Detailing and Placement

CAPT Rick Cheeseman
Assistant Commander, Naval Personnel
Command for Career Management (PERS-4)
June 19 – 21, 2018
What PERS-4 Does

Detailer works with Sailor and command through CMS-ID to view the range of options.

Needs of the Navy

- Rate/Rank
- NEC
- Fill Date

Negotiation range to develop career enhancing options

Experience
Promotion
Location
Family

Desires of the Sailor

Determine the right Sailor for the job

Balancing the Desires of the Sailor and Needs of the Navy
Enlisted Sea Duty

Fit and Fill Gaps

The Work We Need Sailors To Do

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fit Gaps at Sea</td>
<td>15,616</td>
<td>14,716</td>
<td>15,053</td>
<td>14,986</td>
<td>14,712</td>
<td>15,556</td>
<td>15,723</td>
<td>14,407</td>
<td>14,309</td>
<td>14,253</td>
<td>14,986</td>
<td>14,712</td>
<td>15,556</td>
<td>15,723</td>
<td>14,407</td>
<td>14,309</td>
<td>14,253</td>
<td>14,986</td>
<td></td>
</tr>
<tr>
<td>Fill Gaps at Sea</td>
<td>7,043</td>
<td>7,507</td>
<td>7,748</td>
<td>7,417</td>
<td>6,343</td>
<td>7,391</td>
<td>7,322</td>
<td>6,921</td>
<td>6,902</td>
<td>7,021</td>
<td>7,460</td>
<td>7,795</td>
<td>7,642</td>
<td>7,425</td>
<td>7,708</td>
<td>7,691</td>
<td>7,474</td>
<td>7,257</td>
<td>7,340</td>
</tr>
</tbody>
</table>

BA: 141,285
COB: 133,643
Initiatives to Keep the Fleet Ready

- Extension of enlistment to complete PST for 1st term personnel (NAVADMIN 004/17) (Canceled by NAVADMIN 307/17)
  - Additional 2,150 sea years

- Modifications to High Year Tenure for E4-E6 (NAVADMIN 143/17)
  - E6: 20 → 22 Years
  - E5: 14 → 16 Years
  - E4: 8 → 10 Years

- Modification to High Year Tenure for E3 (NAVADMIN 290/17)
  - E3: 5 → 6 Years

- Optimizing E7-E9 Assignments (NAVADMIN 192/17)

- Changes to CMS-ID Cycle (NAVADMIN 231/17)
  - Cancels NAVADMIN 226/12 – Changes in the enlisted distribution to improve sea duty manning
  - Cancels NAVADMIN 058/14 – Sailor Early Return to Sea

- Voluntary Sea Duty Program (MILPERSMAN 1306-141)
  - >1100 Sailor-Years of sea time gained since 2012
Initiatives to Keep the Fleet Ready

- Early Separation Policy NAVADMIN Cancellations (NAVADMIN 288/17)
  - Cancels NAVADMIN 103/14 – Enlisted Early Transition Program
  - Cancels NAVADMIN 182/16 – Time-in-Grade and Next-Lower-Grade Waivers
- Physical Readiness Program Policy Change (NAVADMIN 304/17)
- Alignment of Enlistment Contracts with Duty Station Tour Lengths (NAVADMIN 307/17)
- Changes to first-term assignment policy and incentive programs for deployed Naval Force enlisted Sailors on sea duty in Japan, Guam, and Spain (NAVADMIN 042/18)
- Forward Deployed Naval Force Tour Lengths for First-Term Sea Duty Tours in Japan, Guam, and Spain (NAVADMIN 107/18)
- Professional Apprenticeship Career Track (PACT) program changes (NAVADMIN 118/18)
- Sailor Early Return to Sea (SERTS) (NAVADMIN TBD)
• Allows Sailors to complete first sea tour
• Reduces Sailor turnover
• Maximizes apprentice Sailor experience and command training investment
• Reduces gaps in the fleet with EAOS-PST-PRD alignment
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

