

Bureau of Naval Personnel Career Counselor Handbook



NAVPERS 15878L

PREFACE

1. The Bureau of Naval Personnel Career Counselor Handbook provides commands and career counselors the necessary tools to develop, implement, and direct an effective career development program. Ease of use, documented reference, and standardized expressions have been incorporated throughout this manual to simplify its use at all levels of the command.

2. Information contained in this handbook reflects directives, policies, and programs that are effective as of the date of publication. Navy directives, however, are continuously updated, especially those concerning personnel management, career development, and retention incentives. Appropriate references are provided with each chapter. Prior to counseling members on career decisions, the user must ensure that up-to-date references are available and utilized.

3. We wish to thank the following personnel for their technical assistance:

| | |
|---------------------------------|----------------------------------|
| NCCM P. Tyquiengco, OPNAV | NCC D. Haase, USFF |
| NCCM E. Grenier, USFF | NCC D. Bass, COMNAVRESFORCOM |
| NCCM T. Jiles, COMPACFLT | NCC N. Leslie, COMNAVRESFORCOM |
| NCCM M. Burroughs, NAVIDFOR | NCC M. Warren, COMPACFLT |
| NCCM B. Emricson, COMNAVSUBPAC | NCC C. Dressel, COMSUBPAC |
| NCCM M. Sekeet, NAVAIRSYSOM | NCC R. Corey, COMNAVSURLANT |
| NCCM G. Simpson, COMNAVAILRANT | NCC L. Gilmore, COMNAVAILRANT |
| NCCM M. Lara, COMNAVSURFLANT | NCC A. Ortiz, CNSP CSD |
| NCCS K. Covington, BUPERS | NCC C. Delahunt, COMNAVELSG |
| NCCS J. Duque, USS BOXER | NCC S. Sullivan, COMNAVRESFORCOM |
| NCCS C. Kinstle, USS FARRAGUT | NC1 K. Hunt, USFF |
| NCCS L. Rudy, NETC GST | NC1 S. Cooper, COMNAVRESFORCOM |
| NCC R. Pfeffer, COMNAVRESFORCOM | |

TABLE OF CONTENTS

| CHAPTER/ ARTICLE | TITLE | PAGE |
|--|---|------------|
| BUREAU OF NAVAL PERSONNEL CAREER COUNSELOR HANDBOOK | | |
| NAVY CAREER INFORMATION PROGRAM | | |
| | Introduction | |
| 1. | CAREER DEVELOPMENT PROGRAM (CDP) MANAGEMENT. | 1-1 |
| 1.1. | Office Organization Procedures and Budget... | 1-2 |
| 1.2. | Career Information Management System (CIMS). | 1-3 |
| 1.3. | Retention Statistics and Reports..... | 1-3 |
| 1.4. | Program Success..... | 1-3 |
| 2. | CAREER DEVELOPMENT TEAM (CDT)..... | 2-1 |
| 2.1. | Building the Career Development Team..... | 2-1 |
| 2.2. | Department, Division, Unit Career Counselor | 2-2 |
| 2.3. | Meeting Preparation..... | 2-2 |
| 3. | TRAINING..... | 3-1 |
| 3.1. | Informal Training..... | 3-1 |
| 3.1.1 | Area Training..... | 3-1 |
| 3.2. | Formal Training..... | 3-2 |
| 4. | BRILLIANT ON THE BASICS..... | 4-1 |
| 4.1. | Brilliant on the Basics..... | 4-1 |
| 4.2. | Command Sponsorship..... | 4-1 |
| 4.3. | Assign A Mentor..... | 4-2 |
| 4.4. | Command Indoctrination Program..... | 4-2 |
| 4.5. | Leadership Involvement..... | 4-3 |
| 4.6. | Ombudsman Program..... | 4-3 |
| 4.7. | Recognizing Sailors and Navy Team..... | 4-3 |
| 5. | COMMAND PROGRAMS..... | 5-1 |
| 5.1. | Family Care Policy..... | 5-1 |
| 5.2. | Exceptional Family Member Program (EFMP).... | 5-1 |
| 5.3. | Personal Financial Management (PFM) Education, Training, and Counseling Program. | 5-2 |
| 6. | CAREER PLANNING..... | 6-1 |
| 6.1. | Career Events, Timelines and Milestones..... | 6-1 |
| 6.2. | Command Career Counselor (Department, Division, Unit Career Counselor) Responsibilities and Procedures..... | 6-1 |

