CMS-ID

Rating Specialist Lead (PERS-4013)

June 22, 2018
Placement vs. Detailing

- **Enlisted Placement Management – Command’s Advocate**
  - Command Manning and Readiness Advocate
  - CMS/ID Management
  - NEC Management
  - Programs and Data Management
  - Manning Control Authority (MCA) Representative to the Fleet

- **Detailing – Sailor’s Advocate**
  - Sailor Career Management Advocate
  - CMS/ID Selections
  - Order Writing
  - Special Programs Management

*Balancing the Desires of the Sailor and Needs of the Navy*
Enlisted Distribution System

Sailor Preparation: Review record at 15-18 months prior to PRD to ensure data is accurate, update preferences & apply for C-WAY via CCC

ASSIGNMENTS

CMS-ID

PERS 4013
- Monitors Enlisted Personnel
- Generates Prioritized Requisitions
- Represents MCAs
- Command Advocate

Sailor Application
- View available reqs and apply
- CCC reviews CMS/ID w/ Sailor and assists with CMS/ID Negotiations

Continuous Process

PLACEMENT

MCA
- Establishes Priorities
- Supported by:
  - TYCOM
  - ISIC
  - UNIT

Detailer Selection
- Make selections
- Release orders
- Negotiate special cases

CMD Comments and ranking!
- 1 WEEK
- 12-7 MONTHS
- CCC reviews CMS/ID w/ Sailor and assists with CMS/ID Negotiations
By business rules: If no additional directions are given by the MCAs, PERS-4013 loads CMS-ID using the highest to lowest prioritized requisitions as generated in CMS-ID
• Number of requisitions displayed for each Rate/Rating is controlled by business rules approved by the MCAs and NPC
• Roller numbers are generated by the Detailer using known information about individual Sailor’s career intentions taking into account any unique circumstances

Determining the number of requisitions to display:
• Rating Specialists set the number of requisitions to display on CMS-ID using the approved formula:
  • Display number = (100% of rollers at or within P8)+
    (50% of P9 and P10 rollers)+
    (15% of P11 and P12 rollers)
Proactive and forward leaning PRD management is key to success in keeping operational units manned

PRDs will only be changed upon receipt of official correspondence
  • NAVPERS 1306/7 or PERSMAR

PRD extensions for deployment or other operational commitments are considered

Take up month on a requisition is determined by PRD – not EAOS

Sailors under orders are a loss

Sailor required to OBLISERV within 30 days of receipt of orders
  • Command required to send FAILURE TO OBLISERVE message if Sailor does not re-enlist or extend

Communicate PRD Changes Early!
If not selected for orders via CMS/ID, needs of the Navy orders are issued.

14 mos prior

Sailor, Career Retention Team, and Detailer Engagement

12 mos prior

Sailor is about to enter negotiation window

Sailor in negotiation window

7 mos prior

Sailor applies in CMS/ID via CCC or Sailor

Sailor Detailed as Needs of the Navy

PRD

Communication with your Detailer is Key!
# New CMS-ID Schedule

## CMS-ID Schedule for Active Duty and Full Time Support

**APPLICATION RESULTS / ALIGNMENT REVIEW.** Results will be available through the requisition scrub period.

<table>
<thead>
<tr>
<th>CMS-ID Down for REQ Load</th>
<th>TYCOM Requisition Review</th>
<th>MCA Requisition Review</th>
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<td>CMS-ID Down for Maintenance</td>
<td>CMS-ID Down for REQ Cycle Alignment (2100 - 2330 CST)</td>
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### JUNE 2018

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**Note:** Unavailable for CMS-ID BBD Phase 1C Release.

### JULY 2018

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## CMS-ID Billets

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CMS-ID Applications
# CMS-ID Command Comments

## Sailor Information

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>App Pref</th>
<th>ROGERS</th>
<th>MANNING</th>
<th>FAVRE</th>
<th>BRADY</th>
<th>CARR</th>
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<tr>
<td></td>
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<td>Sailor 1</td>
<td>Sailor 2</td>
<td>Sailor 3</td>
<td>Sailor 4</td>
<td>Sailor 5</td>
</tr>
</tbody>
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### Comment

**ROGERS:**
- **App Comment:** The best fit! Has platform experience and great evals. Make this member a black knight above all other applicants.