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

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

CMD Comments and ranking!
- 5 DAYS

Continuous Process

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

1 WEEK

12-7 MONTHS

5 DAYS

14 DAYS
Sailor is about to enter negotiation window

Sailor in negotiation window

Sailor Detailed as Needs of the Navy

14 mos prior

12 mos prior

7 mos prior

PRD

Sailor, Career Retention Team, and Detailer Engagement

Sailor applies in CMS/ID via CCC or Sailor

If not selected for orders via CMS/ID, needs of the Navy orders are issued

Communication With Your Detailer is Key!
How Career Counselors Can Help

- **Conduct Career Development Boards NLT 15 months prior to PRD/EAOS**
  - Allows time for Sailor to submit a request to extend
  - Provides the Sailor with the tools and information to make timely career decisions

- **Review Billet-Based Distribution Alignments**
  - Ensure Sailors are matched to billets accurately in CMS-ID
  - Accurately reflect NEC’s held and used

- **Learn and use CMS-ID**
  - Know what billets for your command are being advertised on CMS-ID
  - Rank applicants applying to your command during CMS-ID cycle

- **Command Career Counselor**
  - Sailors should engage them prior to entering key windows (C-WAY, detailing)
  - CCC proactively ensures Sailors are educated and armed
Initiatives In Development

- Customer Service Experience
- IT Transformation
  - Reduces personnel IT systems from 55 to 1
  - Tiered customer service with modernized delivery
- Market Place Detailing
  - Improves detailing process with direct interaction between the Sailor and the gaining command
  - Rating modernization increases opportunity by allowing out of rate applications
  - Incentivizes challenging jobs with money or advancement
- Tailored Compensation
  - Monetary and non-monetary incentives
  - Compensates personnel who take high valued jobs
- Contracted Tours
  - OBLISERV for required tour length
- Advance to Vacancy

Growing to Win!
Detailing Process and CMS-ID

LCDR Todd Nennich  
Branch Head, Enlisted Shore Special Programs (PERS-4010)

Mr. Sheldon Ebron  
Rating Specialist Lead (PERS-4013)

June 19 – 21, 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
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

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

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

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

PLACEMENT

Continuous Process

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

- Cylinder Comments and ranking!
  - 5 DAYS

- MCA
  - Establishes Priorities
  - Supported by:
    - TYCOM
    - ISIC
    - UNIT
Requisition Prioritized in CMS-ID

