the INOP NUC EXT and Term of Enlistment entries.

23. **Early Reenlistment (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on the Date of Reenlistment minus EAOS at Reenlistment.

24. **INOP OTH EXT (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on the INOP OTH EXT.

25. **Over 16 Years (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on the Date of Reenlistment minus ADSD.

26. **Estimated SRB Amount** – This section displays the calculator’s results. Display only of Zone, Tier, NAVADMIN, Award Level, Months Used to Calculate Bonus, Total Active Service at Reenlistment, Total Active Service after Reenlistment that were used to determine the SRB Amount.

**NOTE:** Every effort to use the appropriate calculator is important for each member, so that decisions made are based on the most accurate information possible.

**NOTE:** These calculations are only an estimate and intended to provide the member information to make Career Decisions.
CALCULATORS – Selective Reenlistment Bonus (SRB) SELRES

Figure 14-4–Calculators – Selective Reenlistment Bonus-SELRES
14.4 **CALCULATORS – SRB SELRES**

1. **USN/FTS/RESERVE Selector** – Select the appropriate option for member the calculation is performed.

2. **SRB Qualifier** – Select the qualifier or part of the qualifier then use the lookup button to locate one.

3. **SRB Max Amount** – Select the maximum amount based on the SRB Qualifier selected.

4. **Type Reenlistment** – Length of reenlistment.

5. **Estimated SRB Amount** – This section displays the calculator’s results. Display only of Award Level, SRB Amount and NAVADMIN used in the calculations.

   NOTE: Every effort to use the appropriate calculator is important for each member, so that decisions made are based on the most accurate information possible.

   NOTE: These calculations are only an estimate and intended to provide the member information to make Career Decisions.
CALCULATORS – SBP

Figure 14-5–Calculators – SBP Cost Estimate Form
14.5 **CALCULATORS – SBP**

1. **Spouse/Child/Spouse and Child Selector** – Select the appropriate option for member the calculation is performed.

2. **Last Name** – Enter the last name of the member. (Not Required)

3. **SBP Base Amount** – Enter the member’s base retirement pay before allowances and special pays.

4. **Projected Retirement Date** – Enter the retirement date.

5. **Entered service prior to 02 March 1990 Checkbox** – Check this box if the member entered service prior to 02 March 1990.

6. **Member’s DOB** – Enter the member’s date of birth by manually entering the date or using the date selector next to the field.

7. **Spouse DOB** – Enter the spouse’s date of birth by manually entering the date or using the date selector next to the field. Enter a date in this field for Spouse Only and Spouse and Child Only calculations.

   **NOTE:** When performing a Spouse Only calculation the Youngest Child DOB must be blank; and when performing a Child Only calculation the Spouse DOB must be blank.

8. **Youngest Child DOB** – Enter the member’s youngest child’s date of birth by manually entering the date or using the date selector next to the field. Enter a date in this field for Child Only, and Spouse and Child Only calculations.

9. **Estimation Worksheet** – This section displays the calculator’s results.

   **NOTE:** These calculations are only an estimate and intended to provide the member information to make Career Decisions.

   **NOTE:** It is advisable for the Career Counselor to perform SBP estimates for each scenario and review the results carefully with the member.
## CALCULATORS – Selective Reenlistment Bonus (SRB) Active Duty

### SRB Calculator

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank/Rank (Name: )</td>
<td>AD3</td>
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<tr>
<td>Current DSC</td>
<td>100</td>
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### Contract/Service Dates

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<tr>
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<td>07/01/2010</td>
</tr>
<tr>
<td>ADSD</td>
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### Navy Enlisted Classification Code

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### Selective Reenlistment Bonus Calculator

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<td>E06</td>
</tr>
<tr>
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<td>1AA</td>
</tr>
<tr>
<td>Broken Service Status</td>
<td>1 - No Broken Service</td>
</tr>
<tr>
<td>Zone Description</td>
<td>ZONES A &amp; B ONLY</td>
</tr>
<tr>
<td>Bonus Rating</td>
<td>AC</td>
</tr>
<tr>
<td>Bonus Warfare</td>
<td></td>
</tr>
<tr>
<td>Bonus NEC</td>
<td></td>
</tr>
<tr>
<td>INOP NUC EXT</td>
<td>12</td>
</tr>
<tr>
<td>INOP OTH EXT</td>
<td>12</td>
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<tr>
<td>EAOS at Reenlistment</td>
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<td>LOS for Pay</td>
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<tr>
<td>Early Reenlistment</td>
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<tr>
<td>Over 16 Years</td>
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</table>

### Reduction Months

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### Estimated SRB Amount

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<td>Zone</td>
<td>A</td>
</tr>
<tr>
<td>Tier Description</td>
<td>T2</td>
</tr>
<tr>
<td>Award Level</td>
<td>3.0</td>
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<tr>
<td>Months Used to Calculate Bonus</td>
<td>36</td>
</tr>
<tr>
<td>Total Act Serv at REENL</td>
<td>6 Yrs 0 Mos 0 Days</td>
</tr>
<tr>
<td>Total Act Serv after REENL</td>
<td>10 Yrs 0 Mos 0 Days</td>
</tr>
<tr>
<td>SRB Amount</td>
<td>$23,527.80</td>
</tr>
</tbody>
</table>

### Notes

- All fields Required when open.

### Submit SRB Pre-Certification
14.6 CALCULATORS – SRB Submission Active Duty

1. **Member Data** – Rank/Rate, Name, and Duty Status Code (Corporate data).
2. **Contract/Service Dates** – PEBD, ADSD, UIC, CED, Term, Extensions, EAOS and SEAOS (Corporate data).
3. **NEC** – PNEC and SNEC (Corporate data).
4. **USN/FTS Selector** – Select the appropriate option for member the calculation is performed.
5. **PEBD** – Enter the Pay Entry Base of Date.
6. **ADSD** – Enter the Active Duty Service Date.
7. **Pay Grade** – Select the paygrade at time of reenlistment.
8. **Bonus Type** – Select the bonus type.
9. **Broken Service Status** – Select the option from the drop-down mention that corresponds with the member’s current status. Only available when Bonus Type is Broken Service.
10. **SRB Qualifier** – Select the qualifier or part of the qualifier then use the lookup button to locate one.
11. **SRB Max Amount** – Select the maximum amount based on the SRB Qualifier selected.
12. **Zone Description** – Display only of the reenlistment zones eligible for a SRB based on the SRB Qualifier and SRB Max Amount selected.
13. **Bonus Rating** – Display only of rating used to establish eligibility for the SRB based on the SRB Qualifier selected. If the SRB Qualifier is based on a NEC field will be blank.
14. **Bonus Warfare** – Display only of warfare used to establish eligibility for the SRB based on the SRB Qualifier selected. Displayed only when SRB Qualifier is based on a Rating and Warfare listed on current NAVADMIN, else field is blank.
15. **Bonus NEC** – Display only of NEC used to establish eligibility for the SRB based on the SRB Qualifier selected. If the SRB Qualifier is based on a Rating field will be blank.
16. **INOP NUC EXT** – Enter enlistment extension months incurred for nuclear training schools obligations.
17. **INOP OTH EXT** – Enter all other enlistment extension months incurred.
18. **EAOS at Reenlistment** – Enter the member’s EAOS on day of reenlistment.
19. **SEAOS at Reenlistment** – Enter the member’s SEAOS on day of reenlistment.
20. **Date of Reenlistment** – Enter the date of reenlistment.
21. **Reenlistment Term** – Use the drop-down list to select the number of years the member is planning to reenlist. Select three, four, five, or six years.
22. **Base Pay Per Month** – Display only of monthly base pay derived based on the Paygrade, PEBD and Date of Reenlistment entered.
23. **LOS for Pay** – Display only of length of service for pay derived based on the Paygrade, PEBD and Date of Reenlistment entered.

24. **New EAOS** – Display only of new EAOS after reenlistment derived based on the Date of Reenlistment plus the Reenlistment Term.

25. **INOP NUC EXT (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on of the INOP NUC EXT and Term of Enlistment entries.

26. **Early Reenlistment (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on of the Date of Reenlistment minus EAOS at Reenlistment.

27. **INOP OTH EXT (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on of the INOP OTH EXT.

28. **Over 16 Years (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on of the Date of Reenlistment minus ADSD.

29. **Estimated SRB Amount** – This section displays the calculator’s results. Display only of Zone, Tier, NAVADMIN , Award Level, Months Used to Calculate Bonus, Total Active Service at Reenlistment, Total Active Service after Reenlistment that were used to determine the SRB Amount.

**NOTE:** Every effort to use the appropriate calculator is important for each member, so that decisions made are based on the most accurate information possible.

**NOTE:** These calculations are only an estimate and intended to provide the member information to make Career Decisions.
Section Fifteen–Certificates
15. CERTIFICATES

This section will aid you in the creation of a variety of Certificates for use in ceremonies. The Menu below displays the Certificates that you can produce within.

CERTIFICATES – Reenlistment (Member)

![Certificate Reenlistment Input (Member)](image)
15.1 **CERTIFICATES – Reenlistment (Member)**

1. **SSN** – Enter the member’s SSN. **Note:** Enter the SSN manually or part of the SSN to use the lookup button to search for members that contain that part of the SSN. Field is not required and be left blank.

2. **Full Name** – Member’s full name. Field is pre-populated when a SSN is entered or can be manually entered and edited.

3. **Gender** – Member’s gender. Field is pre-populated when a SSN is entered or can be manually entered and edited.

4. **Official Name** – Enter the signing official’s information in the following format First Name MI Last Name, Rank, Branch/Class.

5. **Official Title** – The signing official’s title spelled out.

6. **Official Command** – Enter the signing official’s command name.

7. **Certificate Type** – Select Reenlistment.

8. **Certificate Date** – Enter the award date for the certificate.

9. **Recipient Name** – Display only field when Relationship to Member is set to Self. Editable by updating the Full Name (field #2).

10. **Relationship To Member** – Select Self.

11. **Rank/Rate Code** – Member’s abbreviated rate/rank. Field is pre-populated when a SSN is entered or can be manually selected.

12. **Rank/Rate** – Member’s long title rate/rank formatted for the certificate. Field is pre-populated when a SSN is entered or can be manually selected.

13. **Warfare Designator Code** – Member’s Warfare designator Field is pre-populated when a SSN is entered or can be manually selected.

14. **Warfare Designator** – Member’s Warfare designator formatted for the certificate.

15. **Full Rating** – Member’s full rating and warfare that will be displayed on the certificate.
CERTIFICATE OF REENLISTMENT

To all who shall see these presents, greetings

Know ye, that by the authority vested in me

I do here by reenlist

Master Chief Navy Counselor (AW/SW)

[Redacted]

in the

United States Navy

Having solemnly sworn

to support, defend and bear true faith and allegiance to the
Constitution of the United States; to obey the orders of the President
of the United States and all superiors; and to abide by the rules and
regulations prescribed under Naval law and the Uniform Code of
Military Justice; the enlistee is thus entitled to all honors, courtesies
and privileges accorded by Naval law, custom and tradition.

Solemnly sworn to before me this 20th day of June, 2016.

[Redacted]

Chief of Naval Operations
OPNAV

Figure 15-2–Certificates – Reenlistment (Member)
CERTIFICATES Reenlistment (Family)

Figure 15-3– Certificate Reenlistment (Family)
15.2 **CERTIFICATES – Reenlistment (Family)**

1. **SSN** – Enter the member’s SSN. **Note:** Enter the SSN manually or part of the SSN to use the lookup button to search for members that contain that part of the SSN. Field is not required and be left blank.

2. **Full Name** – Member’s full name. Field is pre-populated when a SSN is entered or can be manually entered and edited.

3. **Gender** – Member’s gender. Field is pre-populated when a SSN is entered or can be manually entered and edited.

4. **Official Name** – Enter the signing official’s information in the following format First Name MI Last Name, Rank, Branch/Class.

5. **Official Title** – The signing official’s title spelled out.

6. **Official Command** – Enter the signing official’s command name.

7. **Certificate Type** – Select Reenlistment.

8. **Certificate Date** – Enter the award date for the certificate.

9. **Recipient Name** – Display only field when Relationship To Member is set to Self. Editable by updating the Full Name (field #2).

10. **Relationship To Member** – Select Parent, Child or Spouse as appropriate.
CERTIFICATES – Reenlistment (Family)

Certificate of Appreciation
From the United States Navy

To all who shall see these presents, greetings

To

By the authority vested in me, it is my pleasure to express the grateful appreciation of the United States Navy, to you, for your unselfish, faithful, and dedicated assistance during the naval service of your husband. Your unfailing support and understanding have helped immeasurably to make possible your husband's decision to continue a naval career.

Given this 20th day of June, 2016.

Chief of Naval Operations
OPNAV

Figure 15-4–Certificates – Reenlistment (Family)
CERTIFICATES – Honorable Discharge

Figure 15-5– Honorable Discharge
15.3 **CERTIFICATES – Honorable Discharge**

1. **SSN** – Enter the member’s SSN. **Note:** Enter the SSN manually or part of the SSN to use the lookup button to search for members that contain that part of the SSN. Field is not required and be left blank.

2. **Full Name** – Member’s full name. Field is pre-populated when a SSN is entered or can be manually entered and edited.

3. **Gender** – Member’s gender. Field is pre-populated when a SSN is entered or can be manually entered and edited.

4. **Official Name** – Enter the signing official’s information in the following format First Name MI Last Name, Rank, Branch/Class.

5. **Official Title** – The signing official’s title spelled out.

6. **Official Command** – Enter the signing official’s command name.

7. **Certificate Type** – Select Honorable Discharge.

8. **Certificate Date** – Enter the award date for the certificate.

9. **Recipient Name** – Display only field when Relationship to Member is set to Self. Editable by updating the Full Name (field #2).

10. **Relationship To Member** – Select Self.

11. **Rank/Rate Code** – Member’s abbreviated rate/rank. Field is pre-populated when a SSN is entered or can be manually selected.

12. **Rank/Rate** – Member’s long title rate/rank formatted for the certificate. Field is pre-populated when a SSN is entered or can be manually selected.

13. **Warfare Designator Code** – Member’s Warfare designator Field is pre-populated when a SSN is entered or can be manually selected.

14. **Warfare Designator** – Member’s Warfare designator formatted for the certificate.

