



## Introduction

This information sheet informs the Command Triad of a “Career Toolbox” of Navy personnel and training applications and provides recommended actions for command stakeholders. Using Navy Career Tools properly will enhance the mission readiness of your Sailors and your command.

### Career Tools are Available in Three Environments

- ▶ All career tools are available via the Internet: Some are accessed directly through their own URL while others are accessed via a portal, such as MyNavy Portal (MNP) and BUPERS Online (BOL).
- ▶ Navy Information Application Product Suite (NIAPS): Users on most surface ships and some submarines access NeL Afloat, ETJ Afloat, and FLTMS Afloat in a disconnected environment.
- ▶ Navy Standard Integrated Personnel System (NSIPS) Web Afloat: Users on most surface ships (but not submarines) access ESR Afloat and CIMS Afloat in a disconnected environment.

### Recommended Actions for Command Triad

- ▶ Ensure command stakeholders (e.g., CCC, TRAINO, etc.) perform the following actions:
  - Monitor applications for availability, advise you of application non-availability (especially afloat), and provide status of restoration efforts.
  - Inform users of application functionality during command indoctrination and through routine use of POD notes and other available communication channels.
  - Use applications to support and enhance Sailors’ competitive efforts for advancement and retention.
  - Encourage personnel to monitor records for personnel data accuracy, career achievements, and eligibility for continued service.
- ▶ In all cases when applications do not perform as expected, ensure stakeholders and/or users contact Navy 311 via email to [navy311@navy.mil](mailto:navy311@navy.mil). Ensure support requests are tracked until resolved.

### Recommended Actions for Afloat Communications/ADP Officer

- ▶ Monitor NIAPS replication daily for successful data transfer. Advise command of outages or replication delays that affect crew access to NIAPS or NSIPS Web Afloat applications.
- ▶ Direct and monitor NIAPS and NSIPS server maintenance and administration IAW System Administrator Guides and current policy.
- ▶ Report status of NIAPS and NSIPS Web Afloat via Eight O’Clock Reports.

See the **Sailor Career Toolbox**, **CCC Toolbox**, and **CPPA Toolbox** information sheets for detailed description and supporting information for each system.

### Personnel Records Applications

- Electronic Service Record (ESR), ESR Afloat
- Electronic Training Jacket (ETJ), ETJ Afloat
- Joint Services Transcript (JST)
- MyNavy Portal (MNP) My Record
- Official Military Personnel File (OMPF)
- Performance Summary Record (PSR)
- Physical Readiness Information Management System (PRIMS)
- U.S. Navy Awards

### Career Development Applications

- Career Management System - Interactive Detailing (CMS-ID)
- Navy College / Voluntary Education (VOLED)
- Navy Credentialing Opportunities On-Line (Navy COOL)
- Navy eLearning (NeL), NeL Afloat
- United Services Military Apprenticeship Program (USMAP)

### Applications with Important Command Stakeholder Roles

- Billet-Based Distribution (BBD)
- Career Information Management System (CIMS), CIMS Afloat
- Career Management System / Interactive Detailing (CMS-ID)
- Career Waypoints (C-WAY)
- Fleet Training Management and Planning System (FLTMS), FLTMS Afloat
- Navy Retention Monitoring System (NRMS)
- Navy Standard Integrated Personnel System (NSIPS), NSIPS Web Afloat
- Officer Personnel Information System (OPINS)
- Official Military Personnel File (OMPF)

**NOTE:** Download this information sheet, and information sheets for the **Sailor Career Toolbox**, **CCC Toolbox** and **CPPA Toolbox** from NPC at <http://www.npc.navy.mil>. Go to Career Links > Career Toolbox.



## Personnel Records Applications

### Recommended Actions

#### Command Leadership

- Establish access to own ESR and provide feedback for improved functionality and data content to TYCOM N1.
- IAW current policy, designate Primary and Secondary Command Pay and Personnel Administrator (CPPA) in writing and ensure CPPA participation in routine training provided by servicing PSD.

