CIMS HOW TO:
Sponsorship Program Guide
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 is part of the CCC access
Useful Navigation Tools

• View Prospective Gain’s (PG)
  – Questionnaire
  – Contact Information

• Tabs
  – Sponsor Criteria, Sponsor assignment, Command contact
  – Orders, Sponsor or, “Show all Columns”

• Filters
  – Export to 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 (dropdowns 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” at the bottom of the page.
Command Contact Tab

- **List**
  - All the personnel displayed have Access to the CSC section in NSIPS/CIMS

- **Off/Enl and phone**
  - Choose to have access one, both, or none
  - Choose Comm/DSN
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
Sponsor Agreements

- **Search**
  - Enter PG’s Last name
  - Or just click Search to show all assignments that have been assigned
  - If no results come back, contact your CSC or CCC

- Select the PG you want to view by clicking on any section in that PG’s line.
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
Updating Losses (cont)

- **“Contact Info”** (this view is only under “Personnel with Orders”)
  - Click on the Icon to view if the member has updated their information in their ESR (CSC and CCC cannot enter information here)

  - 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 may view their PG’s Questionnaire 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 Career Development Team (CDT) 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
        - CIMS
          » Perform Sponsorship Tasks
            » Sponsor Coordinator
    - Support & Services
      - 21st Century Sailor
        - 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? Contact Randy Miller
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