Career Development Training Course

Online Career Tools and Internet Resources
Upon successful completion of this topic, the trainee will be able to perform the following:

- LOCATE the following online Career Tools and IDENTIFY key functionality of each system:
  - Career Information Management System (CIMS)
  - Career Management System-Interactive Detailing (CMS-ID)
  - Career Waypoints (C-WAY)
  - Fleet Training Management and Planning System (FLTMPS)
Online Career Tools and Internet Resources

Enabling Objectives (cont.)

- Navy Retention Monitoring System (NRMS)
- Officer Personnel Information System (OPINS)
- Navy Standard Integrated Personnel System (NSIPS)
- Transaction Online Processing System (TOPS)
- Transition Assistance Program (Online TAP Forms)

LOCATE the following Internet Resources and IDENTIFY key functionality:

- Navy Personnel Command (NPC)
- BUPERS Online (BOL)
- Navy Knowledge Online (NKO)
- Department of Veteran Affairs
Online Career Tools and Internet Resources

8 Tools in the Career Counselor Toolbox

- Counselors use online systems to support Sailors, their careers, and command career information programs:
  - CIMS
  - CMS-ID
  - C-WAY
  - FLTMPS
  - NRMS
  - OPINS
  - TOPS
  - TAP (DD 2648)

Command Career Counselor Toolbox

<table>
<thead>
<tr>
<th>Navy Career Tools</th>
<th>Description</th>
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| CIMS              | Career Information Management System is a web-based application that supports and enhances Sailor career management, retention, and professional development.
| CMS-ID            | Career Management System/Interactive Detailing is a web-based application that supports and enhances Sailor career management, retention, and professional development.
| C-WAY             | Career Waypoints is a web-based application that supports and enhances Sailor career management, retention, and professional development.
| FLTMPS            | Fleet Training Management and Planning System is a web-based application that supports and enhances Sailor career management, retention, and professional development.
| NRMS              | Navy Retention Monitoring System is a web-based application that supports and enhances Sailor career management, retention, and professional development.
| OPINS             | Officer Personnel Information System is a web-based application that supports and enhances Sailor career management, retention, and professional development.
| TOPS              | Transaction Online Processing System is a web-based application that supports and enhances Sailor career management, retention, and professional development.
| TAP (DD 2648)     | Transition Assistance Program is a web-based application that supports and enhances Sailor career management, retention, and professional development.

Toolbox user aid located at NPC > Career Info > Career Toolbox and NKO > Career Management > Navy Career Tools
Online Career Tools and Internet Resources

Career Information Management System (CIMS)

- Access via NSIPS: [https://nsips.nmci.navy.mil](https://nsips.nmci.navy.mil)
- Automates office procedures and simplifies processes supporting the command’s career information program
- Counselors create and maintain CCC records, prepare for Career Development Boards (CDBs), view ASVAB scores, access SRB and retirement calculators, obtain reports, and print reenlistment and retirement certificates
- Sponsors manage Command Sponsor Program and sponsor assignment
Online Career Tools and Internet Resources

Career Management System-Interactive Detailing (CMS-ID)

- Access via: https://www.cmsid.navy.mil
- Sailors identify and apply for career enhancing jobs that meet professional and personal goals
- Counselors view Sailor Personnel and Career data, view Sailor Career Intentions, monitor Sailor Applications, and provide assistance if required
- Command representatives view incoming Sailor applications and submit comments to Detailers
Online Career Tools and Internet Resources

Career Waypoints (C-WAY)

- Access via: https://fleetride.sscno.nmci.navy.mil
- System provides a comprehensive assessment of Sailors and their eligibility and/or qualification for Navy enlisted ratings or jobs
- Counselors use system to screen Sailors for ratings based on individual aptitude (ASVAB/AFCT scores), moral/legal status, and medical/physical status, while taking into account needs of the Navy
- NOTE: After 30 JUL 2013, URL changes to: https://careerwaypoints.sscno.nmci.navy.mil
C-WAY PACT Designation

- Counselors screen undesignated Sailors prior to requesting:
  - Rating Entry Designation
  - Apprenticeship change
  - Navy Wide Advancement Exam quota
  - “A” School assignment

- When counseling Sailors, use the Enlisted Community Manager’s Rating Health Slides to determine whether conversion or rating entry is advantageous based on rating health and year group.

