CIMS HOW TO:
Sponsorship: Removing Sailors Once Reported
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- Click on Use
- Click on List
- Sponsor Coordinator
Select ALL so you can see all members at your command and then process request.
- Click on Sponsor Data Tab on top
- Click on Modify data
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- Click on Sponsor Contact Info, Enter Sponsor End Date, and put the reason in the Reason block.

- Once you enter the Sponsor End date information, Click Apply, this will prompt you to remove the member from the Sponsorship Cue. Click yes and then click OK.
- You can always retrieve the members information if you need to. Delete them from your Cue does not delete them from the system.
Documenting CDB’s in CIMS

- Questions please call NCC(SW/AW) Chris Kinstle-901-874-2533 or email christopher.kinstle@navy.mil