#### Command Pay and Personnel Administrator

- Attend all scheduled CPPA Training provided by the PSD/CSD or NOSC. If unable to attend, arrange to receive information via alternate means.
- Complete required training in accordance with PPIB 17/06.
- Use the NPC CPPA Resources page to view current policy documents and references pertaining to military pay, personnel, and travel.
- IAW Navy policy, use Navy Pay/Pers/Travel SOPs to perform transactions accurately and on time.
- Facilitate command level support to BBD processes within the command.

#### Command Career Counselor

- Advise Sailors to review OMPF and ESR a minimum of once per year and at least 12 months prior to significant milestones such as reenlistment, advancement, or assignment.
- Encourage Sailors to use the MNP Records Review user aid located under My Record.

#### Command Fitness Leader

- Use PRIMS as directed by current OPNAVINST and NAVADMIN(s).
- Periodically, direct personnel to verify their PRIMS record via BUPERS Online (BOL) and MyNavy Portal (MNP).

#### Personnel and Admin Officers

- Periodically (no less than once every 12 months), direct personnel to verify ESR, ETJ, MNP My Record, OMPF, PSR, PRIMS, and U.S. Navy Awards for data accuracy and completeness.
- Support personnel efforts to ensure records accurately reflect personal and professional achievements.

#### Training Officer Afloat

- Periodically, direct personnel to verify ETJ documentation.
- Monitor availability of ETJ Afloat on NIAPS.

#### Tools Available Via the Internet

- Electronic Service Record (ESR)
- Electronic Training Jacket (ETJ)
- Joint Services Transcript (JST)
- MyNavy Portal (MNP) My Record
- Official Military Personnel File (OMPF)
- Performance Summary Record (PSR)
- Physical Readiness Information Management System (PRIMS)
- U.S. Navy Awards

#### Tools Available as Afloat (Disconnected) Versions

- ESR Afloat (via NSIPS Web Afloat)  
IMPORTANT: All personnel should establish their ESR account on the Internet. Afloat personnel may create a second ESR account via the shipboard NSIPS server.
- ETJ Afloat (via NIAPS Career Tools Afloat)
- NSIPS Afloat (via NSIPS Web Afloat)

#### Application Stakeholders

- Afloat Communications/ADP Officer
- Afloat Training Officer (TRAINO)
- Command Career Counselor (CCC)
- Command Fitness Leader (CFL)
- Command Leadership (CO, XO, OIC, CMC/COB)
- Command Pay and Personnel Administrator (CPPA)
- Personnel and Admin Officer



## Career Development Applications

### Recommended Actions

#### Command Career Counselor

- Use CMS-ID CCC Role to monitor Sailor job applications and provide counseling, assistance, and command-level support when required.
- Advise Sailors to review CMS-ID Sailor Info at least 12 months prior to entering the detailing window and support Sailor efforts to update information displayed by the system.
- Obtain current CMS-ID requisition file and submit job applications when Sailors are unable to do so for themselves.
- Communicate the benefits of using Navy COOL to identify credentialing opportunities based on officer designator or enlisted rating, and enrolling in USMAP to earn Department of Labor certification.

#### Education Services Officer

- Communicate the benefits of using Navy College to identify educational opportunities and rating-related degree plans.
- Direct personnel to the MyNavy Portal (MNP) Appointment Scheduler to schedule VOLED Counseling and Language Testing.
- Direct personnel to verify JST documentation.

#### Training Officer

- Complete Training Officer Course (CIN G-7B-0200).
- AFLOAT: Direct crew members to use NeL Afloat to eliminate demand on bandwidth required to access the Internet.
- AFLOAT: Monitor NeL Afloat (on NIAPS) and routinely verify approximately 2200 courses are available for enrollment.
- AFLOAT: Use FLTMPs "NIAPS NeL Afloat Course Completion Verification Summary" (report) to monitor replication of course completions to shore-based systems. Request COMMO/ADP Officer troubleshoot any indication of NIAPS replication problems.
- AFLOAT: Direct users to verify NeL Afloat course completions are documented in ETJ on the Internet (as well as ETJ Afloat).