15. **Full Rating** – Member’s full rating and warfare that will be displayed on the certificate.
CERTIFICATES – Honorable Discharge

Honorable Discharge

from the Armed forces of the United States of America

This is to certify that

[Redacted]

was Honorably Discharged from the

United States Navy

on the 2nd day of January, 2008. This certificate is awarded as a testimonial of Honest and Faithful Service

[Redacted]

COMMANDING OFFICER

Figure 15-6–Certificates – Honorable Discharge
CERTIFICATES – Fleet Reserve

![Certificate Image]

**Member Information**
- SSN: [Redacted]
- *Full Name:* John Doe Smith
- *Gender:* Male

**Signing Official Information**
- Official Name: [Redacted] FADM, USN
- (First Name Mi Last Name, Rank, Branch/Class)
- Official Title: Chief of Naval Operations
- Official Command: OPNAV

**Certificate Information**
- *Certificate Type:* Fleet Reserve
- *Certificate Date:* 06/15/2016
- *Recipient Name:* John Doe Smith
- *Relationship To Member:* Self

**Rating Information**
- Rank/Rate Code: NCCM
- Rank/Rate: Master Chief Navy Counselor
- Warfare Designator Code: S
  - (SW) Surface Warfare Specialist
- Warfare Designator: (SW/AW)
- Full Rating: Master Chief Navy Counselor (SW/AW)

**Retirement Information**
- Retirement Years: 30

**Figure 15-7 – Fleet Reserve**
15.4 **CERTIFICATES – Fleet Reserve**

1. **SSN** – Enter the member’s SSN. **Note:** Enter the SSN manually or part of the SSN to use the lookup button to search for members that contain that part of the SSN. Field is not required and be left blank.

2. **Full Name** – Member’s full name. Field is pre-populated when a SSN is entered or can be manually entered and edited.

3. **Gender** – Member’s gender. Field is pre-populated when a SSN is entered or can be manually entered and edited.

4. **Official Name** – Enter the signing official’s information in the following format First Name MI Last Name, Rank, Branch/Class.

5. **Official Title** – The signing official’s title spelled out.

6. **Official Command** – Enter the signing official’s command name.

7. **Certificate Type** – Select Fleet Reserve.

8. **Certificate Date** – Enter the award date for the certificate.

9. **Recipient Name** – Display only field when Relationship to Member is set to Self. Editable by updating the Full Name (field #2).

10. **Relationship To Member** – Select Self.

11. **Rank/Rate Code** – Member’s abbreviated rate/rank. Field is pre-populated when a SSN is entered or can be manually selected.

12. **Rank/Rate** – Member’s long title rate/rank formatted for the certificate. Field is pre-populated when a SSN is entered or can be manually selected.

13. **Warfare Designator Code** – Member’s Warfare designator Field is pre-populated when a SSN is entered or can be manually selected.

14. **Warfare Designator** – Member’s Warfare designator formatted for the certificate.

15. **Full Rating** – Member’s full rating and warfare that will be displayed on the certificate.

16. **Retirement Years** – Member’s years of service at time of retirement.
CERTIFICATES – Fleet Reserve

Fleet Reserve

Of the

United States Navy

This is to certify that

[Redacted]

was transferred from, active duty to the Fleet Reserve, of the

United States Navy on the 30th day of September, 2007 after 22 years of

service. This certificate is awarded as a Testimonial of Faithful

and Honorable Service.

[Redacted]

Commanding Officer

UNITED STATES NAVY

Figure 15-8–Certificates – Fleet Reserve
CERTIFICATES – Retirement (Family)

Figure 15-9– Retirement (Family)
CERTIFICATES – Retirement (Family)

1. **SSN** – Enter the member’s SSN. **Note:** Enter the SSN manually or part of the SSN to use the lookup button to search for members that contain that part of the SSN. Field is not required and be left blank.

2. **Full Name** – Member’s full name. Field is pre-populated when a SSN is entered or can be manually entered and edited.

3. **Gender** – Member’s gender. Field is pre-populated when a SSN is entered or can be manually entered and edited.

4. **Official Name** – Enter the signing official’s information in the following format First Name MI Last Name, Rank, Branch/Class.

5. **Official Title** – The signing official’s title spelled out.

6. **Official Command** – Enter the signing official’s command name.

7. **Certificate Type** – Select Fleet Reserve.

8. **Certificate Date** – Enter the award date for the certificate.

9. **Recipient Name** – Display only field when Relationship to Member is set to Self. Editable by updating the Full Name (field #2).

10. **Relationship To Member** – Select Parent, Child or Spouse as appropriate.
CERTIFICATES – Retirement (to Wife)

Certificate of Appreciation

From the United States Navy

To all who shall see these presents, greetings:

To

By the authority vested in me, it is my pleasure to express the grateful appreciation of the United States Navy, to you, for your unselfish, patriotic and devoted service during your husband's military career. Your unflagging support and understanding helped immeasurably to make possible his lasting contribution to the nation. To those who say a single man cannot make a difference, I say wrong. Your husband did! He made our Navy stronger and kept our nation safe. With his service to the Navy now complete, he will be able to spend more time with you in the future. The United States Navy thanks you and I thank you.

Given this 3rd day of December, 2007

Executive Officer

Figure 15-10–Certificates – Retirement (Family)
Section Sixteen–Forms
16. FORMS

The Forms section within CIMS provides the opportunity to produce Individual Career Development Plans (ICDP), and Pre-separation Checklist for Active and Reserve Members.
FORMS – ICDP

Figure 16-1–Forms – ICDP
16.1 **FORMS – ICDP FORM**

1. **Rate/Rank** – Rate/Rank level of the member (Corporate data).
2. **Name** – Full Last Name, First Name Middle Name (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **Select** – Checkbox selects the CDB used to produce the ICDP form.
5. **Print Form** – Button begins the form creation and print process.
**FORMS – ICDP**

**Figure 16-2–Forms – ICDP**
16.2 **FORMS – CDB Minutes Report**

![Diagram of CDB Minutes Forms with numbered items: 1. Active/Reserve: Active, 2. CDB Status: Completed, 3. From Date: 05/01/2016, 4. To Date: 06/30/2016, 5. Sort Option: CDB Date, 6. Add UIC, 7. Add All UICs, 8. Remove All UICs, 9. Print Form(s).]

**Figure 16-3–FORMS – CDB Minutes Report**
16.3 **FORMS – CDB Minutes Report**

1. **Active/Reserve List** – Selection determines whether Active or Reserve members are displayed on the report.

2. **CDB Status** – Completed will display CDBs that are in a completed status and not yet verified. Verified will display CDBs that have been verified during the date range selected below.

3. **From Date** – From and To date range is used to display CDBs for a specific period.

4. **To Date** – From and To date range is used to display CDBs for a specific period.

5. **Sort Options** – Determines the order that data is presented on the report.

6. **Add UIC** – Adds selected UIC to the report.

7. **Add All UICs** – Adds all UICs a specific user has access to the report.

8. **Remove All UICs** – Removes all UICs a specific user has selected.

9. **Print Form** – Button begins the form creation and print process.
**FORMS – CDB Minutes Report**

![Active Duty Completed CDB Minutes Report For VFA](image)

**Figure 16-4–FORMS – CDB Minutes Report**
Section Seventeen–Lists
17. LISTS – MULTI UIC SELECTION FOR LISTINGS (ACTIVE/RESERVE)

Figure 17-1–Multi UIC Selection for Listings (Active/Reserve)
17.1 Multi UIC Selection for Listings (Active/Reserve)

Updates to most Listings allow generating reports for multiple UICs at once. To increase performance some limitations are imposed on this feature and the limitations are different for Active Duty and Reserve list reports. Specifics are identified below.

All List Reports are currently supporting multiple UIC selection except the Advancement Information Advancement Statistics List. The Advancement Statistics List only allows the selection of one active duty UIC or one Reserve UIC.

1. Select – Use these checkboxes to select the UIC/UICs for the desired listing.
2. UIC – The Unit Identification Code of the command.
   
   A. There is a 3000 member limit on active duty lists so when selecting larger commands selecting multiple UICs will not be possible.

   **NOTE:** Since the system counts the number of members after a checkbox is selected it will be necessary to wait for the system before selecting the next UIC. An error warning will be displayed if too many UICs (members) have been selected. The displayed UIC list is based upon access granted through the SAAR process. If a required UIC is not displayed see page 5 of this guide.

3. Command – Command short name of the UIC.
4. NOSC – (Reserve lists only) displays the UIC for the Navy Operational Support Center (NOSC) that the command belongs to.
   
   B. Users are only permitted to select multiple UICs when they belong to the same NOSC.

   **NOTE:** NOSC’s with a large number of UICs may wish to limit the number selected in order to expedite processing of the report.
LIST – Advancement Information Listings (Active/Reserve)

Figure 17-2–List – Advancement Search (Active & Reserve)
17.2 Advancement Information Listings (Active/Reserve)

1. **All** – Displays a list of all command personnel in the selected paygrade, data displayed on this listing directly pertains to advancement.

2. **Time in Rate Eligible** – Displays a list of command personnel with the required time in rate to be eligible for the selected exam cycle.

3. **Advancement Statistics** – Displays navy wide or command advancement statistics for the selected exam cycle and/or criteria.

   **NOTE**: There is no fundamental difference between the Active Duty and Reserve functionality for this page other than the Active/Reserve status of the personnel displayed although some columns displayed on the listings may vary.
Advancement Information – All E1/E2 (Active Duty)

Figure 17-3–List – Advancement Information – All E1/E2 (Active Duty)
17.2.1 Advancement Information – All E1/E2 (Active Duty)

1. **Rank/Rate** – The current Rate/Rank to which actually advanced.
2. **Name** – The name of the individual listed.
3. **Dept** – Displays the individuals assigned Department.
4. **Div** – Displays the individuals assigned Division.
5. **BR/CL** – The current Branch/Class.
6. **SPI** – The current Special Program Indicator.
   
   **NOTE:** The SPI code for USN personnel will be blank.
7. **TIR Date** – The current Time in Rate Date.
8. **DOR** – The current Date of Rate.
9. **Proj Adv Date** – Projected date the member will be advanced to the next paygrade.
10. **Recc** – This column indicates displays a “Y” when a member is recommended for advancement from the most current Evaluation.
11. **Last EVAL** – Date of last evaluation.
12. **Degree** – Indicates the member’s highest degree earned.
Advancement Information – All E3/E4/E5 (Active Duty)

Figure 17-4–List – Advancement Information – All E3/E4/E5 (Active Duty)
### 17.2.2 Advancement Information – All E3/E4/E5 (Active Duty)

1. **Rank/Rate** – The current Rate/Rank to which actually advanced.
2. **Name** – The name of the individual listed.
3. **Dept** – Displays the individuals assigned Department.
4. **Div** – Displays the individuals assigned Division.
5. **BR/CL** – The current Branch/Class.
6. **SPI** – The current Special Program Indicator.

    **NOTE:** The SPI code for USN personnel will be blank.

7. **SEL** – This column indicates members selected for the next paygrade.
8. **TIR Date** – The current Time in Rate Date.
9. **DOR** – The current Date of Rate.
10. **Recc** – This column indicates displays a “Y” when a member is recommended for advancement from the most current Evaluation.
11. **Last EVAL** – Date of the member’s last Evaluation.
12. **# Taken** – Displays the total number of times the member has taken the exam for the next paygrade.
13. **Sel** – Member is selected for the next paygrade.
14. **# PNA** – Displays the number of times the member has passed but not advanced the exam.
15. **# Fail** – Displays the total number of exam fails for the next paygrade.
16. **Degree** – Indicates the member’s highest degree earned.
17. **Profile Info** – This link allows users to view exam profile sheets from previous tests taken.
18. **Exam Analysis** – Link opens a pop up window with exam statistics for all exams taken and is organized by topics and cycle.
Advancement Information – All E6 (Active Duty)

Figure 17-5–List – Advancement Information – All E6 (Active Duty)
17.2.3 **Advancement Information – All E6 (Active Duty)**

1. **Rank/Rate** – The current Rate/Rank to which actually advanced.
2. **Name** – The name of the individual listed.
3. **Dept** – Displays the individuals assigned Department.
4. **Div** – Displays the individuals assigned Division.
5. **BR/CL** – The current Branch/Class.
6. **SPI** – The current Special Program Indicator.
   
   **NOTE:** The SPI code for USN personnel will be blank.
7. **SEL** – This column indicates members selected for the next paygrade.
8. **TIR Date** – The current Time in Rate Date.
9. **DOR** – The current Date of Rate.
10. **Recc** – This column indicates displays a “Y” when a member is recommended for advancement from the most current Evaluation.
11. **Last EVAL** – Date of the member’s last Evaluation.
12. **# Taken** – Displays the total number of times the member has taken the exam for the next paygrade.
13. **Sel** – Member is selected for the next paygrade.
14. **# PNA** – Displays the number of times the member has passed but not advanced the exam.
15. **# Fail** – Displays the total number of exam fails for the next paygrade.
16. **Degree** – Indicates the member’s highest degree earned.
17. **Profile Info** – This link allows users to view exam profile sheets from previous tests taken.
18. **Exam Analysis** – Link opens a pop up window with exam statistics for all exams taken and is organized by topics and cycle.
Advancement Information – All E7/E8/E9 (Active Duty)

Figure 17-6–List – Advancement Information – All E7/E8/E9 (Active Duty)
17.2.4 Advancement Information – All E7/E8/E9 (Active Duty)

1. **Rank/Rate** – The current Rate/Rank to which actually advanced.
2. **Name** – The name of the individual listed.
3. **Dept** – Displays the individuals assigned Department.
4. **Div** – Displays the individuals assigned Division.
5. **BR/CL** – The current Branch/Class.
6. **SPI** – The current Special Program Indicator.
   