Go to: [http://www.public.navy.mil/bupers-npc/enlisted/community/Pages/default.aspx](http://www.public.navy.mil/bupers-npc/enlisted/community/Pages/default.aspx)
Counselors validate Sailor qualifications and submit reenlistment applications (per current policy)

Supporting activities include:

- CDBs conducted (15-24 months prior to Sailor PRD/SEAOS)
- Automatic C-WAY Reenlistment applications generated by the system reviewed for accuracy and completeness of Sailor’s data
- Applications completed when generated by the system
- Results reviewed monthly and applications updated as necessary to increase Sailor retention opportunities
- Sailors not selected for reenlistment provided counseling on benefits of Reserve Affiliation
Online Career Tools and Internet Resources

Fleet Training Management and Planning System (FLTMPS)

- View Sailor’s Administrative Data, NECs, Career History, Education, Language Skills, and Quals/Certs
- Available reports include Advancement, Time-in-Rate Eligible, Projected Gains/Losses, Career Status Bonus, Education Summary, and Dependent Care Plan, among others
- All reports can be printed and/or downloaded into Excel documents for viewing at a later date
Online Career Tools and Internet Resources

Navy Retention Monitoring System (NRMS)

- Access via NSIPS: [https://nsips.nmci.navy.mil](https://nsips.nmci.navy.mil)
- Provides the ability to report and analyze retention data
- To learn how to read the Retention/Attrition Report, go to NPC > Career Info > Career Counseling > NRMS and download “Understanding the RET/ATT report”
Online Career Tools and Internet Resources

Officer Personnel Information System (OPINS)


- Counselors input Sailor requests:
  - Selective Reenlistment Bonus (SRB)
  - Selective Training and Reenlistment (STAR)
  - Career Status Bonus (CSB)
  - Transfer to the Fleet Reserve
Online Career Tools and Internet Resources

Transaction Online Processing System (TOPS)

- **Access via:**

- Designated command personnel communicate safely and efficiently with PSD via the Internet

- Commands submit, track, and receive feedback on pay and personnel related transactions

- Sailors’ Personal Identifying Information (PII) is protected during document transfer
Online Career Tools and Internet Resources

Transition Assistance Program (TAP) Online

- Counselors document all Pre-Separation counseling via online DD Forms 2648 and 2648-1 (per NAVADMIN 300/11)
- To gain access to TAP Online, submit a completed SAAR to N17 representative:
  - Mr. Tom Albert, (901) 874-4254, [tom.albert@navy.mil](mailto:tom.albert@navy.mil)
  - Ensure you electronically sign block 11 with your CAC!
Online Career Tools and Internet Resources

Internet Resources

- The Internet provides excellent resources for career information:
  - Navy Personnel Command (NPC)
  - BUPERS Online (BOL)
  - Navy Knowledge Online (NKO)
  - Department of Veterans Affairs (VA)

- Counselors are cautioned to use only official websites to obtain current information, policy and documents
Online Career Tools and Internet Resources

Navy Personnel Command (NPC) website

- Provides personnel and professional information:
  - NPC > Career Info > Career Counseling
  - NPC > Career Info > Career Toolbox
  - NPC > Reference Library > Messages
  - NPC > Reference Library > MILPERSMAN
Online Career Tools and Internet Resources

NPC Career Counselor Homepage

- NPC > Career Info > Career Counseling

- CCC information and resources:
  - Sailor career management tools
  - Hyperlinks to CCC online Career Tools
  - Training materials, including CDTC
  - Career Waypoints resources
  - Career Development Board information
  - And much, much more…
Online Career Tools and Internet Resources

NPC Career Counselor Homepage

Command Career Counselor

This area provides Navy Career Counselors with a wealth of resources dedicated to assisting them with their counseling duties. In this section you will find information that directs you to the latest must know information on Navy policies and programs. For additional career related information you may also want to check out the Career Management TAB on NKO.

Command Career Counselor Email Tree

- Name Listing
- Command Listing
- ISIC or TYCOM

For all updates contact NCC(SW/AW)Kinstle
christopher.kinstle@navy.mil

Navy Career Counselor Roadmap (LaDR)  Navy Counselor Career Path

- CCC Handbook  OPNAVINST 1040.11D

NPC Home Page www.npc.navy.mil (will redirect to new URL)
Online Career Tools and Internet Resources
NPC Career Toolbox homepage

- NPC > Career Info > Career Toolbox
- Information and user aids for Sailors, Counselors, and Command Leadership team
  - Career Toolbox information sheets
  - QuickStarts for OMPF, ESR, CMS-ID
  - “5 Tips” series
  - “Plain Talk” series
  - Detailing Countdown

Users aids located at NPC > Career Info > Career Toolbox and NKO > Career Management > Navy Career Tools
Online Career Tools and Internet Resources

NPC Home Page www.npc.navy.mil (will redirect to new URL)

Career Toolbox

Get the most from your Navy Career...

