



CMS-ID

Rating Specialist Lead (PERS-4013)

June 22, 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

Balancing the Desires of the Sailor and Needs of the Navy





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

Sailor Application

1 WEEK

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

12-7 MONTHS

PLACEMENT

Continuous Process

MCA

- Establishes Priorities
- Supported by:

TYCOM

ISIC

UNIT

CMD Comments and ranking!

5 DAYS

Detailer Selection

14 DAYS

- Make selections
- Release orders
- Negotiate special cases



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)



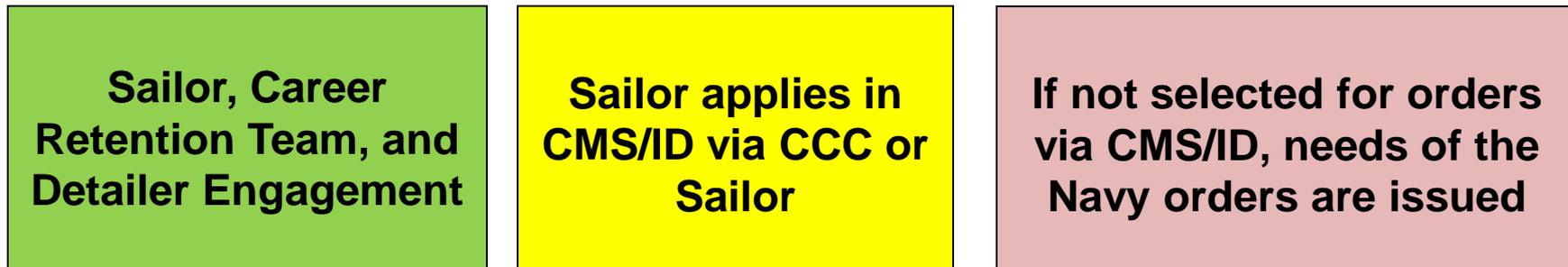
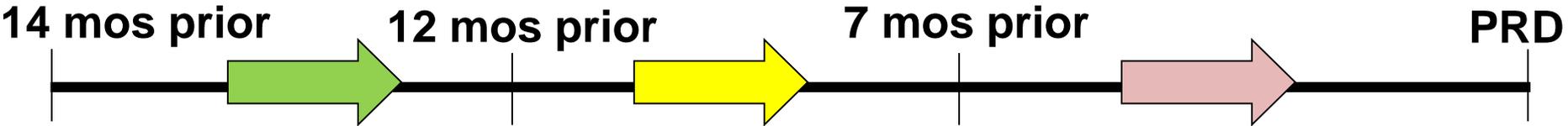
PRD Management

- **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

Communicate PRD Changes Early!



Detailing Time Line



Communication with your Detailer is Key!





New CMS-ID Schedule

CMS-ID SCHEDULE FOR ACTIVE DUTY AND FULL TIME SUPPORT

APPLICATION RESULTS / ALIGNMENT REVIEW. Results will be available through the requisition scrub period.															
CMS-ID Down for REQ Load				TYCOM Requisition Review				MCA Requisition Review							
NPC Requisition Scrub				Available for AC/FTS Applications				CMS-ID Command Comments Only (No Applications allowed)							
Detailers Make Selections				CMS-ID Down for Maintenance				CMS-ID Down for REQ Cycle Alignment (2100 - 2330 CST)							
CMS-ID Down for System Processing															
JUNE 2018															
SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY			
				= Unavailable for CMS-ID BBD Phase 1C Release											
										1		2			
2100 - 2300 (CDT)	3	4	5	6	7	8	9	10	11	12	13	14	15		
2100 - 2300 (CDT)	16	17	18	19	20	21	22	23	24	25	26	27	28		
2100 - 2300 (CDT)	29	30	31	1	2	3	4	5	6	7	8	9	10		
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2100 -															



CMS-ID Billets

Session will expire in:

Home Sailor Info Jobs Applications Help Logout

Special Programs

Navy Recruiter Save Share Reserve

Required Input Requestion Date: 01 MAR 2017

Communities	Pay Grade	Branch
CTM CTN CTR CTT	ALL 9999 Any Female	<input checked="" type="checkbox"/> Active <input type="checkbox"/> FTS

Special Programs Info

Optional Input

Search Clear

A3 Jobs E5 and below Restore Search Save Search Delete Search

Additional information can be found behind any blue text.