   **NOTE:** The SPI code for USN personnel will be blank.
7. **SEL** – This column indicates members selected for the next paygrade.
8. **TIR Date** – The current Time in Rate Date.
9. **DOR** – The current Date of Rate.
10. **Recc** – This column indicates displays a “Y” when a member is recommended for advancement from the most current Evaluation.
11. **Last FITREP** – Date of the member’s last Evaluation.
12. **# Board Elig** – Displays the number of times the member has been Board Eligible but not advanced.
13. **Degree** – Indicates the member’s highest degree earned.
14. **Profile Info** – This link allows users to view exam profile sheets from previous tests taken.
17.3 Advancement Information Listings (Reserve)

Advancement Information – All (Reserve)

Figure 17-7–List – Advancement Information – All (Reserve)
17.3.1 Advancement Information – All (Reserve)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **TIR Date** – The current Time in Rate Date.
7. **DOR** – The current Date of Rate.
8. **Recc** – This column indicates displays a “Y” when a member is recommended for advancement from the most current Evaluation.
9. **Last EVAL** – Date of the member’s last Evaluation.
10. **# Taken** – Displays the total number of times the member has taken the exam for the next paygrade.
11. **# Fail** – Displays the total number of exam fails for the next paygrade.
12. **# Board Elig** – Displays the number of times the member has been Board Eligible but not advanced.
13. **Degree** – Indicates the member’s highest degree earned.
14. **Profile Info** – This link allows users to view exam profile sheets from previous tests taken.
## Advancement Information – TIR List

![TIR List Image](image-url)

**Figure 17-8–List – Advancement Information – TIR List**
17.3.2 Advancement Information – TIR List

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **BR/CL** – The current Branch/Class. (Active Duty Only)
7. **SPI** – The current Special Program Indicator. (Active Duty Only)
   **NOTE:** The SPI code for USN personnel will be blank.
8. **SEL** – This column indicates members selected for the next paygrade. (Active Duty Only)
9. **TIR Date** – The current Time in Rate Date.
10. **DOR** – The current Date of Rate.
11. **Recc** – This column indicates displays a “Y” when a member is recommended for advancement from the most current Evaluation.
12. **Last EVAL** – Date of the member’s last Evaluation.
13. **Degree** – Indicates the member’s highest degree earned.
### Advancement Information – Advancement Statistics (UIC)

#### Figure 17-9–List – Advancement Information – Advancement Statistics (UIC)

| ERATE | GP | CMD TOTAL | CMD ADV | CMD PNA | CMD ADV | CMD PNA | CMD DISC | CMD DISC | NAVY TOTAL | NAVY ADV | NAVY PNA | NAVY ADV | NAVY PNA | NAVY DISC | NAVY DISC | NAVY ADV | NAVY PNA | NAVY DISC | NAVY DISC |
|-------|---|----------|--------|--------|--------|--------|---------|---------|------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| ABF1  | 3 | 333      | 2      | 85.7   | 0      | 15     | 18      | 117     | 68.4       | 3        | 2        | 62.01    | 65.75    | 82.49    | 62.91    | 68.4     | 3        | 2        |
| AD-1  | 3 | 333      | 2      | 85.7   | 0      | 15     | 18      | 117     | 68.4       | 3        | 2        | 62.01    | 65.75    | 82.49    | 62.91    | 68.4     | 3        | 2        |
| AD1   | 3 | 333      | 2      | 85.7   | 0      | 15     | 18      | 117     | 68.4       | 3        | 2        | 62.01    | 65.75    | 82.49    | 62.91    | 68.4     | 3        | 2        |
| ADV   | 3 | 333      | 2      | 85.7   | 0      | 15     | 18      | 117     | 68.4       | 3        | 2        | 62.01    | 65.75    | 82.49    | 62.91    | 68.4     | 3        | 2        |
| AM1   | 2 | 210      | 2      | 100.0  | 0      | 10     | 12      | 80.0    | 68.1       | 5        | 0        | 71.67    | 68.77    | 63.85    | 68.04    | 69.9     | 14       | 13       |
| AO1   | 4 | 250      | 2      | 125.0  | 0      | 12     | 14      | 94.1    | 84.4       | 13       | 13       | 83.35    | 84.94    | 83.94    | 85.04    | 86.4     | 14       | 13       |
| AG1   | 3 | 333      | 2      | 100.0  | 0      | 10     | 12      | 80.0    | 68.1       | 5        | 0        | 71.67    | 68.77    | 63.85    | 68.04    | 69.9     | 14       | 13       |
| AR1   | 3 | 333      | 2      | 100.0  | 0      | 10     | 12      | 80.0    | 68.1       | 5        | 0        | 71.67    | 68.77    | 63.85    | 68.04    | 69.9     | 14       | 13       |
| BM1   | 4 | 210      | 2      | 100.0  | 0      | 10     | 12      | 80.0    | 68.1       | 5        | 0        | 71.67    | 68.77    | 63.85    | 68.04    | 69.9     | 14       | 13       |
| CS1   | 2 | 210      | 2      | 100.0  | 0      | 10     | 12      | 80.0    | 68.1       | 5        | 0        | 71.67    | 68.77    | 63.85    | 68.04    | 69.9     | 14       | 13       |
| DD1   | 1 | 100      | 1      | 100.0  | 0      | 10     | 12      | 80.0    | 68.1       | 5        | 0        | 71.67    | 68.77    | 63.85    | 68.04    | 69.9     | 14       | 13       |
| DC1   | 2 | 210      | 2      | 100.0  | 0      | 10     | 12      | 80.0    | 68.1       | 5        | 0        | 71.67    | 68.77    | 63.85    | 68.04    | 69.9     | 14       | 13       |
| DS1   | 4 | 210      | 2      | 100.0  | 0      | 10     | 12      | 80.0    | 68.1       | 5        | 0        | 71.67    | 68.77    | 63.85    | 68.04    | 69.9     | 14       | 13       |
| DM1   | 2 | 210      | 2      | 100.0  | 0      | 10     | 12      | 80.0    | 68.1       | 5        | 0        | 71.67    | 68.77    | 63.85    | 68.04    | 69.9     | 14       | 13       |
| SH1   | 2 | 210      | 2      | 100.0  | 0      | 10     | 12      | 80.0    | 68.1       | 5        | 0        | 71.67    | 68.77    | 63.85    | 68.04    | 69.9     | 14       | 13       |
| SK1   | 2 | 210      | 2      | 100.0  | 0      | 10     | 12      | 80.0    | 68.1       | 5        | 0        | 71.67    | 68.77    | 63.85    | 68.04    | 69.9     | 14       | 13       |
| VM1   | 2 | 210      | 2      | 100.0  | 0      | 10     | 12      | 80.0    | 68.1       | 5        | 0        | 71.67    | 68.77    | 63.85    | 68.04    | 69.9     | 14       | 13       |
| Total | 73| 61.17   | 62.6   | 84.9   | 14.3 | 81.7   | 11.3   | 68.0   | 65.9     | 94.4     | 79.4     | 65.75    | 63.85    | 68.04    | 69.9     | 69.7     | 14       | 13       | 13       |

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Unclassified
17.3.3 Advancement Information – Advancement Statistics (UIC)

1. **ERATE** – Exam Rate
2. **GRP** – Rating category sub grouping
3. **CMD TOTAL** – Command wide number of members in the Exam Rate who took the exam at the selected UIC.
4. **CMD ADV** – Command wide total number of Exam Rate participants who advanced this cycle.
5. **CMD % ADV** – Actual command wide percentage of Exam Rate participants who advanced this cycle from the selected command.
6. **CMD PNA** – Total number of members command wide in the Exam Rate who passed the exam but did not advance this cycle.
7. **CMD % PNA** – Actual command wide percentage of Exam Rate participants who passed the exam but did not advance this cycle.
8. **CMD FAIL** – Total number of members command wide in the Exam Rate who failed the exam this cycle.
9. **CMD % FAIL** – Actual percentage command wide of Exam Rate participants who failed the exam this cycle.
10. **CMD DISC** – Exam discrepancies reported.
11. **CMD % DISC** – Percentage of exam discrepancies reported.
12. **CMD ADV SS** – Minimum Standard Score of members command wide in the Exam Rate advanced this cycle.
13. **TOTAL** – NAVYwide total of members in the Exam Rate who took the exam.
14. **NAVY ADV** – NAVYwide total number of Exam Rate participants who advanced this cycle.
15. **NAVY % ADV** – NAVYwide percentage of Exam Rate participants who advanced this cycle.
16. **NAVY PNA** – NAVYwide total number of members in the Exam Rate who passed the exam but did not advance this cycle.
17. **NAVY % PNA** – NAVYwide percentage of Exam Rate participants who passed the exam but did not advance this cycle.
18. **NAVY FAIL** – NAVYwide number of members in the Exam Rate who failed the exam this cycle.
19. **NAVY % FAIL** – NAVYwide percentage of Exam Rate participants who failed the exam this cycle.
20. **NAVY DISC** – NAVYwide exam discrepancies reported.
21. **NAVY % DISC** – NAVYwide percentage of exam discrepancies reported.
22. **NAVY ADV SS** – NAVYwide minimum Standard Score required to advance this cycle.
Advancement Information – Advancement Statistics (NAVYWIDE)

![Advancement Information – Advancement Statistics (NAVYWIDE)](image)

**Figure 17-10–List – Advancement Information – Advancement Statistics (NAVYWIDE)**
17.3.4 Advancement Information – Advancement Statistics (NAVYWIDE)

1. **ERATE** – Exam Rate.
2. **GRP** – Rating category sub grouping.
3. **TOTAL** – Total number of members in the Exam Rate who took the exam.
4. **ADV** – Advanced. Total number of Exam Rate participants who advanced this cycle.
5. **% ADV** – Percent Advanced. Actual percentage of Exam Rate participants who advanced this cycle.
6. **PNA** – Passed Not Advanced. Total number of members in the Exam Rate who passed the exam but did not advance this cycle.
7. **% PNA** – Percent Passed Not Advanced. Actual percentage of Exam Rate participants who passed the exam but did not advance this cycle.
8. **FAIL** – Total number of members in the Exam Rate who failed the exam this cycle.
9. **% FAIL** – Percent Failed. Actual percentage of Exam Rate participants who failed the exam this cycle.
10. **DISC** – Exam discrepancies reported.
11. **% DISC** – Percentage of exam discrepancies reported.
12. **ADV SS** – Advancement Standard Score. Minimum Standard Score required to advance this cycle.
17.4 **Losses Listings (Active & Reserve)**

![Diagram of Losses Listings (Active)](image1)

*Figure 17-11–Losses Listings (Active)*

![Diagram of Losses Listings (Reserve)](image2)

*Figure 17-12–Losses Listings (Reserve)*
17.4.1 Losses Listings (Active & Reserve)

1. **All Listing** – Displays a list of all enlisted personnel with their current enlistment/extension information and expected loss details. (Active & Reserve List)

2. **EAOS Listing** – Displays enlistment/extension information, expected EAOS and any Career Decisions plans for the member. (Active List)

3. **EOS Listing** – Displays enlistment/extension information, expected EOS and any Career Decisions plans for the member. (Reserve List)

4. **PRD Listing** – In addition to the member’s new command this listing also displays PRD and sponsor information. (Active & Reserve List)

5. **HYT Listing** – Use this listing to identify members close to HYT and assist with tracking HYT waiver status. (Active & Reserve List)

6. **AGE 60 Listing** – Use this listing to identify members approaching the age of 60 and assist with tracking waiver status. (Reserve List)
Losses List – ALL (Active)

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<th>Dept</th>
<th>Div</th>
<th>CC</th>
<th>EAOS</th>
<th>EXT OTH</th>
<th>EXT SCH</th>
<th>EXT OPR</th>
<th>SIAOS</th>
<th>PRD</th>
<th>HYT Date</th>
<th>CYC</th>
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<th>EDN PSN</th>
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</tbody>
</table>

Figure 17-13–Losses List – ALL (Active)
17.4.2 Losses List – ALL (Active)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **EAOS** – Expiration of Active Obligated Service Date.
8. **EXT OTH** – Extension Months Other.
10. **EXT OPR** – Operative Extension Months.
11. **SEAOS** – Soft Expiration of Active Obligated Service Date.
12. **PRD** – Projected Rotation Date.
13. **HYT Date** – High Year Tenure Date.
14. **C-WAY STATUS** – Status of the most recent C-Way application.
15. **EDLN RSN** – Estimated Date of Loss to the Navy Reason Code.
16. **EDLN Date** – Estimated Date of Loss to the Navy.
### Losses List – ALL (Reserve)

<table>
<thead>
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<th>Rank/Rate</th>
<th>Name</th>
<th>Dept</th>
<th>Div</th>
<th>CC</th>
<th>EOS</th>
<th>EXT OTH</th>
<th>EXT SCH</th>
<th>EXT OPR</th>
<th>SECOS</th>
<th>PID</th>
<th>WHT Date</th>
<th>Age AIF Date</th>
<th>Career Decision Plan Date</th>
<th>Career Decision</th>
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<td>CS3</td>
<td>MA1</td>
<td>11/09/2017</td>
<td>22</td>
<td>02/02/2017</td>
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<td>02/02/2020</td>
<td>01/09/2021</td>
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</tbody>
</table>

**Figure 17-14**–Losses List – ALL (Reserve)
17.4.3 Losses List – ALL (Reserve)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **EOS** – Expiration of Enlistment.
8. **EXT OTH** – Extension Months Other.
10. **EXT OPR** – Extension Months Operative.
12. **PRD** – Projected Rotation Date.
13. **HYT Date** – High Year Tenure Date.
14. **Age 60 Date** – Date the member turns 60.
15. **Plan Date** – Career Decisions Plan Date.
16. **Plan Type** – Career Decisions Plan Type.
17. **Career Decisions Link** – Link opens a new page and navigates to the Career Decisions page for the member selected.
Losses List – EAOS (Active)

Figure 17-15–Losses List – EAOS (Active)
17.4.4 Losses List – EAOS (Active)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **ADSD** – Active Duty Service Date
8. **Zone** – Current C-Way Zone
9. **EAOS** – Expiration of Active Obligated Service Date.
10. **EXT OTH** – Extension Months Other.
11. **EXT SCH** – Extension Months School.
12. **EXT OPR** – Extension Months Operative.
13. **SEAOS** – Soft Expiration of Active Obligated Service Date.
14. **EDLN RSN** – Estimated Date of Loss to the Navy Reason Code.
15. **EDLN Date** – Estimated Date of Loss to the Navy.
16. **Plan Date** – Career Decisions Plan Date.
17. **Plan Type** – Career Decisions Plan Type.
18. **DD 2648 Completed** – Displays members’ completed DD 2648 from the Defense Manpower Data Center GPS system (Corporate data).
19. **DoL Workshop Completed** – Displays members’ completed DoL Workshop from the Defense Manpower Data Center GPS system (Corporate data).
20. **VA Briefing Completed** – Displays members’ completed VA Briefing from the Defense Manpower Data Center GPS system (Corporate data).
21. **DD 2958 Completed** – Displays members’ completed DD 2958 from the Defense Manpower Data Center GPS system (Corporate data).

22. **CRS Met** – Displays if members’ met CRS from the completed DD 2958 from the Defense Manpower Data Center GPS system (Corporate data).