| CHAPTER/ ARTICLE | TITLE | PAGE |
|-----------------------------|--|-------------|
| 6.2.1. | Career Development Board (CDB) Discussion Topics..... | 6-2 |
| 6.2.2. | Active Duty CDBs..... | 6-4 |
| 6.2.3. | Professional Apprenticeship Career Track (PACT)..... | 6-5 |
| 6.2.4. | Reserve Component (RC) CDBs..... | 6-7 |
| 6.2.5. | Career Waypoints (C-WAY-REEN)..... | 6-8 |
| 6.3. | Career Management System-Interactive Detailing/Billet Based Distribution (CMS-ID/BBD)..... | 6-9 |
| 6.4. | Career Status Bonus (CSB/REDUX)..... | 6-12 |
| 6.5. | High Year Tenure (HYT)..... | 6-13 |
| 6.6. | Transition from Active Duty..... | 6-14 |
| 6.7. | Retirement and Fleet Reserve Ceremonies..... | 6-16 |
| 6.7.1. | Reenlistment Ceremony..... | 6-16 |
| APPENDIX | | |
| A. | COMMAND INFORMATION PROGRAM REVIEW (CIPR)... | A-i |
| A.1. | Purpose of the CIPR..... | A-1 |
| A.2. | Types of CIPRs..... | A-2 |
| A.3. | Conducting and Briefing a Program Review.... | A-2 |
| A.4. | Plan of Action and Milestone (POA&M)..... | A-3 |
| A.5. | CIPR Notification Letter and Message..... | A-5 |
| B. | COMMAND MONTHLY REPORT..... | B-i |
| B.1. | Command Career Counselor (CCC) Monthly Report Template..... | B-1 |
| B.2. | Immediate Superior In Command (ISIC) Monthly Report Template..... | B-10 |
| C. | CAREER COUNSELOR INFORMATION MANAGEMENT SYSTEM ACCESS LIST..... | C-i |
| C.1. | Introduction..... | C-1 |
| C.2. | Career Information Management System (CIMS)..... | C-1 |
| C.3. | Navy Retention Monitoring System (NRMS)..... | C-8 |
| C.4. | Sponsorship Access via CIMS..... | C-14 |
| C.5. | BUPERS Online (BOL)..... | C-20 |
| C.6. | Career Management System-Interactive Detailing/Billet Based Distribution (CMS-ID/BBD)..... | C-22 |

| CHAPTER/ ARTICLE | TITLE | PAGE |
|-----------------------------|--|-------------|
| C.7. | Fleet Navy Training Management and Planning System (FLTMPS)..... | C-23 |
| C.8. | Navy Enlisted Advancement System (NEAS)..... | C-24 |
| C.9. | Defense Manpower Data Center (DMDC)..... | C-26 |
| C.10. | Officer Personnel Information System (OPINS) | C-27 |
| C.10.1 | Submission Process and Points of Contact.... | C-28 |
| C.11. | Accessing OPINS via Mainframe Internet Applications Portal (MIAP)..... | C-29 |
| C.11.1. | Passwords and Technical Issues..... | C-35 |
| D. | NAVY RETENTION MONITORING SYSTEM (NRMS). ... | D-i |
| D.1. | Introduction..... | D-1 |
| D.2. | NRMS Reports..... | D-1 |
| D.3. | Reenlistment-Attrition (RET-ATT) Program Reports..... | D-2 |
| D.4. | Transaction Reports..... | D-3 |
| D.5. | Career Information Program Analytical Report | D-4 |
| D.6. | Retention Statistics and Reports..... | D-5 |
| D.7. | Unit Identification Code (UIC) Tree Report.. | D-5 |
| D.8. | Transition Goals, Plans, Success (GPS) Analytical Reports | D-7 |
| D.9. | Command Metrics in NRMS Cubes..... | D-7 |
| D.10. | Computing Statistics..... | D-8 |
| E. | CAREER WAYPOINT (C-WAY). | E-i |
| E.1. | Introduction..... | E-1 |
| E.2. | Policy for C-WAY..... | E-1 |
| E.3. | C-WAY Timelines..... | E-2 |
| E.4. | List of Career Management Modules in C-WAY.. | E-3 |
| E.4.1 | Functions of C-WAY Modules..... | E-3 |
| E.5 | The Career Counselor (CC) Role in C-WAY.... | E-4 |
| E.6. | Community Health Categories in C-WAY..... | E-5 |
| E.7. | Accessing C-WAY..... | E-5 |
| E.8. | Job Opportunities in the Navy (JOIN)..... | E-6 |
| E.9. | C-WAY User's Guide..... | E-6 |
| E.10. | How to request a Career Counselor account in C-WAY..... | E-6 |
| F. | NAVY CAREER TOOLS..... | F-i |
| F.1. | Introduction..... | F-1 |
| F.2. | Standard Operating Procedures (SOP)..... | F-2 |
| F.3. | Sailor Career Toolbox..... | F-3 |
| F.4. | Command Career Counselor Toolbox..... | F-13 |
| F.5. | Web sites for Career Information..... | F-19 |

