

# 5 Tips

## highlighting: NRMS


brought to you by OPNAV N15 FIT and BUPERS 34

### Use Navy Retention Monitoring System (NRMS) to generate a Command CMEO Report.

1. Log into NRMS at <https://nsips.nmci.navy.mil>.
  - Generate a Command CMEO Report in response to a typical data query from your CO: 'How many Active Duty Hispanic / Latino males with a CAT IIIB ASVAB score in FY 11 were in Supply ratings?'
2. Navigate to Command CMEO Report.
  - Under 'Navigate', click 'Document List'.
  - Under Public Folders, click (+) for NRMS, (+) for



- Cubes, (+) for Enlisted, and then select the 'Diversity' folder.
- In the center column, double-click on 'Command CMEO Report'.
  - Default parameters display: Millington UIC, E1-E9 Paygrades, Reenlistments + LTE, and all ethnic groups for both male and female for FY 2012.

### 3. Add and Remove Parameters.

- Number of Months. FY to Date
  - Select 'Display member selector' icon 
  - Select '12 month cumulative'
  - Unselect 'FY to date'
  - Click 'OK'
- Branch. Multiple Items
  - Select 'Display member

- selector' icon
- Unselect 'USNR FTS' leaving only 'USN'
- Click 'OK'
- UIC Hierarchy
  - Select 'Display member selector'
  - Scroll down to unselect '62980 COMNAVPERSCOM MILLINGTON TN' highlighted in blue
  - In the open box type your UIC (e.g. 00000\_\*)
  - Click the magnifying glass, then highlight your UIC
  - Click 'OK'
- Paygrades (left column)
  - Leave E1- E9 ranks on the report
- Measures (left column)
  - Leave 'Reenlistments + LTE' data on the report
- Time (middle section)

- Select 'Display member selector' next to Time
- Unselect 'FY 2012'
- Select 'FY 2011'
- Click 'OK'
- Race Ethnic
  - Select 'Display member selector'
  - Uncheck all ethnic groups except 'Hispanic / Latino'
  - Click 'OK'
- Gender
  - Select 'Display member selector'
  - Unselect 'Female'
  - Click 'OK'
- CAT IIIB ASVAB
  - In the far left column, select (+) AFQT
  - Select (+) again to expand selections
  - Hit (+) one more time for 'Total AFQT'
  - Grab and drag 'CAT IIIB' into the report to

- the right
- Drag 'CAT IIIB' into 'Time' tab (to the far right of that tab until you see  then unclick. (The AFQT tab is now inserted between 'Time' and 'Race Ethnic' tabs.)
- Rating
  - Select (+) for 'Rating' (far left column)
  - Select (+) for 'CNA Grouping'
  - Select (+) 'All CNA Groups'
  - Grab and drag 'Supply' to the right of the 'UIC Hierarchy' tab until you see  then unclick
  - Delete disestablished ratings. (Right click on 'DK' and 'CS' and select 'Hide Member'. Leave 'SK' as 'LS' has not been updated for FY-11.)

### 4. Print or Save Report as PDF.

- Select Print icon at top of report.
- Pop-up window enables Export/Print to PDF.
- In the 'Print Range' box, select 'Data'.
- Click OK.

### 5. Obtain assistance using NRMS.

- Contact BUPERS-34, Mr. Jim Stuart:
  - [james.stuart1@navy.mil](mailto:james.stuart1@navy.mil)
  - 901-874-3999, DSN 882