CIMS HOW TO:
Sponsorship Program Guide

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NAVFAC HQ, Total Force Career Counselor
• To access, once logged on, click in order
  – Career Information Management
  – Lists
  – Sponsor Coordinator
    • Ensure you check what options you wish to view
  – Training and History from your command can be tracked as well as Pros. Transfers (discussed later)

• This view in part of the CCC access
Useful Navigation Tools

- **View Prospective Gain’s (PG)**
  - Questionnaire
  - Contact Information

- **Tabs**
  - Orders
  - Sponsor
  - “Show all Columns”

- **Export**
  - Excel

- **Multiple pages**
  - Scroll w/ arrows or
  - First and Last
Assignment of Sponsors

- **Assigning a sponsor**
  1. Click “Add/Change” on the “Sponsor Data” or “Show all Columns” tab
  2. Search for sponsor using one, or more, of the three choices listed (drop-downs will show when you type in information), then click “Search”
  3. Select the Sponsor you wish to have assigned
  4. Click “Apply” and/or “OK”
Entering Sponsor Data

- **Modify Sponsor Data**
  - Click the Link “Modify Data” to enter Information

- **Enter Sponsor’s**
  - Phone
  - Alt Phone
  - Email

- Ensure to enter dates for letters as they are sent to the gaining member.
Sponsor Agreements

- Have the Sponsor log onto their “Self Service Record” in NSIPS
  - Click in order
    - Employee Self Service
    - Electronic Service Record
    - Tasks
    - Sponsor Agreement
  - Search
    - Enter PG’s SSN
    - Or just click Search to show all assignments that have been assigned
    - If no results come back, then contact your CSC or CCC

- Note:
  NSIPS to change search to “Last Name” vs. SSN
Sponsor Agreements (cont)

- To accept the Sponsorship
  1. Update your contact information (if Needed)
     - This action will open a new window (see next slide for details)
  2. Click “Accept”
  3. Now you have the options to view the orders and questionnaire of the new member
  4. “Print” for your commands and your record

- Ensure you read the agreement
Personal Information

- **Sponsors/Members Contact Info**
  - This information is utilized to contact Sponsors and/or PG
  - Entering contact information
    - For best results all personnel should populate all entries shown below
    - More entries are possible using the dropdown windows and + / - buttons
Closing Sponsorship’s

- **From “Sponsor Assignments” tab**
  - Click “Modify Data” of selected PG
  - **Sponsor End Date**
    - Choose a date once checked on board or wait till member has also been gained by Personnel Support Detachment (PSD)
  - **Reason**
    - Click on spyglass if code unknown, pop-up window will appear
    - “Reported” will be the normal reason unless BUPERS has changed their order
    - Windows will appear asking if you want to remove member from your tracker, click appropriate answer

- **Warning** - Do not close out sponsorship prior to member checking-in on board
Updating Losses

- From the main sponsorship page select “Projected Transfers (PRD)”
  - Filters
    - “Personnel with Orders” From here you will be able to
      - Check on their Sponsor’s information from their new command
      - Ensure their contact info is updated
    - “PRD”
      - Will give you a date range to select

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<td>Sponsor History</td>
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• “Contact Info”
  - Click on the Icon to view if the member has updated their information in their ESR

• Gaining Commands sponsorship information will show if entered

• The CCC or CSC may also view the members orders

• The member should be removed by the system when the Gaining Command ends the sponsorship
Gain Questionnaires

- CSC’s view from sponsor tracker

- Sponsors view from “Sponsor Agreement” page once they accept.
Gain Questionnaires (cont)

- **Personnel entering information**
  - Click in order
    - Employee Self Service
    - Electronic Service Record
    - Tasks
    - Gain Questionnaire

- **Data**
  - Ensure to fill out as much information as possible, fill in blanks or edit information when available
  - Update Contact info if not completed prior
  - Click “Verify”
  - Note; You may return to this form at anytime for updates
Recommended Actions

• **Command Retention Team (CRT)**
  – Senior Enlisted Leader (SEL)
    • Acquire CIMS “View Only” access to maintain program oversight
    • Empower your CRT and hold accountable
    • Contact member gaining command when they do not have a sponsor assigned several months prior to transferring
  – **Command Sponsor Coordinator (CSC)**
    • Acquire CIMS “CSC” access and regularly check/update/gather information
    • Keep command informed monthly and Sponsors at least weekly
    • Provide Pers-455 with The CSC’s contact information
      – email: mill_pers-455inbox@navy.mil
      – Command’s generic sponsor email (example: nfecnw_sponsor@navy.mil)
      – Command phone number
    • Arrange training for new Sponsors
      – Contact Fleet and Family Support Centers (FFSC)
      – Record training dates in CIMS
Recommended Actions (cont)

- **Command Retention Team (cont)**
  - Counselors
    - CCC’s may view, track and edit information as needed from their access
    - Dept/Div CC’s may not
    - Assist CSC when needed
  - Sponsors
    - Update PG as often as needed and provide letters, information, requests, etc are received in a timely manner
    - Responsibilities do not end once the PG has checked on board
    - Stay involved with PG until they are settled in entirely
    - Update CSC with any information concerning the PG
      - Arrival plans
      - Letters sent and received
      - Berthing and meals (if needed)
      - Questions from PG that you are not be able to answer
Sponsorship Program References

  - Access tabs
    - Career Info
      - Career Counseling
        » Sponsorship and Indoctrination / CIMS
        » CIMS
    - Sponsorship and Indoc

- OPNAVINST 1740.3C Command Sponsor and Indoctrination Programs

- OPNAVINST 1040.11D Navy Enlisted Retention and Career Development Program

- NAVPERS 15878K Bureau of Naval Personnel Career Counselor Handbook

  - Career Information Management System (CIMS)
  - Member Self Service Record
Sponsorship Program

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