23. **Career Decisions Link** – Link opens a new page and navigates to the Career Decisions page for the member selected.
## Losses List – EOS (Reserve)

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<th>Ext. SCI</th>
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### Figure 17-16–Losses List – EAOS (Reserve)
17.4.5 Losses List – EOS (Reserve)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **EOS** – Expiration of Enlistment.
8. **EXT OTH** – Extension Months Other.
10. **EXT OPR** – Extension Months Operative.
12. **Plan Type** – Career Decisions Plan Type.
13. **Plan Date** – Career Decisions Plan Date.
14. **Career Decisions Link** – Link opens a new page and navigates to the Career Decisions page for the member selected.
Losses List – HYT (Active)

Figure 17-17—Losses List – HYT (Active)
17.4.6 Losses List – HYT (Active)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **Grade** – Paygrade.
8. **ADSD** – Active Duty Start Date.
9. **HYT Date** – Projected HYT Date.
10. **EAOS** – Expiration of Active Obligated Service Date.
11. **SEAOS** – Soft Expiration of Active Obligated Service Date.
12. **EDLN RSN** – Estimated Date of Loss to the Navy Reason Code.
13. **EDLN Date** – Estimated Date of Loss to the Navy.
14. **Waiver Status** – High Year Tenure waiver status displayed from the CIMS Correspondence Tracking Comment.
15. **Waiver Submit Date** – Submission date of the member’s High Year Tenure waiver displayed from the CIMS Correspondence Tracking Comment.
## Losses List – HYT (Reserve)

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<th>Div</th>
<th>CC</th>
<th>PEED</th>
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<th>EOS</th>
<th>SEOS</th>
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</table>

**Figure 17-18–Losses List – HYT (Reserve)
17.4.7 Losses List – HYT (Reserve)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **PEBD** – Pay Entry Base Date.
8. **HYT Date** – Projected HYT Date.
11. **Waiver Status** – High Year Tenure waiver status displayed from the CIMS Correspondence Tracking Comment.
12. **Waiver Submit Date** – Submission date of the member’s High Year Tenure waiver displayed from the CIMS Correspondence Tracking Comment.
Losses List – PRD (Active)

Figure 17-19–Losses List – PRD (Active)
17.4.8 Losses List – PRD (Active)
1. **UIC** – Unit identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **PRD** – Projected Rotation Date
8. **SEAOS** – Soft Expiration of Active Obligated Service Date.
### Losses List – Age 60 (Reserve)

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<th>Div</th>
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<th>EOS</th>
<th>SEOS</th>
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</tbody>
</table>

Figure 17-20–Losses List – Age 60 (Reserve)
17.4.9 Losses List – Age 60 (Reserve)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **Age 60 Date** – Date the member turns 60.
8. **EOS** – Expiration Obligated Service.
10. **Waiver Status** – Age 60 waiver status displayed from the CIMS Correspondence Tracking Comment.
11. **Waiver Submit Date** – Submission date of the member’s Age 60 waiver displayed from the CIMS Correspondence Tracking Comment.
17.5 **GPS Listing**

![GPS Listing Search screenshot](image)

**Figure 17-21–GPS Listing Search**
17.5.1 GPS Listings (Active & Reserve)
1. **List Type** – Defaulted to GPS Data with no user allowed.
2. **List Value** – Not Applicable.
3. **Active/Reserve List** – Defaulted to Active with no user allowed.
4. **Officer/Enlisted** – Select Officer or Enlisted.
5. **Filter Type** – Selectable based on type listing desired. Enlisted filter types are EDLN and SEAOS Date, EDLN Date or SEAOS EAOS. Officer type is EDLN Date with no user allowed.
6. **Filter Value** – Not Applicable.
7. **From Date** – From and To date range is used to display Filter Type for a specific period.
8. **To Date** – From and To date range is used to display Filter Type for a specific period.
9. **UIC Access**: Select a UIC with the user’s permissions.
10. **Add UIC** – Adds selected UIC to the report.
11. **Add All UICs** – Adds all UICs a specific user has access to the report.
12. **Remove All UICs** – Removes all UICs a specific user has selected.
13. **Process List** – Button begins the list creation.
GPS List – Enlisted

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<th>EA</th>
<th>SE</th>
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**Figure 17-22–GPS List – Enlisted (Active)**
17.5.2 GPS List – Enlisted (Active)

1. **Name** – The name of the individual listed.
2. **UIC** – Unit Identification Code
3. **Rank/Rate** – The current Rate/Rank to which actually advanced.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **EDLN Date** – Estimated Date Loss to Navy.
7. **EDLN Reason** – Estimated Date Loss to Navy Reason.
8. **EAOS** – Expiration of Active Obligated Service Date.
9. **SEAOS** – Soft Expiration of Active Obligated Service Date.
10. **GPS Required** – GPS required is derived based on the members’ current length of service on active duty
11. **DD 2648 Completed** – Displays members’ completed DD 2648 from the Defense Manpower Data Center GPS system.
12. **DoL Workshop Exemption** – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system.
13. **DoL Workshop Completed** – Displays members’ completed DoL Workshop from the Defense Manpower Data Center GPS system.
14. **VA Briefing Completed** – Displays members’ completed VA Briefing from the Defense Manpower Data Center GPS system.
15. **Capstone Completed** – Displays members’ completed Capstone from the Defense Manpower Data Center GPS system.
16. **DD 2958 Completed** – Displays members’ completed DD 2958 from the Defense Manpower Data Center GPS system.
17. **Career Readiness Met** – Displays members’ completed CRS from the Defense Manpower Data Center GPS system.
### GPS List – Officer

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</table>

**Figure 17-23–GPS List – Officer (Active)**
17.5.3 GPS List – Officer (Active)

1. **Name** – The name of the individual listed.
2. **UIC** – Unit Identification Code
3. **Rank/Rate** – The current Rate/Rank to which actually advanced.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **EDLN Date** – Estimated Date Loss to Navy.
7. **EDLN Reason** – Estimated Date Loss to Navy Reason.
8. **GPS Required** – GPS required is derived based on the members’ current length of service on active duty
9. **DD 2648 Completed** – Displays members’ completed DD 2648 from the Defense Manpower Data Center GPS system.
10. **DoL Workshop Exemption** – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system.
11. **DoL Workshop Completed** – Displays members’ completed DoL Workshop from the Defense Manpower Data Center GPS system.
12. **VA Briefing Completed** – Displays members’ completed VA Briefing from the Defense Manpower Data Center GPS system.
13. **Capstone Completed** – Displays members’ completed Capstone from the Defense Manpower Data Center GPS system.
14. **DD 2958 Completed** – Displays members’ completed DD 2958 from the Defense Manpower Data Center GPS system.
15. **Career Readiness Met** – Displays members’ completed CRS from the Defense Manpower Data Center GPS system.
17.6 **Personnel Information Listings (Active Duty & Reserve)**

![Personnel Information Listings (Active Duty & Reserve)](image)

**Figure 17-214–Personnel Information Listings (Active Duty & Reserve)**
17.6.1 Personnel Information Listings (Active Duty & Reserve)

1. **Citizenship Listing** – Displays a list of all enlisted personnel with their citizenship codes and code descriptions.

2. **CDTC/FTSW/RASW Listing** – When a CDTC listing is selected, all personnel assigned to the selected UICs will be displayed with completion dates for the Career Development Training Course. When a FTSW listing is selected, all E4 and below personnel are displayed, along with their First Term Success Workshop date. When the RASW listing is selected, all E6 and below reserve personnel are displayed, along with the Reserve Affiliation Success Workshop date.

3. **Dependent Care Certificate Listing** – Displays a list of all enlisted personnel and their dependent status. For those individuals that may require a Family Care Certificate, the date the certificate is entered by the supporting Pay & Personnel Support Activity is also included.

4. **Education Listing** – Displays a list of all enlisted personnel with their highest education level completed.

5. **Language Listing** – Displays a list of personnel who are proficient in a foreign language. The listing will display each foreign language proficiency if an individual is proficient in more than one foreign language.

6. **PFA** – The Physical Fitness Assessment list displays command personnel’s PFA status for the selected test cycle.

7. **Security Clearance** – Displays a list of command personnel and their individual security clearance as well as which agency investigated.

8. **USMAP Listing** – Displays a list of personnel that have enrolled in a United States Military Apprenticeship Program as reported by the Naval Education and Training Professional Development and Technology Center.

9. **Warfare Qualification Listing** – Displays a list of personnel that have attained a warfare qualification. The listing displays all warfare qualifications each individual attained, along with qualification dates for each platform.
Citizenship Listings

<table>
<thead>
<tr>
<th>UIC</th>
<th>Rank/Rank</th>
<th>Name</th>
<th>Dept</th>
<th>DIV</th>
<th>Citizenship Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>NY</td>
<td></td>
<td></td>
<td>Non U.S. Citizen</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>CD</td>
<td></td>
<td></td>
<td>U.S. Citizen by Naturalization</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>N9</td>
<td>N3</td>
<td>CD</td>
<td>U.S. Citizen by Naturalization</td>
</tr>
<tr>
<td>4</td>
<td>A2</td>
<td></td>
<td>N9</td>
<td>200</td>
<td>CD</td>
<td>U.S. Citizen by Naturalization</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>CC</td>
<td></td>
<td></td>
<td>U.S. Citizen Derived Birth</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>N9</td>
<td>N3</td>
<td>CC</td>
<td>U.S. Citizen Derived Birth</td>
</tr>
</tbody>
</table>

Figure 17-25–Citizenship Listings
17.6.2 Citizenship Listing

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **Citizenship Code** – Member's citizenship code.
7. **Description** – The citizenship code description.
Language Listings

![Table of Language Listings]

**Figure 17-226—Language Listings**
17.6.3 Language Listing

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **Language** – The language the individual is proficient in.
7. **Eval Date** – The proficiency evaluation date of the language.
8. **Eval Method** – The method used to evaluate the language.
9. **Proficiency Source** – Source used to develop the language proficiency.
10. **Listen** – Language listening capability level.
11. **Speak** – Language speaking capability level.
12. **Read** – Language reading capability level.
13. **Write** – Language writing capability level.
**CDTC Listings**

![CDTC Listings Table]

**Figure 17-27–CDTC Listings**
17.6.4 CDTC Listing

1. **Rank/Rate** – The current Rate/Rank to which actually advanced.
2. **Name** – The name of the individual listed.
3. **Dept** – The current Department to which the individual is assigned.
4. **Div** – The current Division to which the individual is assigned.
5. **CC** – Indicates if the member is currently assigned as a Department/Division Career Counselor.
6. **Report Date** – The current report date to the unit.
7. **EAOS** – The current Expiration of Active Obligated Service.
8. **SEAOS** – The current Soft Expiration of Active Obligated Service.
9. **PRD** – The current Projected Rotation Date.
10. **CDTC Date** – The most recent date that the Career Development Training Course from the CIMS Career Information Training component.
### FTSW Listing

<table>
<thead>
<tr>
<th>UIC</th>
<th>Rank</th>
<th>Name</th>
<th>Dent</th>
<th>Div</th>
<th>Report Date</th>
<th>PRD</th>
<th>FTSW Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMIN</td>
<td>02/13/2010</td>
<td>05/01/2011</td>
<td>11/20/2007*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AIR</td>
<td>08/24/2006</td>
<td>05/01/2011</td>
<td>10/02/2005</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/13/2009</td>
<td>07/01/2012</td>
<td>08/14/2007*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/20/2008</td>
<td>06/01/2010</td>
<td>06/30/2006*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/24/2008</td>
<td>09/01/2011</td>
<td>05/13/2008*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/24/2008</td>
<td>06/01/2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/27/2009</td>
<td>04/01/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/13/2007</td>
<td>08/01/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/12/2009</td>
<td>05/01/2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/23/2008</td>
<td>11/01/2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C51</td>
<td>IT</td>
<td>03/12/2009</td>
<td>03/01/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N8</td>
<td>N82</td>
<td>03/13/2010</td>
<td>04/01/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 17-28–FTSW Listing**
17.6.5 FTSW Listing

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **Report Date** – The current report date to the unit.
7. **PRD** – The current Projected Rotation Date.
8. **FTSW Date** – The most recent date that the First Term Success Workshop was completed from the CIMS Career Information Training component.
RASW Listing

Figure 17-29–RASW Listing
17.6.6 **RASW Listing**

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **Report Date** – The current report date to the unit.
7. **RASW Date** – The most recent date that the Reserve Affiliation Success Workshop was completed from the CIMS Career Information Training component.
USMAP Listing

Figure 17-30–USMAP Listing
17.6.7 **USMAP Listing**

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **Enroll Date** – The date enrolled in the USMAP indicated.
7. **Complete Date** – The date that the USMAP was completed or cancelled.
8. **DOT #** – The USMAP Department of Transportation course number that the member enrolled in.
9. **Description** – The DOT # description.
10. **Status** – The current status of the USMAP participation.
### Dependent Care Certification Listing

<table>
<thead>
<tr>
<th>UIC</th>
<th>Rank</th>
<th>Name</th>
<th>Dept</th>
<th>Div</th>
<th># Deps</th>
<th>Primary Desc</th>
<th>Secondary Desc</th>
<th>Family Care Plan Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td></td>
<td>C51</td>
<td>IT</td>
<td>1</td>
<td>Spouse and No Children</td>
<td>No dependent parents</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>Spouse and 2 Children</td>
<td>No dependent parents</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>No primary dependents</td>
<td>No dependent parents</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>No primary dependents</td>
<td>No dependent parents</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 17-31—Dependent Care Certification Listing**
17.6.8 Dependent Care Certification Listing

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **# Deps** – The member's total number of dependents.
7. **Primary Desc** – The description of the member's primary dependents.
8. **Secondary Desc** – The description of the member's secondary dependents.
9. **Family Care Plan Date** – The date that the Pay & Personnel Support Activity entered/received the Family Care Plan certificate.
Warfare Qualification Listing

<table>
<thead>
<tr>
<th>#</th>
<th>Rank/Rate</th>
<th>Name</th>
<th>Dept</th>
<th>Div</th>
<th>Qual</th>
<th>Last Qual/ReQual Date</th>
<th>Revoke Date</th>
<th>Last Platform</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>SW</td>
<td></td>
<td>AW</td>
<td>10/12/2005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>SW</td>
<td></td>
<td>SW</td>
<td>05/14/2008</td>
<td></td>
<td>LPD</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>SW</td>
<td></td>
<td>SW</td>
<td>05/18/2009</td>
<td></td>
<td>LPD</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>SW</td>
<td></td>
<td>SW</td>
<td>01/24/2009</td>
<td></td>
<td>LHA</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>SW</td>
<td></td>
<td>SW</td>
<td>06/21/2003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>SW</td>
<td></td>
<td>SW</td>
<td>03/10/2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>SW</td>
<td></td>
<td>SW</td>
<td>04/28/2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td>SW</td>
<td></td>
<td>SW</td>
<td>06/21/2003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>SW</td>
<td></td>
<td>SW</td>
<td>03/20/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>SW</td>
<td></td>
<td>SW</td>
<td>06/21/2003</td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td>SW</td>
<td></td>
<td>SW</td>
<td>02/17/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td>SW</td>
<td></td>
<td>SW</td>
<td>07/01/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td>AW</td>
<td></td>
<td>AW</td>
<td>06/21/2003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td>SW</td>
<td></td>
<td>SW</td>
<td>06/21/2003</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 17-32–Warfare Qualification Listing
17.6.9 Warfare Qualification Listing

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **Qual** – The abbreviated warfare qualification held by the member.