- **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)
PRD Management

- 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
If not selected for orders via CMS/ID, needs of the Navy orders are issued.
New CMS-ID Schedule
<table>
<thead>
<tr>
<th>Pri #</th>
<th>BSC</th>
<th>Rate</th>
<th>NEC</th>
<th>NEC</th>
<th>Billet Title</th>
<th>TUM</th>
<th>FAC1</th>
<th>FAC2</th>
<th>MCA</th>
<th>UIC</th>
<th>Activity Name</th>
<th>Current Location</th>
<th>Prospective Location</th>
<th>NAVy Housing</th>
<th>Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>0024</td>
<td>0070</td>
<td>CTT3</td>
<td>1708</td>
<td></td>
<td>CRYPTOLOGIC TECH T</td>
<td>1703</td>
<td>Q</td>
<td></td>
<td></td>
<td></td>
<td>F 09724</td>
<td>CSBO 7</td>
<td>CA, NORTH ISLAND</td>
<td>COURTESY</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>0008</td>
<td>6333</td>
<td>CTT3</td>
<td>8166</td>
<td></td>
<td>BLINT ANALYST</td>
<td>1714</td>
<td>Q</td>
<td></td>
<td></td>
<td></td>
<td>F 47584</td>
<td>NHOC HUNTS BAY</td>
<td>HI, OAHU</td>
<td>ACTIVE</td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td>0000</td>
<td>CTT3</td>
<td>1702</td>
<td></td>
<td>BLINT OPERATOR</td>
<td>1703</td>
<td>Q</td>
<td></td>
<td></td>
<td></td>
<td>F 84041</td>
<td>COMPOUHTMHLP</td>
<td>NY, MAYPORT</td>
<td>ACTIVE</td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td>6333</td>
<td>CTT3</td>
<td>8166</td>
<td></td>
<td>BLINT OPERATOR</td>
<td>1702</td>
<td>Q</td>
<td></td>
<td></td>
<td></td>
<td>F 80233</td>
<td>NA/NETWARCOM</td>
<td>VA, BUFFALO</td>
<td>ACTIVE</td>
<td></td>
</tr>
<tr>
<td>0026</td>
<td>0160</td>
<td>CTT2</td>
<td>1702</td>
<td></td>
<td>CRYPTOLOGIC TECH T</td>
<td>1706</td>
<td>Q</td>
<td></td>
<td></td>
<td></td>
<td>F 21668</td>
<td>CGS 58 JB MCASAN</td>
<td>JAPAN, HONSHU YOKOSUKA</td>
<td>ACTIVE</td>
<td></td>
</tr>
<tr>
<td>0118</td>
<td>7214</td>
<td>CTT2</td>
<td>1734</td>
<td></td>
<td>BLINT PLANNER/INSTR</td>
<td>1712</td>
<td>Q</td>
<td></td>
<td></td>
<td></td>
<td>F 58712</td>
<td>NHOC SAN DIEGO</td>
<td>CA, SAN DIEGO</td>
<td>ACTIVE</td>
<td></td>
</tr>
<tr>
<td>0022</td>
<td>0132</td>
<td>CTT2</td>
<td>1734</td>
<td></td>
<td>CRYPTOLOGIC TECH T</td>
<td>1712</td>
<td>Q</td>
<td></td>
<td></td>
<td></td>
<td>F 21671</td>
<td>CGS 58 PRINCETON</td>
<td>CA, SAN DIEGO</td>
<td>ACTIVE</td>
<td></td>
</tr>
<tr>
<td>0013</td>
<td>0132</td>
<td>CTT3</td>
<td>1734</td>
<td></td>
<td>CRYPTOLOGIC TECH T</td>
<td>1704</td>
<td>Q</td>
<td></td>
<td></td>
<td></td>
<td>F 51687</td>
<td>CGS 58 HC DECATHUR</td>
<td>CA, SAN DIEGO</td>
<td>ACTIVE</td>
<td></td>
</tr>
<tr>
<td>0017</td>
<td>3110</td>
<td>CTT2</td>
<td>9102</td>
<td></td>
<td>NATL OPERANT-ANAL</td>
<td>1712</td>
<td>Q</td>
<td></td>
<td></td>
<td></td>
<td>F 48763</td>
<td>NHOC COLORADO</td>
<td>CO, DENVER</td>
<td>ACTIVE</td>
<td></td>
</tr>
<tr>
<td>0011</td>
<td>3117</td>
<td>CTT2</td>
<td>9102</td>
<td></td>
<td>NATL OPERANT-ANAL</td>
<td>1712</td>
<td>Q</td>
<td></td>
<td></td>
<td></td>
<td>F 48763</td>
<td>NHOC COLORADO</td>
<td>CO, DENVER</td>
<td>ACTIVE</td>
<td></td>
</tr>
<tr>
<td>0019</td>
<td>3118</td>
<td>CTT2</td>
<td>9102</td>
<td></td>
<td>NATL OPERANT-ANAL</td>
<td>1712</td>
<td>Q</td>
<td></td>
<td></td>
<td></td>
<td>F 48763</td>
<td>NHOC COLORADO</td>
<td>CO, DENVER</td>
<td>ACTIVE</td>
<td></td>
</tr>
<tr>
<td>0015</td>
<td>7202</td>
<td>CTT2</td>
<td>9136</td>
<td></td>
<td>INST FT FL GALE</td>
<td>1756</td>
<td>Q</td>
<td></td>
<td></td>
<td></td>
<td>F 38412</td>
<td>CIW/FIT FT GORD</td>
<td>GA, FORT GORDON</td>
<td>ACTIVE</td>
<td></td>
</tr>
<tr>
<td>0013</td>
<td>3202</td>
<td>CTT2</td>
<td>9141</td>
<td></td>
<td>INTER ELNTANAL/SEARCH</td>
<td>1712</td>
<td>Q</td>
<td></td>
<td></td>
<td></td>
<td>F 48763</td>
<td>NHOC COLORADO</td>
<td>CO, DENVER</td>
<td>ACTIVE</td>
<td></td>
</tr>
<tr>
<td>0000</td>
<td>3603</td>
<td>CTT3</td>
<td>1703</td>
<td></td>
<td>BLINT COLLECTOR/ORG</td>
<td>1703</td>
<td>Q</td>
<td></td>
<td></td>
<td></td>
<td>F 48763</td>
<td>NHOC COLORADO</td>
<td>CO, DENVER</td>
<td>ACTIVE</td>
<td></td>
</tr>
</tbody>
</table>
CMS-ID Applications