#### Tools Available Via the Internet

- Career Management System - Interactive Detailing (CMS-ID)
- Navy Credentialing Opportunities On-Line (Navy COOL)
- Navy College / Voluntary Education (VOLED)
- Navy eLearning (NeL)
- United Services Military Apprenticeship Program (USMAP)

#### Tools Available as Afloat (Disconnected) Versions

- Career Tools Afloat (via NIAPS Distance Support portal)  
**IMPORTANT:** NIAPS Career Tools Afloat (CTA) serves to authenticate afloat user access to NeL Afloat, ETJ Afloat, and FLTMPs Afloat.
- Navy eLearning (via Career Tools Afloat)  
**IMPORTANT:** If you begin a course in the Internet environment, you must complete the course in the Internet environment. If you begin a course in the NIAPS environment, you must complete the course in the NIAPS environment.

#### Application Stakeholders

- Afloat Communications/ADP Officer
- Afloat Training Officer (TRAINO)
- Command Career Counselor (CCC)
- Education Services Officer (ESO)

# NAVY CAREER TOOLS | NOTES FOR COMMAND LEADERS



## Applications with Important Command Stakeholder Roles

### Recommended Actions

#### Command Triad

- Direct AMM to perform actions IAW the Enlisted Distribution and Verification Process (EDVP), BUPERSINST 1080.54, to send accurate demand signal to NPC distribution managers.
- Establish your OMPF Command View and NSIPS ESR Administrative View for command personnel records.
- Ensure CCC uses C-WAY to screen PACT Sailors prior to requesting any of the following: Rating Entry Designation, Apprenticeship change, Navy Wide Advancement Exam quota, "A" School assignment.
- Direct CCC to establish command website link in CMS-ID and add "Job Detail" comments to available command requisitions (thus influencing Sailor job applications to your command).

#### Activity Manning Manager

- Use BBD to communicate with distribution managers.

#### Command Career Counselor

- Use CIMS to review Sailor records when preparing for Sailor CDBs, interviews, and counseling sessions; assign command sponsor and track sponsor information.
- Use C-WAY to validate Sailor qualifications and submit reenlistment applications as directed by current NAVADMIN(s). Review monthly and update applications as necessary to increase Sailor retention opportunities.
- When approved, verify Sailor's C-WAY status is reflected in CMS-ID.
- Use MNP to process and submit Sailor ePAR/1306.
- Use NRMS to provide retention statistics for command review.
- Use OPINS to input Sailor requests for Selective Reenlistment Bonus (SRB), Selective Training and Reenlistment (STAR), Career Status Bonus (CSB), and transfer to the Fleet Reserve.

#### Command Pay and Personnel Administrator

- Use OMPF Command View and NSIPS ESR Administrative View to provide authorized command stakeholders (e.g., Legal Officer, Master-at-Arms, DAPA, etc.) with Sailor personnel information and documents required to perform assigned tasks.

#### Department and Division Leaders

- Use CMS-ID "Command Role" to review incoming Sailor job applications and submit comments to Detailers.
- Ensure Dept/Div Counselors perform CDBs and document in CIMS.

#### Personnel and Admin Officers

- Use NSIPS and FLTMPMS to monitor and manage unit manning, personnel assigned, and projected gains/losses.

#### Training Officer

- Use FLTMPMS to monitor training requirements and command summary reports; determine course availability and reservation status; develop and execute command training plan.

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- Billet-Based Distribution (BBD)
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- Fleet Training Management and Planning System (FLTMPMS)
- Navy Retention Monitoring System (NRMS)
- Navy Standard Integrated Personnel System (NSIPS)
- Officer Personnel Information System (OPINS)
- Official Military Personnel File (OMPF) Command View

#### Tools Available as Afloat (Disconnected) Versions

- CIMS Afloat (via NSIPS Web Afloat)
- ESR Afloat (via NSIPS Web Afloat)
- FLTMPMS Afloat (via NIAPS Career Tools Afloat)

#### Application Stakeholders

- Activity Manning Manager (AMM)
- Afloat Communications/ADP Officer
- Afloat Training Officer (TRAINO)
- Command Career Counselor (CCC)
- Command Leadership (CO, XO, OIC, CMC/COB)
- Command Pay and Personnel Administrator (CPPA)
- Department and Division Leaders
- Personnel and Admin Officer