It is important that you be thoroughly familiar with and use your Navy Career Tools. If you do not use them you will miss the opportunities and advantages provided for you.

Get started by downloading the Sailor Career Toolbox (updated 16 May 2013) information sheet (click hyperlink on the right) and use it to establish your accounts. Links provided below take you to the online systems that form your Career Toolbox.

CAC and CAC-enabled computer is required for access to many career tools.

Please send feedback and recommendations for improvement to this website and its contents to elizabeth.mcgrath@navy.mil.

Use your Navy Career Tools to perform the following:

Validate Personnel Information -
Use these systems to view, verify and update your Navy personnel records.

- Official Military Personnel File (OMPF) - My Record
  - access via BUPERS Online
- Electronic Service Record (ESR)
  - access via NSIPS
- U.S. Navy Awards
  (also known as NDAWS)
- Performance Summary Record (PSR)
  - access via BUPERS Online
- Physical Readiness Information Management System (PRIMS)
  - access via BUPERS Online
- Electronic Training Jacket (ETJ)
  - access via Navy Knowledge Online
- Joint Services Transcript (formerly called SMART)
User aid provides specific guidance for each Sailor Career Tool:

- What it is
- Where to find it
- What to do when you get there
- How to get help when you need it

**Description**

The OMPF consists of documents that reflect your fitness for service, performance of duties, and entitlements. These documents affect or influence your career and benefits, and include information about your accession, training, education, performance, discipline, decorations and awards, assignments, duties, casualty status, and separation/retirement from the Navy.

**OMPF - My Record** provides the ability to download and print documents for personal and professional use. Selection boards view many of these documents when considering candidates for retention, advancement and special programs.

**Required Actions**

- At least six months prior to any Selection Board, review your OMPF, either through OMPF - My Record or by ordering a CD. Take all necessary actions to ensure your OMPF is current, accurate and complete, especially following reenlistment.

- Conduct a thorough review with the user aid titled, Personnel Record Review, which is located on the NKO "Navy Career Tools" page and the NPC "Career Toolbox" page.

- Use correction procedures provided at NPC > Career Info > Records Management > Military Personnel Records > Document Correction.

- Use correction procedures identified via the OMPF - My Record FAQ hyperlink.

**IMPORTANT:** After documents are scanned to OMPF they are destroyed, so you should maintain copies of all official documents.

Additionally, you should periodically order and retain a CD for emergency situations (such as backup for document loss due to system file corruption). The CD contains personal and private information, and should be kept in a secured place.

**Find Supporting Information Online**

Go to NPC at http://www.public.navy.mil/bupers-npc/Pagos/default.aspx

- Click Career Info > Records Management > Military Personnel Records
- Click Career Info > Records Management > OMPF - My Record

**Find Assistance or Help**

Contact command Personnel Officer, Command PASS Coordinator (CPC), and/or Command Career Counselor (CCC).

Go to http://www.public.navy.mil/bupers-npc/Pagos/default.aspx

- Click Career Info > Records Management > Military Personnel Records > Contact Us

Contact the NPC Customer Service Center

- 866-827-5672; DSN 862-5672; email cscemail@navy.mil

Contact the BUPERS Online help desk:

- 800-951-6269 (password reset only); email mill.legacyhelpdesk@navy.mil

**IMPORTANT:** If you enclose personally identifiable information (PII) in your support request, be sure to digitally sign AND encrypt your email.
Online Career Tools and Internet Resources

More users aids for Counselors

Navy Personnel Command > Career Info > Career Toolbox > CCC "5 Tips" (series)

Augmentation
Career Counseling
Career Toolbox
Career Counselor
Navy Recruit
Command Leadership

CCC "5 Tips" (series)
"Plain Talk" (series)
What's New?
Education

The "5 Tips" series is designed to help Command Career Counselors engage new and/or under-utilized Career Tool functionality.