Check All Clear Displaying Jobs 1-14 of 14

Pri #	BSC	Rate	NEC	NEC	Billet Title	TUM	FAC1	FAC2	MCA	UIC	Activity Name	Current Location Military Homefront Navy Housing	Prospective Location	Branch
0004	00670	CTT3	1708		CRYPTOLOGIC TECH T	1703	Q		F	05724	CCBG 7	CA, NORTH ISLAND		ACTIVE
0008	52222	CTT3	5135		ELINT ANALYST	1711	Q		F	47651	NICC HIIFIOC SD	HI, KUNIA		ACTIVE
0005	00000	CTT3				1703			F	64041	00MFOURTHFLT	FL, MAYPORT		ACTIVE
0003	36345	CTT3			EW OPERATOR	1703	Q		F	69236	NAVNETVARCOM	VA, SUFFOLK		ACTIVE
0026	01060	CTT2	1702		CRYPTOLOGIC TECH T	1706	Q		F	21686	COG 56 J8 MCCAN	JAPAN, HONSHU YOKOSUKA		ACTIVE
0018	70140	CTT2	1734		EW/PLANNER/INSTRUCTOR	1712	Q		F	55721	NICC SAN DIEGO	CA, SAN DIEGO		ACTIVE
0002	01320	CTT2	1734		CRYPTOLOGIC TECH T	1712	Q		F	21447	CG 55 PRINCETON	CA, SAN DIEGO		ACTIVE
0012	01040	CTT2	1739		CRYPTOLOGIC TECH T	1704	Q		F	21947	DDG 73 DECATUR	CA, SAN DIEGO		ACTIVE
0015	31180	CTT2	5102		NATL OPELNT ANAL	1712	Q		F	45763	NICC COLORADO	CO, DENVER		ACTIVE
0017	31178	CTT2	5102		NATL OPELNT ANAL	1712	Q		F	45763	NICC COLORADO	CO, DENVER		ACTIVE
0019	31166	CTT2	5102		NATL OPELNT ANAL	1712	Q		F	45763	NICC COLORADO	CO, DENVER		ACTIVE
0015	72020	CTT2	5135	5502	INST F FLT GALE	1705	Q		B	35412	CIWT DET FT GORD	GA, FORT GORDON		ACTIVE
0013	32092	CTT2	5141		INTER ELNT/ANAL/SEARCH	1712	Q		F	45763	NICC COLORADO	CO, DENVER		ACTIVE
0000	36030	CTT2			ELNT COLL/OPS/MOSAP	1703	Q		F	45763	NICC COLORADO	CO, DENVER		ACTIVE





CMS-ID Applications

Home Alignment Change Request Sailor Info Jobs Applications Reports Management Help Logout

EAIS Desk Code: None | My Role: Enlisted Definer | Current Active CMS-ID Phase: Apply | Current Page: Active Application Comparison

Green or Yellow headers indicate applications to the same job.
 Purple headers indicate applications from nominated sailors.

Check All Clear Displaying Jobs 1-5 of 5

	Sailor 1	Sailor 2	Sailor 3	Sailor 4	Sailor 5
Sailor Information					
Name					
SSN					
App Pref	2	2	1	1	1
Application Status	APPLIED	APPLIED	APPLIED	APPLIED	APPLIED
Rate	ABE2	ABE3	ABE2	ABE2	ABE3
PRD	NOV16	OCT16	NOV16	DEC16	OCT16
EAOS	14OCT2019	11MAY2019	23MAR2019	23JUN2021	17APR2019
NEC1	0000	0000	0000	0000	0000
NEC2					
Command Ranking	N/A	N/A	N/A	N/A	N/A
Command Comment	No Comment	No Comment	No Comment	No Comment	No Comment
Detailer Comment	No Comment	No Comment	No Comment	No Comment	No Comment
Preferences	Green	Red	Green	Green	Yellow
Moving Cost	Green	Green	Green	Green	Green
Skills	Yellow	Yellow	Yellow	Yellow	Yellow
Policy Score	Yellow	Green	Green	Green	Green
PFA	WS GOOD	WS	WS	WS	WS GOOD
EVAL/FITREP	3.57/P				
C-WAY					
EFM					
Security	Secret				Secret
Command	CVN 69 EISENHOWER				CVN 70 VINSON
Language	ENGLISH				ENGLISH
Location	NORFOLK				SAN DIEGO
Military Homefront					
Navy Housing					
Email					
Command Phone	414-507-0006	702 606 4298	6195452522	619-551-2777	655-555-1234
Job Information					
Command Name	NAVSTA ROTA SP	NAVSTA ROTA SP	NAVSTA ROTA SP	NAVSTA ROTA SP	NAVSTA ROTA SP
UIC	62063	62063	62063	62063	62063
Rate	ABE2	ABE2	ABE2	ABE2	ABE2
Location	ROTA	ROTA	ROTA	ROTA	ROTA
Military Homefront					
Navy Housing					
Max Bid	0	0	0	0	0
NEC1	7005	7005	7005	7005	7005
NEC2					
Incentive					
Job Fill Date	APR16	APR16	APR16	APR16	APR16