   NOTE: Individuals may be listed more than once depending on the number of warfare qualifications attained.

7. **Last Qual/Re-Qual Date** – The date last qualified or re-qualified for the warfare qualification.
8. **Revoke Date** – Displays the date the warfare qualification was revoked.
9. **Last Platform** – The last platform on which qualified or re-qualified.
## Education Listing

<table>
<thead>
<tr>
<th>UIC</th>
<th>Rank/Rate</th>
<th>Name</th>
<th>Dept</th>
<th>Div</th>
<th>Degree</th>
<th># Years Education</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>A&amp;G</td>
<td>EP</td>
<td>Y</td>
<td>18</td>
<td>Masters Degree</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>C51</td>
<td></td>
<td>Y</td>
<td>16</td>
<td>Baccalaureate Degree</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>16</td>
<td>Baccalaureate Degree</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>16</td>
<td>Baccalaureate Degree</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>16</td>
<td>Baccalaureate Degree</td>
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<tr>
<td>6</td>
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<td>16</td>
<td>Baccalaureate Degree</td>
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<td>Baccalaureate Degree</td>
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<td>10</td>
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<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>16</td>
<td>Baccalaureate Degree</td>
</tr>
</tbody>
</table>

**Figure 17-33–Education Listing**
17.6.10 Education Listing

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Year to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **Degree** – Indicates whether or not the individual has attained a college degree.
   
   **NOTE**: Order by this column to quickly determine those individuals onboard who have a college degree.
7. **# Years Education** – Displays the highest grade level completed by the member.
8. **Description** – The description associated with the total number of year’s education.
PFA Listing

Figure 17-34–PFA Listing
17.6.11 PFA Listing

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **Hgt/Wgt/BF%** – Height Weight Body Fat percentage Pass or Fail.
7. **Sit/Reach** – Displays Pass or Fail for the Sit/Reach portion of the PFA.
8. **Upperbody** – Displays standing for Upperbody (Pushups) portion of the PFA.
9. **Core** – Displays standing for the Core (Situp) portion of the PFA.
10. **Cardio** – Displays standing for the Cardio (Run/Swim) portion of the PFA.
11. **PFA Status** – Displays the participation level for the PFA.
12. **Overall** – Displays the final standing of the PFA.
13. **PFA History** – This link retrieves the PFA scores for the member’s previous PFA cycles.
Security Clearance

<table>
<thead>
<tr>
<th>VIC</th>
<th>Rank/Rate</th>
<th>Name</th>
<th>Dept</th>
<th>Div</th>
<th>Invest Type</th>
<th>Invest Date</th>
<th>Clearance Dlg</th>
<th>Clearance Auth</th>
<th>Clearance Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN</td>
<td>100</td>
<td>NAC/LAD/CC</td>
<td>12/26/2008</td>
<td>Secret</td>
<td>Secret</td>
<td>01/15/2009</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAIN</td>
<td>300</td>
<td>NAC/LAD/CC</td>
<td>03/20/2009</td>
<td>Secret</td>
<td>Secret</td>
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Figure 17-35–Security Clearance
17.6.12 Security Clearance

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **Invest Type** – Displays the type of investigation performed.
7. **Invest Date** – Displays the completion date of the investigation.
8. **Clearance Elig** – Displays clearance level authorized.
9. **Clearance Auth** – Displays the member current clearance level assigned.
10. **Clearance Date** – Displays the assignment date of the current authorized clearance.
Unit Tracking Listings (Active Duty)

<table>
<thead>
<tr>
<th>Tracking Criteria</th>
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<tbody>
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<tr>
<td>Career Counselor Roster</td>
<td></td>
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</tr>
<tr>
<td>Career Decision</td>
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<td>CDB Notification</td>
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<td>Correspondence Tracking</td>
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<td>PACT/GENDET</td>
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<td>CSB/REDUX</td>
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<td>C.WAY</td>
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Figure 17-36–Unit Tracking Listings (Active Duty)
17.7  **Unit Tracking Listings (Active Duty)**

**Alpha Roster** – Displays a list of all enlisted personnel currently assigned to the UIC selected, along with the Department and Division Career Counselor they are assigned to.

**Correspondence Tracking** – Displays a list of personnel and the status of correspondence packages entered in the CIMS Correspondence Tracking component that have a submission date that falls within the date parameter entered by the Career Counselor.

**Career Counselor Roster** – Displays personnel currently designated as Department and/or Division Career Counselors at the UIC selected. Career Counselors can select to produce a list of all personnel designated as Department and Division Career Counselors, only Department CCs or only Division CCs.

**PACT/GENDET** – Displays a list of all non-designated personnel currently assigned to the UIC selected. Specifically identified on the listing are personnel enrolled in the Professional Apprenticeship Career Track (PACT) program.

**Career Decisions** – Displays a list of personnel with Career Decisions that occur within a time frame that the Career Counselor enters. Data displayed in this listing is based on information entered in the CIMS Career Decisions component.

**CSB/REDUX** – Displays a list of personnel who entered active service on, or prior to; 1 August 1986. Career Counselors can also filter this list to display only those personnel who have been on active duty for 14 years, 6 months within a specific date parameter.

**CDB Notification** – Display a list of personnel that have either pending, completed or verified Career Development Boards (CDBs). Career Counselors can also enter a specific date parameter to determine who should have had or are scheduled for a CDB.

**C-WAY** – Displays a list of E1-E6 Active Duty personnel that are currently serving on their first enlistment. The listing also displays the status of Career Waypoints Reenlistment (formerly Perform to Serve (PTS)) packages submitted for those personnel listed.
Unit Tracking Listings (Reserve)

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<td>GENDET</td>
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<td>MGID-SR</td>
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<td>Temporary Rate</td>
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Figure 17-37–Unit Tracking Listings (Reserve)
17.8  **Unit Tracking Listings (Reserve)**

**Alpha Roster** – Displays a list of all enlisted personnel currently assigned to the UIC selected, along with the Department and Division Career Counselor they are assigned to.

**Correspondence Tracking** – Displays a list of personnel and the status of correspondence packages entered in the CIMS Correspondence Tracking component that have a submission date that falls within the date parameter entered by the Career Counselor.

**Career Counselor Roster** – Displays personnel currently designated as Department and/or Division Career Counselors at the UIC selected. Career Counselors can select to produce a list of all personnel designated as Department and Division Career Counselors, only Department CCs or only Division CCs.

**GENDET** – Displays a list of all non-designated personnel currently assigned to the UIC selected.

**Career Decisions** – Displays a list of personnel with Career Decisions that occur within a time frame that the Career Counselor enters. Data displayed in this listing is based on information entered in the CIMS Career Decisions component.

**MGIB-SR** – Displays a list of either Enlisted or Officer personnel currently assigned to the UIC selected and their associated Montgomery GI Bill (MGIB) status. For Enlisted personnel, Career Counselors can filter the list to display only personnel that have a six year obligation that are not receiving the MGIB, or personnel that do not have a six year obligation that are receiving the MGIB.

**CDB Notification** – Display a list of personnel that have either pending, completed or verified Career Development Boards (CDBs). Career Counselors can also enter a specific date parameter to determine who should have had or are scheduled for a CDB.

**Temporary Rate** – Displays a list of personnel that may be currently serving in a temporary rating.
Alpha Roster (Active Duty)

Figure 17-38–Alpha Roster (Active Duty)
17.9 **Listings**

17.9.1 **Alpha Roster (Active Duty)**

1. **UIC** – Unit Identification Code

2. **Rank/Rate** – The current Rate/Rank to which actually advanced.

3. **Name** – The name of the individual listed.

4. **CREO** – The current Career Reenlistment Objectives group based on the latest NAVADMIN. Recalculation of the CREO occurs each time the listing is processed/produced. CREO groups are color coded according to numeric value displayed (indicative of the manning level represented).

   **NOTE:** The CREO for non-rated and E7 and above personnel will be blank.

5. **Report Date** – The current report date to the unit.

6. **BR/CL** – The current Branch/Class.

7. **SPI** – The current Special Program Indicator.

8. **NOTE:** The SPI code for USN personnel will be blank.

9. **ACC** – The current Accounting Class Category.

10. **Dept** – Displays the individuals assigned Department.

11. **Div** – Displays the individuals assigned Division.

12. **Dept CC** – The Rate/Name of the assigned Department Career Counselor for the individual listed.

13. **Div CC** – The Rate/Name of the assigned Division Career Counselor for the individual listed.
### Alpha Roster (Reserve)

<table>
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**Figure 17-39–Alpha Roster (Reserve)**
17.9.2 Alpha Roster (Reserve)

1. **UIC** – Unit Identification Code

2. **Rank/Rate** – The current Rate/Rank to which actually advanced.

3. **Temp Rate** – Indicates if the Rank/Rate displayed is a temporary Rate/Rank for the member or is temporarily advanced.

4. **Name** – The name of the individual listed.

5. **ECMO** – The current Enlisted Community Management Objective group based on the latest NAVADMIN. Recalculation of the ECMO occurs each time the listing is processed/produced. ECMO groups are color coded according to numeric value displayed (indicative of the manning level represented).

   **NOTE:** The CREO for non-rated and E7 and above personnel will be blank.

6. **Report Date** – The current report date to the unit.

7. **Dept** – Displays the individuals assigned Department.

8. **Div** – Displays the individuals assigned Division.

9. **Dept CC** – The Rate/Name of the assigned Department Career Counselor for the individual listed.

10. **Div CC** – The Rate/Name of the assigned Division Career Counselor for the individual listed.
Correspondence Tracking Listing (Active and Reserve)

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**Figure 17-40**–Correspondence Tracking Listing (Active and Reserve)
17.9.3 Correspondence Tracking Listing (Active and Reserve)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **Type** – The type of correspondence request submitted (i.e., LDO, or HYT).
7. **Submission Date** – Date the member submitted the correspondence up the chain of command for consideration.
8. **Submission Method** – Method by which the correspondence was submitted (i.e., Naval Message, or Electronic).
9. **Status Date** – The last status update completion date.
10. **Status** – The current status of the correspondence submitted.
**Career Counselor Roster (Active Duty)**

![Career Counselor Roster Listing](image)

**Figure 17-41–Career Counselor Roster (Active Duty)**
17.9.4 Career Counselor Roster (Active Duty)

1. **Rank/Rate** – The current Rate/Rank to which actually advanced.
2. **Name** – The name of the individual listed.
3. **Dept** – Displays the individuals assigned Department.
4. **Div** – Displays the individuals assigned Division.
5. **Duty Status** – Current Duty Status Code definition (Corporate data).
6. **Current UIC** – The member's current UIC.
7. **CC UIC** – Displays the Department/Division Career Counselor’s assigned UIC.
   
   **NOTE:** The Current UIC and CC UIC may not always be the same. In some cases a Department/Division Career Counselor are responsible to one or more UICs other than the one they are actually onboard.

8. **Type CC** – Indicates if the member is a Department or a Division Career Counselor.
9. **CC Dept/Div** – Displays the career counselor’s actual assigned department or division for which they are responsible.
   
   **NOTE:** In some cases, counselors are responsible to one or more departments or divisions that they are not actually in.

10. **Assigned Date** – Date the member was designated as a Department/Division Career counselor by the Command Career Counselor.
11. **CDTC Date** – The most recent date that the Career Development and Training Course was completed.
12. **EAOS** – The current Expiration of Active Obligated Service.
14. **PRD** – The current Projected Rotation Date.
15. **Deassign Checkbox** – This box deassigns the Career Counselor as a counselor for the assigned Department or Division described on that row. Access to individual records is NOT removed unless the assignment is the last (Only) row remaining on the report. Career Counselors may be deassigned from either the current or detaching commands using this feature.
### Career Counselor Roster (Reserve)

![Career Counselor Roster Listing](image)

**Figure 17-42—Career Counselor Roster (Reserve)**
17.9.5 Career Counselor Roster (Reserve)

1. **Rank/Rate** – The current Rate/Rank to which actually advanced.
2. **Name** – The name of the individual listed.
3. **Dept** – Displays the individuals assigned Department.
4. **Div** – Displays the individuals assigned Division.
5. **Duty Status** – Current Duty Status Code definition (Corporate data).
6. **Current UIC** – The member's current UIC.
7. **CC UIC** – Displays the Department/Division Career Counselor’s assigned UIC.
   
   **NOTE:** The Current UIC and CC UIC may not always be the same. In some cases a Department/Division Career Counselor are responsible to one or more UICs other than the one they are actually onboard.
8. **Type CC** – Indicates if the member is a Department or a Division Career Counselor.
9. **CC Dept/Div** – Displays the career counselor’s actual assigned department or division for which they are responsible.
   
   **NOTE:** In some cases, counselors are responsible to one or more departments or divisions that they are not actually in.
10. **Assigned Date** – Date the member was designated as a Department/Division Career counselor by the Command Career Counselor.
11. **CDTC Date** – The most recent date that the Career Development and Training Course was completed.
14. **PRD** – The current Projected Rotation Date.
15. **Deassign Checkbox** – This box deassigns the Career Counselor as a counselor for the assigned Department or Division described on that row. Access to individual records is NOT removed unless the assignment is the last (Only) row remaining on the report. Career Counselors may be deassigned from either the current or detaching commands using this feature.
### PACT/GENDET Listing (Active Duty Only)

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<th>Name</th>
<th>Dept</th>
<th>Div</th>
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<th>Initial CDR Due</th>
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Figure 17-43–PACT/GENDET Listing (Active Duty Only)
17.9.6  **PACT/GENDET Listing (Active Duty Only)**

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **SEL Rate/Rank** – The Rate/Rank selected for advancement to; but not yet advanced to.
4. **Name** – The name of the individual listed.
5. **Dept** – Displays the individuals assigned Department.
6. **Div** – Displays the individuals assigned Division.
7. **Report Date** – The current report date to the unit.
8. **Initial CDB Due** – The date that the member's reporting CDB was due.
   