Indicator lights show the match between Sailors and jobs, based on:
- Duty Preferences
- Moving Costs/Job Location
- Skills
- Policy
CMS-ID Command Comments

<table>
<thead>
<tr>
<th>Sailor 1</th>
<th>Sailor 2</th>
<th>Sailor 3</th>
<th>Sailor 4</th>
<th>Sailor 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROGERS</td>
<td>MANNING</td>
<td>FAVRE</td>
<td>BRADY</td>
<td>CARR</td>
</tr>
</tbody>
</table>

**Sailor Information**

- **Name:**
- **SSN:**
- **App Pref:**

**Application**

- Rate: [Input]
- PRD: [Input]
- EAO: [Input]
- NEC: [Input]

**Command Ranking**

- ROGERS: 1
- MANNING: N/A
- FAVRE: 5
- BRADY: 5
- CARR: 4

**Command Comment**

- ROGERS: Will not accept pay... No Comment
- MANNING: No Comment
- FAVRE: Not a good fit, no p...
- BRADY: The best fit! Has p...
- CARR: No Comment

**Detailed Comments**

- Preference:
- Moving:
- Skill:
- Policy:

**Notes:**

- The best fit! Has platform experience and great evals. Make this member a black knight above all other applicants.
- Not a good fit, no platform experience. A shortage of prior helo mechs is already affecting readiness. With an upcoming deployment HSC-4 requires a strong AD2 to fill this billet.
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.)
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
NPC – Enlisted – CMS-ID

Career Management System (CMS) Interactive Detailing (ID)

CMS-ID is designed and used by Sailors, Command Career Counselors and Command Personnel. The web-based system allows Sailors to view available jobs and make their own applications or through their Command Career Counselor. Sailors can view CMS-ID through a secure website located at https://www.cmsid.navy.mil.

NEW ACCESS PROCEDURES:

With the implementation of BBD, new access procedures have been established for all existing CMS-ID roles (ACF/TV/C) and new roles established for BBD. All users are required to submit a CIAA and a NAVPERS 1330/3. Instructions can be found here.

Personnel requesting Type Commander (TYCOM) access provide their TGC range in block 11. Refer to the links on the right to get your TGC codes.

Submit requests to CMSIDBBD_Inbau@navy.mil.

For assistance contact:

For account access requests or account issues/questions:
NPC CMS Help Desk: 901-874-4137
NPC CMS Supervisor: 901-874-2279
NPC Pers-H Help Desk: 501-874-3549

For accounts that have been disabled due to inactivity:
SSCLANT CMS Help Desk: 1-800-537-4617,

Future changes to CMS-ID:

Billet Based Distribution (BBD) Phase 1B will be capability added to CMS-ID for the February 2016 cycle. For more information about BBD, click here.

Reserve Headquarters System (RHS) Billet Assignment Capability will be added to CMS-ID in January 2017.

"Accelerate Your Career!", "Strengthen Your Financial Future!", "Maintain Your Home Life Stability!!!" by selecting an Overseas Contingency Operations Support Assignment (OSA) today! When you volunteer for an OSA position, you are in control of your future and can determine its course, speed, and direction. OSA puts you in a temporary duty status reporting to nontraditional naval assignments that range in length from 7-12 months in locations such as Afghanistan, Kuwait/Qatar, Horn of Africa, and many others. NAVADMIN 224/10 outlines the business rules associated with OSA and should be read in its entirety. To learn more about OSA please contact your Command Career Counselor, Rating Detailer, or the Navy Personnel Command OSA assignment detailing cell. Read more at the link below:

Overseas Contingency Operations (OSA) Information.
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

- UNCLASSIFIED
Detailers Cannot

- 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
NPC Customer Service

1-866-U-ASK-NPC

DSN 882-5672

UNCLASSIFIED

DEPARTMENT OF THE NAVY
UNITED STATES OF AMERICA