Indicator lights show the match between Sailors and jobs, based on:

- Duty Preferences
- Moving Costs/Job Location
- Skills
- Policy

Compare Applications View Selected Sailors Sailor History

Compute Scores Sailor Notification





CMS-ID Command Comments

	ROGERS	MANNING	FAVRE	BRADY	CARR
	Sailor 1	Sailor 2	Sailor 3	Sailor 4	Sailor 5
- Sailor Information					
Name					
SSN					
App Pref	2	1	5	5	4
Application			APPLIED	APPLIED	APPLIED
Rate			AD3	AD2	AD3
PRD			NOV16	DEC16	DEC16
EAO			10JUN2018	11MAR2018	06JAN2018
NEC			6420	8378	8841
NEC				8343	
Command Ranking	1	N/A	1	5	1
Command Comment	Will not accept pay ...	No Comment	Not a good fit, no p...	The best fit! Has o	Not a good fit, no p...
Detailer Co			No Comment	No Comment	No Comment
Preferen			G	Y	G
Moving			G	G	G
Skill			Y	G	Y
Policy S			G	Y	G

Comment

The best fit! Has platform experience and great evals. Make this member a black knight above all other applicants.

Comment

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.)

Be Proactive in Career Development Boards



12 / 10 / 8 Months from PRD

- **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 Homepage



Navy Personnel Command ▾

Boards ▾

Career Info ▾

Officer ▾

Enlisted ▾

Support & Services ▾

Organization ▾

Reference Library ▾



[Officer Links](#)



[Enlisted Links](#)



[Reserve](#)



[21st Century Sailor](#)



[Talent Management](#)



[Intranet](#)

NPC Links

- [Welcome Aboard](#)
- [Find Your PSD](#)
- [How Do I...?](#)
- [NPC Weather Info](#)
- [Other Links](#)
- [Customer Service](#)

Career Navigator

- [Career Waypoints](#)
- [CMS/ID](#)
- [NSIPS](#)

Career Links

- [BUPERS Online](#)
- [Career Counseling](#)
- [Career Toolbox](#)
- [CPC Resources](#)
- [My Personnel Info](#)
- [NFAAS](#)
- [Physical Readiness](#)
- [Selection Board Status](#)



[Zika Virus Brochure](#)

[Navy Surgeon General: The Zika Virus](#)

All Command CMS-ID/BBD users must submit new access forms NOW!

[A Message from your Detailer](#)

[More NPC News...](#)



NEW MESSAGES

[066/16](#) NAVY AUDIT DOCUMENT RETENTION GUIDANCE

[065/16](#) FISCAL YEAR 2016 ANNUAL CYBERSECURITY AND INFORMATION SYSTEM SECURITY AWARENESS TRAINING

[064/16](#) 2015 NAVAL SHORE ACTIVITIES SAILOR OF THE YEAR

Tweets by @usnpeople





NPC – Enlisted – CMS-ID



Navy Personnel Command

► CMS-ID

Navy Personnel Command > Enlisted > CMS-ID

Boards ▾ Career Info ▾ Officer ▾ **Enlisted ▾** Support & Services ▾ Organization ▾ Reference Library ▾

Billet Based Distribution

CMS-ID

Community Managers

Enlisted Detailing

Placement Mgmt

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](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 (AC/FTS/RC) and new roles established for BBD. All users are required to submit a SAAR 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_Inbox@navy.mil.

For assistance contact:

For account access requests or account issues/questions:
NPC CMS Help Desk: 901-874-4157
NPC CMS Supervisor: 901-874-2379
NPC Pers-4 Help Desk: 901-874-3249

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

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 334/10 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.](#)

CMS-ID NEW RELEASE

[Billet Based Distribution \(BBD\) Phase 1b Release](#)

[CMS-ID Account Access Procedures](#)

[CMSID BBD Access Instructions](#)

Instructions on how to fill out the OPNAV 5239.14 and NAVPERS 1330/3

[MCA B TGC Ranges](#)

Manning Control Authority BUPERS Type Group Commander Ranges

[MCA F TGC Ranges](#)

Manning Control Authority Fleet Type Group Commander Ranges

CMS-ID User Guides

[CMS-ID Essentials](#)

[Sailor Apply Fact Sheet](#)

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CMS-ID Enhancements

[Active Sailor Gates](#)

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Resources

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Detailer Notes

[Bahrain Dependents](#)

[Riyadh Dependents](#)



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



Detailers Can't

- **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**

Detailers Work for the Sailor





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



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