   **NOTE:**  Dates that appear highlighted in red indicate that the member has reported on board, but a reporting CDB is required.
9. **Initial Completed** – Indicates the date that the Reporting CDB was completed and verified.
10. **PACT Code** – Indicates the program enlisted for which enlisted for PACT personnel.
11. **PACT Description** – The description of the program enlisted for code.
### GENDET Listing (Reserve Only)

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<th>Dept</th>
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<th>Report Date</th>
<th>EOS</th>
<th>SEOS</th>
<th>ASVAB Calculator</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>05/13/2010</td>
<td>04/29/2016</td>
<td>04/29/2016</td>
<td>ASVAB Calculator</td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/07/2009</td>
<td>12/16/2013</td>
<td>12/16/2013</td>
<td>ASVAB Calculator</td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>10/07/2009</td>
<td>05/13/2016</td>
<td>05/13/2016</td>
<td>ASVAB Calculator</td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12/18/2009</td>
<td>04/01/2016</td>
<td>04/01/2016</td>
<td>ASVAB Calculator</td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/06/2009</td>
<td>04/29/2012</td>
<td>04/29/2012</td>
<td>ASVAB Calculator</td>
</tr>
</tbody>
</table>

![Figure 17-44–GENDET Listing (Reserve Only)](image-url)
17.9.7  GENDET Listing (Reserve Only)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Temp Rate** – Indicates if the Rank/Rate displayed is a temporary Rate/Rank for the member or is temporarily advanced.
4. **Name** – The name of the individual listed.
5. **Dept** – Displays the individuals assigned Department.
6. **Div** – Displays the individuals assigned Division.
7. **Report Date** – The current report date to the unit.
10. **ASVAB Calculator** – Link that opens the CIMS Rating Calculator component in a separate window.
Career Decisions Listing (Active Duty)

<table>
<thead>
<tr>
<th>UIC</th>
<th>Rank/Rate</th>
<th>Name</th>
<th>Dept</th>
<th>Div</th>
<th>SEAOS</th>
<th>FAOS</th>
<th>Decision Type</th>
<th>Decision Date</th>
<th>Career Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>CSI</td>
<td>MAIN</td>
<td>12/19/2010</td>
<td>12/19/2010</td>
<td>Separation</td>
<td>05/20/2010</td>
<td>Career Decision</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>MSN</td>
<td>FERS</td>
<td>12/19/2010</td>
<td>12/19/2010</td>
<td>Extension</td>
<td>05/29/2010</td>
<td>Career Decision</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>STF</td>
<td>FERS</td>
<td>02/01/2011</td>
<td>02/01/2011</td>
<td>Extension</td>
<td>06/01/2010</td>
<td>Career Decision</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>07/05/2010</td>
<td>07/05/2010</td>
<td>Fleet Reserve</td>
<td>06/30/2010</td>
<td>Career Decision</td>
</tr>
</tbody>
</table>

Figure 17-45–Career Decisions Listing (Active Duty)
17.9.8 Career Decisions Listing (Active Duty)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
7. **EAOS** – The current Expiration of Active Obligated Service.
8. **Decision Type** – Displays the Career Decisions type.
9. **Decision Date** – The date the Career Decisions occurred/will occur.
Career Decisions Listing (Reserve)

![Career Decisions Listing (Reserve) Image]

Figure 17-46–Career Decisions Listing (Reserve)
17.9.9 Career Decisions Listing (Reserve)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individual’s assigned Department.
5. **Div** – Displays the individual’s assigned Division.
6. **SEAOS** – Displays the individual’s current Soft End Active Duty Obligated Service.
8. **Decision Type** – Displays the Career Decisions type.
9. **Decision Date** – The date the Career Decisions occurred/will occur.
CSB/REDUX (Active Duty Only)

Figure 17-47–CSB/REDUX (Active Duty Only)
17.9.10  CSB/REDUX (Active Duty Only)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **DIEMS Date** – The date of initial entry into military service.
7. **CSB Election Date** – Date the member may make a Career Status Bonus election.
8. **CSB End Date** – The last day a member may make a Career Status Bonus election.
9. **Submission Date** – Date the member submitted the correspondence up the chain of command for consideration. Displayed from the CIMS Correspondence Tracking component.
10. **Status** – The current status of the correspondence submitted. Displayed from the CIMS Correspondence Tracking component.
11. **Status Date** – The last status update completion date. Displayed from the CIMS Correspondence Tracking component.
### MGIB-SR (Reserve Only)

![MGIB-SR Listing (Enlisted)](image)

**Figure 17-48–MGIB-SR (Reserve Only)**
17.9.11 MGIB-SR (Reserve Only)

1. **UIC** – Unit identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **GIB Status** – Displays the member’s current GI Bill status code.
7. **GIBE** – Displays the current GI Bill obligation eligibility date.
8. **GIBSD** – Displays the current GI Bill start date.
9. **CONDT** – Displays the current GI Bill conversion date.
10. **GIBTD** – Displays the current GI Bill Termination date.
11. **LRAD** – The date last released from active duty.
12. **CED** – The current enlistment date.
13. **Months Obligated** – Number of months obligated for the GI Bill.
16. **IDT Record** – Link that opens the member's drill history in a separate window.

**NOTE:** When the link appears in red letters, the member may be an unsatisfactory participant. Drill history should be used to validate drill participation status.
### CDB Notification – Due & Pending (Active and Reserve)

<table>
<thead>
<tr>
<th>UIC</th>
<th>Rank/Rate</th>
<th>Name</th>
<th>Dept</th>
<th>Div</th>
<th>Required Date</th>
<th>Reason</th>
<th>CDB Date</th>
<th>CDB Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>YN2</td>
<td>LSC</td>
<td></td>
<td>ASD</td>
<td>2015-10</td>
<td>Reporting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT2</td>
<td>HMC</td>
<td></td>
<td>MEDI</td>
<td>2015-10</td>
<td>Reporting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS1</td>
<td>AM1</td>
<td></td>
<td>N1</td>
<td>2015-12</td>
<td>Reporting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HM1</td>
<td>MAIN</td>
<td></td>
<td>100</td>
<td>2015-12</td>
<td>Reporting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YNSN</td>
<td></td>
<td></td>
<td>N1</td>
<td>2016-02</td>
<td>Reporting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AZ1</td>
<td></td>
<td></td>
<td>PERS</td>
<td>2016-07</td>
<td>48 Month</td>
<td>06/27/2016</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>LS2</td>
<td></td>
<td></td>
<td>SUP</td>
<td>2017-01</td>
<td>Career Waypoint</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YN1</td>
<td></td>
<td></td>
<td>PERS</td>
<td>2017-01</td>
<td>24 Month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LS2</td>
<td></td>
<td></td>
<td>SUP</td>
<td>2017-04</td>
<td>24 Month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HM1</td>
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<td>MED</td>
<td>2017-05</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AWFC</td>
<td></td>
<td></td>
<td>LMT</td>
<td>2017-06</td>
<td>48 Month</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 17-49–CDB Notification – Due & Pending (Active and Reserve)**
17.9.12 CDB Notification – Due & Pending (Active and Reserve)

1. **UIC** – Unit identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
   - **NOTE:** Using the Link in this column will open the Career Development Page for the member selected in a separate window.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **Required Date** – The Career Development Board required completion date.
7. **Reason** – The Career Development Board that is due.
   - **NOTE:** This Link is only available to the Command Career Counselor and when used, will open the CDB Verification page in a separate window for the selected member.
   - **NOTE:** When the word “Reporting” appears highlighted in red, this indicates that the member has reported on board, and a reporting CDB has not been done.
8. **CDB Date** – Displayed only if the Career Development Board is currently either Pending or Complete.
9. **CDB Status** – Displayed only if the Career Development Board is currently either Pending or Complete.
17.9.13  CDB Notification – Completed & Verified (Active and Reserve)

1.  **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept/Div** – Displays the individuals assigned Department and Division.
5. **Required Date** – The Career Development Board required completion date.
   
   **NOTE:** Using the Link in this column will open a new page to the Career Development Page to complete the required CDB.
7. **CDB Date** – The date the CDB was completed.
8. **CDB Status** – Displayed only if the Career Development Board is currently either Pending or Complete.
9. **Short Term Goals** – Short term goals recorded on the CDB.
10. **Long Term Goals** – Long term goals recorded on the CDB.
11. **Board Comments** – Board comments recorded on the CDB.
12. **Leadership Title** – The title of the senior leader at the command making comments.
13. **Leadership Comments** – Comments regarding the CDB made by command leadership.
### C-Way (Active Duty Only)

![C-Way Listing](image)

**Figure 17-51–C-Way (Active Duty Only)**
17.9.14 C-Way (Active Duty Only)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **ADSD** – Active Duty Service Date.
7. **Zone** – Displays the member’s current C-Way Zone.
8. **EAOS** – The current Expiration of Active Obligated Service.
9. **EXT OTH** – Total number of months of "Other" type extensions executed, but not operative.
10. **EXT SCH** – Total number of months of "School" type extensions executed, but not operative.
11. **EXT OPR** – Total number of months of operative extensions that the member is currently serving on.
12. **SEAOS** – The current Soft Expiration of Active Obligated Service.
13. **PRD** – The current Projected Rotation Date.
14. **C-WAY Submitted** – Date that the C-Way package was received and entered in the C-Way system. This date is loaded from the C-Way system.
15. **C-WAY Last Reviewed** – The last review date of the member's C-Way package by the C-Way manager. This date is loaded from the C-Way system.
16. **C-WAY Review Status** – Status given to the C-Way package during the last time of review. This status is loaded from the C-Way system.
**Temporary Rate Listing (Reserve Only)**

![Temporary Rate Listing (Reserve Only)](image)

**Figure 17-52—Temporary Rate Listing (Reserve Only)**
17.9.15  Temporary Rate Listing (Reserve Only)

1. **UIC** – Unit identification Code
2. **Rank/Rate** – The current temporary Rate/Rank to which advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **TIR Date** – The current Time in Rate date.
7. **DOR** – The current Date of Rate.
8. **Enlist Date** – Date of Current Enlistment
9. **PNEC** – Primary Navy Enlisted Classification Code
10. **SNEC** – Secondary navy Enlisted Classification Code
11. **CDB** – This Checkbox indicates that the Reporting CDB is complete when the Checkbox contains a Checkmark.
12. **Perm Rate Deadline Date** – Date the member has to complete all requirements to make their rate permanent. Calculated by adding 18 Months to the Enlist Date.
Sponsor Coordinator Listing – Criteria Selection

Figure 17-53–Sponsor Coordinator Criteria Page
17.9.16 Sponsor Coordinator Listing – Criteria Selection

1. **Type** – Selecting ACTIVE generates List Reports for Active Duty members including FTS. (USN/FTS and AC to RC lists reports are Active Duty only). Selecting RESERVE generates List Reports for Reserve members.

2. **Enl Off Indicator Filter** – The Enlisted Officer Indicator Filter is used to generate listing for either Officers or Enlisted members based on this selection.

3. **Select – Type of Listing**
   - **Sponsor Assignment** – Displays a list of all PG members with links to Orders, in addition this listing provides the ability for the Command Sponsor Coordinator (CSC) or the CCC to assign Sponsors and enter pertinent data for the Sponsors. Data entered may be viewed by the detaching command in the Prospective Transfers (PRD) list.
   - **Sponsor Training** – Displays a listing of all assigned sponsors at the command as well as the date the sponsor completed Sponsor Training. NOTE: The Sponsor Training Completion Date is entered on the CDB page. (See Section 8 for more information on the Sponsor Training Date.)
   - **Sponsor History** – Displays a complete listing of Prospective Gains (PGs) and any sponsors that have been assigned to these PGs.
   - **Prospective Transfers (PRD)** – Displays a list of personnel preparing to transfer from the command. The Active Duty List also displays information on Sponsors assigned at the gaining command.

4. **Filter – USN/FTS** – This option is used to generate list reports for USN/FTS members only (Active Duty only). **AC to RC** – AC to RC – This option is used to generate list reports for Active Duty Sailors that are reporting to a Navy Operational Support Center (NOSC) for separation and affiliation with the Naval Reserve.
Sponsor Coordinator Listing – Sponsor Assignment

Figure 17-54–Sponsor Assignment List (Active)

Figure 17-55–Sponsor Assignment List (Reserve)
17.9.17  Sponsor Coordinator Listing – Sponsor Assignment

1. **Orders Data Tab** – Items on this tab are specific to the PG’s orders and include a link to view the current set of orders.

2. **Sponsor Data Tab** – Items on this tab are specific to the Sponsor and provides a link to enter data related to the Sponsor and the Sponsor program as well as a link to assign or change a sponsor.

   NOTE: Changing a Sponsor will clear all information regarding letters sent by the previous sponsor.

3. **Expand Tabs Button** – Use this button to display columns from both tabs on one page.

4. **Rank/Rate** – The current Rate/Rank to which advanced.

5. **Name** – The name of the individual listed.

6. **Ord #** – Order number of the current set of orders.

7. **DNEC** – Distribution Navy Enlisted Classification Code (NEC) obtained from the member’s orders data.

8. **ULT** – Reporting Commands Unit identification Code

9. **ULT ACC** – Ultimate Duty Station Accounting Category Code. This code obtained from the member’s orders data.

10. **SPI** – The current Special Program Indicator.

    NOTE: The SPI code for USN personnel will be blank.

11. **Detach UIC** – Detaching Commands Unit identification Code.

12. **Estimated Detach Date** – Displays the Estimated detaching date.

13. **Actual Detach Date** – Displays the date of detachment.

14. **Estimate Arrival Date** – Displays the Estimated Arrival date to the new command.

15. **View Orders** – Link with open a new page and display the most current set of orders for the PG.

16. **PG Quest** – Opens a new page that displays the Prospective Gain Questionnaire completed by the PG. For more information on the PG Questionnaire and the Sponsor Agreement Letter see Page 352 and 353.

    NOTE: A blank form will appear if the form has not yet been completed.

17. **PG Info** – Displays contact information for the Prospective Gain.

18. **CO Letter Sent** – Displays the date the CO’s Letter was sent to the PG.
19. **Sponsor Letter Sent** – Displays the date the Sponsor Letter was sent to the PG.

20. **Spouse Letter Sent** – Displays the date the Spouse Letter was sent to the PG’s Spouse.

   NOTE: The dates for the CO, Sponsor and Spouse letter are entered by the CSC or the CCC using the Modify Data Link on this List.