**FAVRE:**
- **Command Comment:** Will not accept pay...

## Command Ranking

<table>
<thead>
<tr>
<th>ROGERS</th>
<th>MANNING</th>
<th>FAVRE</th>
<th>BRADY</th>
<th>CARR</th>
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<td>5</td>
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</table>

## Preference

- **ROGERS:**
  - No Comment

- **FAVRE:**
  - No Comment

- **BRADY:**
  - No Comment

- **CARR:**
  - No Comment
At Least 15 Months from PRD

- **Career Development Board**
  - Ensure Page 2 information is correct
  - Update CMS/ID Profile
    - Contact Information and duty preference
  - C-Way application/quota
  - Update Exceptional Family Member status
  - Submit any NAVPERS 1306/7 special requests to Detailer
    - PRD Extension
    - Spouse Colocation request (or Opt Out)
      (MILPERSMAN 1300-1000 updated 12 MAR 2016)
    - Special Programs
    - Any other unique requests (coastal preference, etc.)

Be Proactive in Career Development Boards
12 Months: Order Negotiation Begins on CMS-ID

- Sailor is able to make applications in CMS-ID without assistance of CCC
- Sailor has at most three cycles to apply
  - Months 12, 10, 8
  - Max of 5 applications per cycle = 15 total applications
- Distribution (PERS-4013) asset once in window
- Sailor’s current billet may be advertised on CMS-ID and available for the Fleet
Zika Virus Brochure

Navy Surgeon General: The Zika Virus

All Command CMS-ID/RBD users must submit new access forms NOW!

A Message from your Detailer

More NPC News...
NPC – Enlisted – CMS-ID
Special Programs and Screenings

- Instructor Duty
- Flag Duty
- Aircrew
- Recruit Division Commander and Recruiting Duty
- Millington Assignments
  - Detailer
  - Placement
  - Enlisted Community Manager
  - NAVMAC
- Command Senior Chief / Master Chief
- SPECWAR (DEVGRU, JSOC, SRT-1/2)
- Sea Special Programs
  - USS DELBERT BLACK (DDG-119) - PRECOM
  - USS GETTYSBURG (CG-64) – CG Modernization

Make Your Desires for Valuable Special Programs Known Early
Detailers Can

- Counsel and advise Sailors as their advocate
- Make assignments to valid billets within negotiation window
  - 12 - 7 months prior to PRD
- Transfer Sailors up to +6 / -6 months of PRD
  - Reference MILPERSMAN 1306-104
  - Primary reason is to keep sea duty billets manned
- Issue "Non-Voluntary" orders to Sailors in their CMS-ID window
- Adjust PRD
  - NAVPERS 1306/7 required
- Coordinate Spouse Colocations
  - Reference MILPERSMAN 1300-1000
- Return Sailors from Limited Duty to Full Duty

Detailers Work for the Sailor
Detailers Can't

- Adjust PRDs to facilitate negotiation of orders “shopping early/late”
- Break PRD more than -6/+6 Months without approved NAVPERS 1306/7
- Extend EAOS
- Send Sailors to schools en route that are not required on the requisition
- Make pay grade substitutions without PERS 4013 approval
  - 1 up and 1 down does not exist
  - Pay Bands (E4/Below, E5/E6, E7/E8 and E8/E9)
- Make assignments to non-existent requisitions
- Make “by name” request assignments
Sailor’s Role

- Have realistic expectations. Communicate w/ Detailer early about options and factors that could influence order selection
- Request PRD adjustment and/or spouse de-colocation via NAVPERS 1306/7 at least 15 months prior to PRD
- Submit multiple CMS-ID applications during negotiation window
- Minimum participation required is to log on and update contact information and input standing assignment preferences
- Actively communicate with detailer (e-mail, phone, CMS-ID)
- Provide factors behind your preferences in the event of “tiebreakers”
- Think career enhancing billets vice just location
- Plan for High Year Tenure (HYT) or retirement

Take Charge of your Career