Career Information Management System (CIMS)
- CIMS SAAR Process
- Department/Division Career Counselor (DDCC) Role
- Monitor CDB Completion Records
- Command Sponsor Coordinator (CSC) Role
- Sponsor Assignment
- Submit SRB Request via CIMS

Career Management System/Interactive Detailing (CMS/ID)
- Using the CMS/ID Command Role
- Access CMS/ID following receipt of new CAC

Electronic Service Record (ESR)
- View Personnel Records Part 1
- View Personnel Records Part 2

Enlisted Distribution Verification Report (EDVR)
- EDVR Management Part 1
- EDVR Management Part 2

Fleet Training Management and Planning System (FLTMPs)
- Reports (Alpha Roster, Advancement, Prospective Gains/Losses)
- Document Leadership Development Program (LDP) Course Completions
Online Career Tools and Internet Resources

BUPERS Online (BOL)

- Access via: https://www.bol.navy.mil
- Contains hyperlinks to information and systems, including:
  - FITREP/EVAL Reports
  - Advancements/Selection Boards
  - Application (FORMAN) Status
  - Exchanges of Duty (SWAPS)
  - OMPF – Command View (if you have access)
  - Overseas Screening
  - Selective Reenlistment Bonus (SRB)
Online Career Tools and Internet Resources

Navy Knowledge Online (NKO)

- Access via: https://www.nko.navy.mil

- Information and user aids for Sailors, Counselors, and Command Leadership team:
  - NKO > Career Management > Command Career Counselor
  - NKO > Career Management > Navy Career Tools
  - NKO > Career Management > Navy Advancement Center
  - NKO > Career Management > Personnel Qualification Standards
Go to Command Career Counselor under the “Career Management” heading
Online Career Tools and Internet Resources

Electronic Service Record (ESR)

This reference is designed for All Sailors.

BEFORE YOU GET STARTED
CAC is required for access to your ESR in the Internet environment.

IMPORTANT! If you are not on an NMCI workstation, you must have a Common Access Card Reader and the Active Directory Client software installed on your computer. Contact your Local Registration Authority (LRA) or Communications Officer for more information.

This reference is not required to access the latest ESR via the shipboard Navy Standard Integrated Personnel System (NSIPS) server.

Career Management System / Interactive Detailing (CMS/ID)

This reference is designed for the COMMAND Role.

OBTAIN COMMAND ACCESS TO CMS/ID
- Go to the NPC home page at https://www.navy.mil/careers
- Under Enlisted Assign., select Career Info
- Scroll down to Active, Reserve, Civilian Users and select Access Request

A generic version of the Access Letter will be sent to the signature by the CO, XO or OIC. Be sure you need access.
- Attach signed letter to email and send to NSIPS/99690

NAVIGATE COMMAND HOME PAGE
The default login role is based on your select screen on login. Other roles can be selected:
- Select Home to view the command(s) at the site
- Review information in the collapsible table

PROSPECTIVE LOSSES
TIP: See MILPERMAN 1333-000

UPDATE CONTACT INFORMATION
Enter contact information for key personnel at the command's web site. This information is viewed by job search and decision makers. You should make it complete and up to date. Access this information:
- Hover over Help tab
- Click Command Info
- Enter your command's UIC or name and...
Online Career Tools and Internet Resources

Are you TECH-Savvy?

- You can save and view Career Tool user aids (all in pdf format) directly to your Smart phones, iPads and Tablets to view later at anytime
Online Career Tools and Internet Resources

Department of Veterans Affairs

- Access via: [http://www.va.gov](http://www.va.gov)
- Information regarding VA benefits, including:
  - Education benefits
  - Application forms
  - Latest news
  - Current rates
  - Electronic pamphlets
  - Points of contact
Online Career Tools and Internet Resources

Additional Internet Resources

- Navy Directives (Instructions)
- Navy College [https://www.navycollege.navy.mil](https://www.navycollege.navy.mil)
- Fleet and Family Support Program
- U.S. Citizenship and Immigration Services
  [http://www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis)
- USN Recruiting [http://www.navy.com](http://www.navy.com)
- USNR Recruiting [http://www.navyreserve.com](http://www.navyreserve.com)
Online Career Tools and Internet Resources

Best Practices

- Download User Aids from NPC and NKO
- Check back frequently for updates and new products
- Conduct periodic and routine Career Tools training with your Sailors
- Direct Sailors to User Aids
- Encourage users to request support when needed and intervene on their behalf, if necessary
- Keep your chain of command informed regarding Career Tool performance
- Report technical issues to your CCC and CMC
- Ask for Help when you need it!
Online Career Tools and Internet Resources

Summary and Review

- Online Career Tools are web-based applications designed to support and enhance Sailor career management, retention and professional development.
- User aids available on NPC and NKO help Counselors use Career Tools to support Sailors, Sailor careers, and command career information programs.
- Internet Resources help Counselors and Sailors take full advantage of the many career opportunities provided for them.