21. **Modify Data** – This link opens a page that allows the CSC or the CCC to enter data related to the Sponsor and the Sponsor Program status. Detailed usage of this link and the corresponding page is discussed later in this chapter.

22. **Accepted** – Displays the date the Sponsor Agreement letter was accepted by the Sponsor. For more information on the PG Questionnaire and the Sponsor Agreement Letter see Page 352 and 353.

23. **Sponsor Assigned** – Displays the Rate/Rank and Name of the assigned Sponsor.

24. **Add/Change Sponsor Button** – This button opens a page that allows the CSC or CCC to assign or change a Sponsor. Use of this button is discussed later in this chapter.

25. **Report Date** – Displays the actual date the PG reported to the gaining command. (Reserve Only)
Sponsor Coordinator Listing – Sponsor Assignment
17.9.18  Sponsor Coordinator Listing – Sponsor Assignment

Activating the Add/Change Sponsor Button opens a new search criteria page which the user may search by any one or more of the three search criteria presented. The search then displays a list of all members meeting the entered criteria for assignment as a Sponsor.

1. **Rank/Rate** – Searches the current Rate/Rank.
2. **Name begins with** – Searches using a member’s name (last name first).
3. **UIC** – Searches for members at the entered Unit Identification Code
4. **Rank/Rate** – The member’s current Rate/Rank.
5. **Name** – The name of the individual listed.
6. **UIC** – Current Unit Identification Code
7. **Select** – Enter a check in the box next to the member desired to be assigned as a sponsor.
Sponsor Coordinator Listing – Sponsor Assignment – Modify Data Link

Figure 17-57–Sponsor Coordinator Listing – Sponsor Assignment – Modify Data Link
17.9.19  Sponsor Coordinator Listing – Sponsor Assignment – Modify Data Link

1. **PG Data Tab** – Items on this tab are specific to the PG.

2. **Sponsor Contact Info Tab** – Items on this tab are specific to the Sponsor and the Sponsor Program.
   
   **NOTE:** Changing a Sponsor will clear all information regarding letters sent by the previous sponsor.

3. **Rank/Rate** – The current Rate/Rank of the assigned sponsor.

4. **Name** – The name of the assigned sponsor.


6. **Rank/Rate** – The current Rate/Rank of the prospective gain.

7. **Name** – The name of the prospective gain.

8. **Detach UIC** – Unit Identification Code the PG is departing.

9. **ULT_DUTY_STA** – Unit Identification Code the PG is reporting to.

10. **Estimate Arrival Date** – Date the PG is expected to arrive at the reporting command.

11. **Acceptance Date** – Date the assigned sponsor read and signed the acceptance letter.

12. **Sponsor Primary Phone** – Sponsor’s contact number.

13. **Sponsor Alternate Phone** – The Sponsor’s alternate contact number.

14. **Email ID** – The Sponsor’s Email address. It is recommended that an official email address be used.

15. **Sponsor Letter Sent Date** – The date the sponsor letter was sent to the PG.

16. **CO Letter Sent Date** – The date the CO’s letter was sent to the PG.

17. **Spouse Letter Sent Date** – The date the Sponsor sent an official letter to the PG’s Spouse.

18. **Sponsor End Date** – The date the Sponsor was removed as the PG’s Sponsor.

19. **Reason** – The reason code is used to identify why the Sponsor was removed. Valid reasons are C (Cancelled Orders), M (Modified Orders), and R (Reported for Duty). These codes can be selected from the lookup using the lookup button.

# Command Contact Sponsor Listing

![Command Contact Sponsor Listing](image.png)

**Figure 17-58—Command Contact Sponsor Listing**
17.9.20 Command Contact Sponsor Listing

This listing is designed to allow Command Career Counselors (CCC) and Sponsor Coordinators (SPC) to control who receives Sponsor request from prospective gains.

1. **Command UIC** – Search UIC within user’s permissions.
2. **Command Address** – Displays the official Standard Navy Distribution Listing address.
3. **Current UIC** – Displays the CCC or Sponsor Coordinators current UIC.
4. **Rank/Rate** – The current Rate/Rank of the CCC or SPC.
5. **Name** – The name of the assigned of the CCC or SPC.
6. **Officer/Enlisted** – Editable field of which PG Emails request the CCC or SPC will receive. Each UIC is required to have at least one person designated for both Officer and Enlisted requests or one person designated as Both. All others can be set to None.
7. **Phone Designator** – Selectable field of Commercial or DSN.
8. **Phone Area Code** – The CCC or SPC telephone area code.
9. **Phone Number** – The CCC or SPC telephone number.
10. **Email Address** – The CCC or SPC official email address.
**Sponsor Coordinator – Sponsor Agreement Letter**

The Sponsor accesses the Sponsor Agreement Letter by using their Self Service account and navigating to the location outlined below. The letter displays the PG and pertinent information pertaining to the PG. Once the Accept button is pressed the View Orders Link and the Prospective Gain Questionnaire Link become active and the Sponsor is able to view the documents.

![Sponsor Coordinator Listing – Sponsor Assignment – Modify Data Link](image)

**Figure 17-59—Sponsor Coordinator Listing – Sponsor Assignment – Modify Data Link**
Sponsor Coordinator – Prospective Gain Questionnaire

The PG accesses the Prospective Gain Questionnaire by using their Self Service account and navigating to the location outlined below. Upon completion and verified by pressing the Verify Button, the document is available for the assigned Sponsor to view.
Prospective Gain Questionnaire

Family Members / Pets Information

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I am married:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. I have children:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Children's Names / Ages:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. I have other family members:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5. Other family names / relation:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6. I have family members enrolled in the EFM:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7. EFM special needs as follows:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8. My family is accompanying me to new duty station:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>9. My family to travelling with me:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>10. I have received passports for my family:</td>
<td>☐</td>
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<td>☐</td>
</tr>
<tr>
<td>11. I have pets:</td>
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<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>12. Pet Types / Number:</td>
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<td>☐</td>
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</table>

Household Goods Information

<table>
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<tr>
<th></th>
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<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. I am Shipping a POV:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>14. I am Shipping Household Goods:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>15. Date of Pachout:</td>
<td>08/23/2016</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>16. Date Shipment Scheduled:</td>
<td>08/24/2016</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Move / Contact Information

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. Arriving via:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>18. On arrival, I intend to live:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>19. Planned Detach Date:</td>
<td>06/03/2016</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>20. Expected Arrival Date:</td>
<td>06/05/2016</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>21. Phone while in transit:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>22. Email address while in transit:</td>
<td><a href="mailto:sailor@navy.mil">sailor@navy.mil</a></td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>23. Name / Phone of other person to contact:</td>
<td>Jane Doe 888-866-8888</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Comments, Concerns, or Any Other Information

Enter any additional information you did not have space for in the above boxes, or use this section to enter any additional information that your Sponsor should know that is pertinent to your move.

796 characters remaining

Verification

25. I must ensure that my Contact Information is correct [here] before verifying this questionnaire.

26. Clicking on the "Verify" button below signifies that all contact information and the information on this form is correct.

Verify

Last Updated: 06/19/2016

Note: Information entered on this form can only be viewed by your Sponsor & the Command Sponsor Coordinator.

Request A Sponsor

Sponsor Currently Assigned

| Rank/Rate: | AB+2 |
| Name: | [redacted] |
| Phone Number: | [redacted] |
| Email Address: | norply@navy.mil |

Figure 17-60–Sponsor Coordinator – Prospective Gain Questionnaire
Sponsor Coordinator Listing – Sponsor Training

Figure 17-61–Sponsor Coordinator – Prospective Gain Questionnaire
17.9.21 Sponsor Coordinator Listing – Sponsor Training

1. **UIC** – Unit identification Code
2. **Rank/Rate** – The current temporary Rate/Rank to which advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **Report Date** – The report date to the current command (Corporate data).
7. **Sponsor Training Date** – The most current completion of Sponsor Training. This date is entered during completion of CDBs on the CDB page.
Sponsor Coordinator Listing – Sponsor History

This list report displays a history of all sponsors that have been assigned to the Prospective Gain. One row is displayed for each historical sponsor.

Figure 17-62–Sponsor Coordinator Listing – Sponsor History
17.9.22 Sponsor Coordinator Listing – Sponsor History

1. **UIC** – Unit identification Code
2. **Rank/Rate** – The current temporary Rate/Rank to which advanced.
3. **Name** – The name of the individual listed.
4. **CO Letter Sent Date** – The date the CO’s letter was sent to the PG.
5. **Sponsor Letter Sent Date** – The date the sponsor letter was sent to the PG.
6. **Spouse Letter Sent Date** – The date the Sponsor sent an official letter to the PG’s Spouse.
7. **Acceptance Date** – Date the assigned sponsor read and signed the acceptance letter.
8. **Sponsor Assigned** – Rate/Rank and name of previous Sponsor Assigned. One row will be displayed for each Sponsor.
9. **Sponsor End Date** – The date the Sponsor was removed as the PG’s Sponsor.
Sponsor Coordinator Listing – PRD

Figure 17-63–Sponsor Coordinator Listing – PRD Listing (Active)

Figure 17-64 - Sponsor Coordinator Listing – PRD Listing (Reserve)
17.9.23  Sponsor Coordinator Listing – PRD

1. **UIC** – Unit identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Contact Information** – This icon navigates to the Contact Information page for the member. (Active Only)
5. **Dept** – The currently assigned Department for the individual.
6. **Div** – The currently assigned Division for the individual.
7. **ULT UIC** – Unit Identification Code Ultimate Duty Station. (Active Only)
8. **ULT CMD** – Short name of the Ultimate Command identified in ULT UIC. (Active Only)
9. **EST Detach Date** – Estimated Date of Departure. (Active Only)
10. **Sponsor Assigned** – Name of Sponsor Assigned. (Active Only)
11. **Sponsor Pri Phone** – Sponsor Primary Phone. (Active Only)
12. **Sponsor Alt Phone** – Sponsor Alternate Phone. (Active Only)
13. **Sponsor Email** – Sponsor Email. (Active Only)
14. **View Orders** – The orders link allows the user to view the member’s orders in a new window by clicking this link. (Active Only)
15. **PRD** – Projected Rotation Date. (Reserve Only)
16. **EOS** – Expiration of Obligated Service Date. (Reserve Only)
Section Eighteen–Electronic Service Record
18. ELECTRONIC SERVICE RECORD

ESR – HOME

This section is an overview of the Electronic Service Record and does not detail all features or functions within.

Figure 18-1–ESR – Home
18.1 ESR – Home

Clicking the HOME link in the Navigation pane will display the Electronic Service Record page from which allows users to navigate the Record of the member selected. Using the displayed links will navigate to additional navigation pages such as:

1. Tasks
2. Messages
3. Personal Information.
4. Training, Education and Qualifications.
5. Performance.
7. Professional History.
8. PCS Travel.
9. Service, Obligations, and Agreements – Displays the member’s current contract information.
10. Administrative Remarks – Displays the member’s current list of Administrative Remarks.
11. Summary of Changes.

NOTE: Some pages in ESR, such as Member Data Summary, permit printing the page data by clicking the Print Form button at the bottom of the page then using the Print Manager to print the form.

NOTE: Printing the Member Data Summary and attaching it to the ICDP Form can be very useful when conducting a routine CDB.
ESR – PERSONAL INFORMATION

Personal Information

Name: [Redacted] Rank/Rate: NCC Current DSC: 100

View Personal Information

![Member Data Summary](image1)

![Emergency Contact](image2)

![Religious Accommodations](image3)

![Address & Phone](image4)

![Servicemember's Group Life Insurance](image5)

![Civilian Employer Information](image6)

![Thrift Savings Plan](image7)

![Dependency Data](image8)

---

ESR Home

[Return to Search](#) [Notify](#)

Figure 18-2–ESR – Personal Information
18.2 ESR – Personal Information

Personal Information – Using this link will open the Personal Information Page from which the user will access the following pages:

1. Member Data Summary.
2. Address & Phone.
3. Dependency Data
5. Thrift Savings Plan.
6. ESR Home – Returns to the ESR Home Page.

**NOTE:** This page also displays the disabled links Emergency Contact, Civilian Employer Information, & Religious Accommodations which are not accessible to CIMS users.
ESR – TRAINING, EDUCATION & QUALIFICATIONS

Training, Education, and Qualifications

Name: [Redacted]  Rank/Rate: NCC  Current DSC: 100

View Training, Education, and Qualifications

1. Training Summary  2. Montgomery GI Bill  3. Exam Profile Data
4. Personnel Qualification Standards  5. Course Data  6. Education Data
7. ESR Home

Figure 18-3–ESR – Training, Education, and Qualifications
18.3  ESR – Training, Education, & Qualification

Training, Education & Qualifications – Using this link will open the Training, Education & Qualifications Page from which the user will access the following pages:

1. Training Summary.
2. Montgomery GI Bill.
3. Exam Profile Data.
4. Personnel Qualification Standards.
5. Course Data.
6. Education Data.
7. ESR Home – Returns to the ESR Home Page.
ESR – PERFORMANCE

Performance

Name: [Redacted]        Rank/Rate: NCC        Current DSC: 100

View Performance

Court Memorandum  1        FITREP / Evaluation  4

Record of Unauthorized Absence  2

Honors and Awards  3

ESR Home  5

Figure 18-4–ESR – Performance
18.4 ESR – Performance

Performance – Using this link will open the Performance Page from which the user will access the following pages:

1. Court Memorandum
2. Record of Unauthorized Absence
3. Honors and Awards
4. FITREP/Evaluation
5. ESR Home – Returns to the ESR Home Page
ESR – PROFESSIONAL HISTORY

Professional History

Name: [Redacted]  Rank/Rate: NCC  Current DSC: 100

View Professional History

1. History of Assignments
2. IDT Detail Summary
3. Reserve Billet History
4. Orders Detail
5. Promotion History
6. ESR Home

Return to Search  Notify

Figure 18-5–ESR – Professional History
18.5  ESR – Professional History

Professional History – Using this link will open the Professional History Page from which the user will access the following pages:

1. History of Assignments
2. IDT Detail Summary
3. Reserve Billet History
4. Orders Detail
5. Promotion History
6. ESR Home – Returns to the ESR Home Page
This portion will discuss the creation of an Administrative Remarks Template for use by Career Counselors.

Figure 18-6–ESR – Setup of Administrative Remarks – Pg 13

Figure 18-7–ESR – Administrative Remark Subject Setup
18.6 ESR – Setup – Administrative Remarks PG-13

1. **Add a New Value** – Click this Tab to add a new subject and begin the setup process.
   
   NOTE: As an alternate you may search already created Page-13 Subjects by using the Find an Existing Value tab.

2. **Subject Category Code** – Select a Subject Category Code in this field.

3. **Add Button** – Clicking on this button will add the new subject to the database for future use.

4. **Subject** – Enter the Subject value in this field.

5. **Description** – Clicking the Add Button loads the Administrative Remark Subject Setup page where you enter the Description of the Administrative Remarks template.

6. **Remark** – Enter the standardized text for this type of Page-13.

7. **Add a Row** – Use this icon to add another standardized remark for this type of Page-13.

8. **Save Button** – Clicking this button saves the template to the database and makes it available for use.

   NOTE: It is possible to create numerous standardized remarks for each subject type. When using the subject in a Page-13 using the Select Template button next to the remark section the user will be able to select the template remark that is most appropriate. See the Electronic Service Record – Use – Administrative Remarks portion of this section for more details.
ESR – Use – Administrative Remarks PG-13

This portion of the ESR section discusses the Use of Administrative Remarks created for use by Career Counselors.

---

Figure 18-8–ESR – Administrative Remark Pg 13
18.7 **ESR – Use – Administrative Remarks PG-13**

Career Counselor use of Administrative Remarks is limited to non-corporate type page-13.

1. **Authority** – The activity name entered in accordance with the command’s local policies.
2. **Date** – Page 13 creation date.
3. **Subject Code** – Select the appropriate code.
4. **Subject** – Enter the subject manually or by using the lookup button. Using the lookup button will display a list of previously created templates.
5. **Remark** – Manually enter remarks or use the Select Remark Template link. Using the link will display standard remarks that have been previous prepared specifically for use by the Subject type selected.
6. **Approving Officer Signature Line** – The Name, Title, and Date for the Approving Officer.
7. **Witness Signature** – The Name, Title, and Date for the Witness.
8. **Member Signature** – The date the member reviewed or signed the page-13.
9. **Acknowledgement** – Free text field for comments made by the member.
ESR – Use – Administrative Remarks – Not Verified

Career Counselors are only allowed to create these documents but do not have the necessary permissions to Verify them. Since these documents become a permanent part of a member’s Service Record, only personnel with Pay/Personnel Supervisor Roles have the permissions to verify Page 13s.

Figure 18-9–ESR – Administrative Remark Pg 13 – Not Verified
18.8 **ESR – Use – Administrative Remarks – Not Verified**

This is an example of a completed page-13; note that the document displays NOT VERIFIED in red letters indicating that the document requires verification. Someone holding a Personnel Supervisor Role within NSIPS verifies the document.
ESR – USE – COURSE DATA

This section discusses the use of Course Data for the purpose of Career Counselors entering courses except the Career Development Training Courses, First Terms Success Workshop, Reserve Affiliation Workshop and Sponsor Training which is entered via the CIMS Career Information Training Component. Career Counselors are only allowed to create these documents but do not have the necessary permissions to Verify them. Since these documents become a permanent part of a member’s Service Record, only personnel with Pay/Personnel Supervisor Roles have the permissions to verify the entries made on this page.

![Course Data Image]

Figure 18-10–ESR – Use – Course Data
18.9 ESR – Use – Course Data

1. **School Type** – Select School Type.

2. **Course Code** – Enter course code.

3. **Course Title** – The course title will automatically populate when the Course Code is recognized.

4. **School Name** – Enter the location of the School or Formal school name. i.e., USS ALWAYSGONE.

5. **Completion Date** – Date the course ended.

6. **Duration** – Enter the number of Days, Hours, Months, Quarterly Hours, Semester Hours, or Weeks the course lasted.

7. **Interval** – Select the Interval from the drop-down list.

8. **Grade** – Enter P, F, N/A, or an actual grade when one is awarded.


10. **Save Button** – Saves data displayed on the page for future verification.

**NOTE:** Someone holding a Pay/Personnel Supervisor Role within NSIPS verifies the document. Career Counselors are not authorized to Verify Course Data entries.
This Page Intentionally Left Blank
Section Nineteen–Force Management
19. CONTRACT ADMINISTRATION – FORCE MANAGEMENT

This menu item is available only to Command Career Counselors and is part of NSIPS. This guide only provides a brief familiarization of the panels, for specific use of this component refer to NSIPS specific guides, or contact your personnel office for assistance.

A The Inquire menu contains two options: Contract Information, and Member Information. The data contained on these pages is a condensed version of information that is also viewable in ESR. The purpose of this menu item is to provide key data needed to assist the Command Career Counselor in completing options listed in paragraph B.

B The Use menu item contains a list of five options, Career Options, Extensions, Retirement, Officer Resignation, and SRB Pre-Certification. The Command Career Counselor’s access is limited to three of these five items. They are Career Options, Retirement, and SRB Pre-Certification.

Figure 19-1–Contract Admin – Inquire

Figure 19-2–Contract Admin – Use
19.1 **Inquire – Contract Information**

The Contract Information pages displayed below, will not be discussed further but provide an opportunity to familiarize yourself with the type of information displayed on these pages.

19.1.1 **Contract Data**

![Contract Data](image)

Figure 19-3–Contract Data
19.2 **Inquire – Member Information**

The Member Information pages are displayed below and will not be discussed further but provide an opportunity to get familiar with the type of information displayed on these pages.

19.2.1 **Member Information – Personal Data**

![Figure 19-4–Member Information – Personal Data](image-url)
### 19.2.2 Member Information – Employment

#### Figure 19-5–Member Information – Employment
19.2.3 Member Information – Job

The Member Information pages are displayed below and will not be discussed further but provide an opportunity to get familiar with the type of information displayed on these pages.

![Member Information - Job](image)

**Figure 19-6–Member Information – Job**
SRB Pre-Certification (Active Duty)

Use this page to submit an SRB Pre-Certification request to the Navy Personnel Command and uses existing NSIPS data where applicable to pre-populate data fields on this page.

Figure 19-7–SRB Pre-Certification (Active Duty)
19.3 **SRB Pre-Certification (Active Duty)**

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).
2. **Rate/Rank** – Rate/Rank level currently being paid for (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
5. **Bonus Type** – Select the type of bonus for the pre-certification submission.
6. **Reset Program** – Clears data entered on the page.
7. **SRB Qualifier** – Select the applicable SRB qualifier for which member is requesting to reenlist.
8. **Message Qualifier** – Enter the Rating, Warfare designator or .Navy Enlisted Classification code per the current NAVADMIN.
9. **EAOS on Reenlistment** – Enter what the member's Expiration of Active Obligated Service will be on the date they are planning to reenlist.
SRB Pre-Certification (Active Duty)

Figure 19-8–SRB Pre-Certification (Active Duty)
19.3.1 SRB Pre-Certification (Active Duty)

10. **Discounted Inop Ext** – Enter the total number of discounted extension months that have not become operative.

11. **Other Inop. Ext** – Excluding nuclear field inoperative extension months, enter the total number months of any other extensions that have not become operative.

12. **Pay Grade** – Select the member’s paygrade (in E0X format).

13. **Last Discharge Date** – When selecting a Broken Service bonus, enter the member’s last discharge date from active duty.

14. **PEBD at Last Discharge** – Pay Entry Base Date at the time the member was last discharged.

15. **Adj. ADSD** – Adjusted Active Duty Start Date.

16. **Reenlistment Term Months** – Enter the number of months intending to reenlistment for.

17. **Reenlistment Date** – Enter the planned reenlistment date.

18. **Extension Months** – Enter the total number of months of extensions that the member is currently serving on.

19. **Extension Exec Date** – Enter the date the extension began.

20. **Cancel Request** – Cancels a previously submitted request.
Figure 19-9–SRB Pre-Certification (Active Duty)
19.3.2 SRB Pre-Certification (Active Duty)

Name – Full Last Name, First Name, Middle Name (Corporate data).
Rate/Rank – Rate/Rank level currently being paid for (Corporate data).
Current DSC – Current Duty Status Code (Corporate data).
PPSUIC – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member’s pay and personnel records.

Bonus Type – The type of bonus for the pre-certification submission.

Commanding Officer Remarks – Enter any required/additional Commanding Officer comments in this field.
Career Options – STAR

Figure 19-10–Career Options – STAR
19.4  Career Options – STAR

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).

2. **Rate/Rank** – Rate/Rank level currently being paid for (Corporate data).

3. **Current DSC** – Current Duty Status Code (Corporate data).

4. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.

5. **Program Code** – Program Code for the submitted option (Enlisted Conversion Only).

6. **TAR Indicator** – Current TAR program indicator (Corporate data).

7. **Eligibility** – Various eligibilities become available based upon the Program Code selected.

8. **Reenlistment Term** – Number of months willing to reenlist for.

9. **Reset Program** – Clears data entered on the page.

10. **PCS Order Number** – Permanent Change of Orders Number.

11. **PRT Code** – Physical Readiness Test code, selected from a lookup provided when the code is required.

12. **STAR Program Code** – Enter the appropriate code from the lookup for the STAR Program.

13. **Cancel Request** – Cancels the previously submitted request.

14. **Cancel Reason** – Reason for cancellation, selected from a lookup provided when the code is required.
Career Options – Discipline & Conversion

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rank/Rate: FC3</th>
<th>Current DSC: 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPSUIC:</td>
<td>Program Code:</td>
<td></td>
</tr>
<tr>
<td>Misconduct: N</td>
<td>No History</td>
<td></td>
</tr>
<tr>
<td>Substance Abuse: N</td>
<td>No History</td>
<td></td>
</tr>
<tr>
<td>Conversion</td>
<td>USN to FTS</td>
<td>FTS to USN</td>
</tr>
</tbody>
</table>

First Priority: 
Second Priority: 
Third Priority: 

Figure 19-11–Career Options – Discipline & Conversion
19.4.1 Career Options – Discipline & Conversion

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).
2. **Rate/Rank** – Current Rate/Rank level being paid for (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
5. **Program Code** – The type of Retirement, loaded from the previous tab.
6. **Misconduct** – Enter any misconduct information on this line.
7. **Substance Abuse** – Enter any Substance Abuse history on this line.
8. **Conversion** – This box must be checked.
9. **Rate Conversion Selection** – Select three ratings the member is requesting conversion to. These fields become available for completion when the Conversion box is checked.
Figure 19-12–Career Options – Evaluation Marks

Figure 19-13–Career Options – Commanding Officer’s Remarks
19.4.2 Career Options – Evaluation Marks & Commanding Officer’s Remarks STAR

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).
2. **Rate/Rank** – Current Rate/Rank level being paid for (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
5. **Program Code** – The type of Retirement, loaded from the previous tab.
6. **Evaluations** – Enter Evaluation dates and marks for the last three evaluations.
7. **Commanding Officer Remarks** – Enter any required/additional Commanding Officer comments in this field.
19.5 Retirement

Figure 19-14–Career Options – Retirement
19.5.1 Retirement

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).
2. **Rate/Rank** – Current Rate/Rank level being paid for (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
5. **Program Code** – The type of Retirement or Fleet Reserve request.
6. **TAR Indicator** – Training and Administration of Reserves Indicator (Corporate data).
7. **Eligibility** – Various eligibilities become available based upon the Program Code selected.
8. **Reset Program** – Clears data entered on the page.
9. **PDTY Days Requested** – Number of Permissive Temporary Duty days requested by the member.
10. **Leave Days Requested** – Number of Leave days requested by the member.
11. **Retirement Date** – Actual retirement/fleet reserve date requested.
12. **PRT Code** – Physical Readiness Test code, selected from a lookup provided when the code is required.
13. **Prior Mil Svs Ind** – Select if members had prior military service.
14. **Cancel Request** – Cancels the previously submitted request.
15. **Cancel Reason** – Reason for cancellation, selected from a lookup provided when the code is required.
Retirement – Discipline and Conversion Tab

Figure 19-15–Retirement – Discipline and Conversion Tab
19.5.2 Retirement – Discipline and Conversion Tab

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).
2. **Rate/Rank** – Current Rate/Rank level being paid for (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
5. **Program Code** – The type of Retirement or Fleet Reserve, loaded from the previous tab.
6. **Misconduct** – Enter any misconduct information on this line.
7. **Substance Abuse** – Enter any Substance Abuse history on this line.
8. **Conversion** – This block is automatically checked for retirement requests.
9. **Rate Conversion Selection** – These fields are not used for this type of request.
## Retirement – Evaluation Marks Tab

<table>
<thead>
<tr>
<th>Retirement</th>
<th>Discipline and Conversion</th>
<th>Evaluation Marks</th>
<th>Commanding Officer's Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Name: [redacted] 1</td>
<td>Rank/Rate: AWCM 2 Current DSC: 100 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PPSUIC: [redacted] 4</td>
<td>Program Code: M Transfer to Fleet Reserve 5</td>
</tr>
</tbody>
</table>

### Figure 19-16–Retirement – Evaluation Marks Tab

<table>
<thead>
<tr>
<th>Evaluation Date</th>
<th>Evaluation Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>8</td>
<td>9 10 11 12 13</td>
</tr>
<tr>
<td>2</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>8</td>
<td>9 10 11 12 13</td>
</tr>
<tr>
<td>3</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>8</td>
<td>9 10 11 12 13</td>
</tr>
</tbody>
</table>

### Figure 19-17–Retirement – Commanding Officer’s Remarks Tab

<table>
<thead>
<tr>
<th>Commanding Officer Remarks:</th>
</tr>
</thead>
</table>

Name: [redacted] 1 Rank/Rate: AWCM 2 Current DSC: 100 3
19.5.3 Retirement – Evaluation Marks & Commanding Officer's Remarks Tab

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).

2. **Rate/Rank** – Current Rate/Rank level being paid for (Corporate data).

3. **Current DSC** – Current Duty Status Code (Corporate data).

4. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.

5. **Program Code** – The type of Retirement, loaded from the previous tab.

6. **Evaluations** – Enter Evaluation dates and marks for the last three evaluations.

7. **Commanding Officer Remarks** – Enter any required/additional Commanding Officer comments in this field.
ACRONYMS AND ABBREVIATIONS
<table>
<thead>
<tr>
<th>ACRONYMS AND ABBREVIATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSD</td>
</tr>
<tr>
<td>AIMS</td>
</tr>
<tr>
<td>ASVAB</td>
</tr>
<tr>
<td>BMR</td>
</tr>
<tr>
<td>CARIT</td>
</tr>
<tr>
<td>CC</td>
</tr>
<tr>
<td>CCC</td>
</tr>
<tr>
<td>CDB</td>
</tr>
<tr>
<td>CDTC</td>
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