| CHAPTER/ ARTICLE | TITLE | PAGE |
|-----------------------------|---|-------------|
| G. | DEFENSE MANPOWER DATA CENTER (DMDC)..... | G-i |
| G.1. | Log-In Method..... | G-1 |
| G.2. | Technical Requirements..... | G-1 |
| G.3. | User Permissions..... | G-1 |
| G.4. | Using the Transition Assistance Program (TAP) Web Application..... | G-2 |
| H. | FORM INDEX..... | H-i |
| H.1. | Forms Index..... | H-1 |
| H.2. | Split Tour Request..... | H-2 |
| H.2.1. | Split Tour Checklist..... | H-2 |
| H.2.2. | 1306 Request Standard Phraseology..... | H-3 |
| H.2.3. | Special Program Screening..... | H-4 |
| H.2.4. | Reenlistment..... | H-5 |
| H.2.5. | Reenlistment Checklist..... | H-6 |
| H.2.6. | Overseas Tour Extension Incentive Program (OTEIP)..... | H-7 |
| H.2.7. | Overseas Screening Checklist..... | H-8 |
| H.2.8. | OTEIP Checklist..... | H-9 |
| H.2.9. | Fleet Reserve Request..... | H-9 |
| H.2.10. | Expiration of Active Obligated Service (EAOS) Extension Request Checklist..... | H-10 |
| H.2.11. | CMS-ID/BBD Application Procedures..... | H-10 |
| H.2.12. | Frequently Used Manuals and Instructions.... | H-12 |
| H.2.13. | Frequently Used MILPERSMAN References..... | H-13 |
| I. | WEB SITES..... | I-i |
| I.1. | Web sites for Career Information..... | I-1 |

NAVY CAREER INFORMATION PROGRAM

INTRODUCTION

The foundation of a successful Navy Enlisted Retention and Career Development Program (CDP) is the commitment of the Chain Of Command (COC) to ensure every Sailor is provided the guidance and opportunity to succeed.

CAREER DEVELOPMENT PROGRAM

1. The Navy Enlisted Retention and CDP is designed to improve the ability of Sailors to achieve their professional goals and positively impact their desire to remain on active duty or transition to the Navy Reserve. Active COC involvement, from the top down, is the key element to a successful CDP. This program provides Sailors the guidance needed to successfully manage their own careers and to meet personal and professional goals.

2. The Bureau of Naval Personnel Career Counselor Handbook provides the following guidance to establish and maintain a CDP for both Active and Reserve Components:

- a. CDP Management
- b. Career Development Team (CDT)
- c. Training
- d. Brilliant on the Basics
- e. Career Planning
- f. Program Review

3. The forms discussed in this handbook can be found in appendix H.



R. A. BROWN
Deputy Chief of Naval Personnel

Releasability and distribution:

This handbook is cleared for public release and is available electronically only via NAVPERSCOM Web site
<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>

NAVPERS 15878L
17 Jan 17

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 1

CAREER DEVELOPMENT PROGRAM (CDP) MANAGEMENT

1. The CDP is executed by the career development team (CDT) and managed by the command career counselor (CCC). Coordination by the entire Chain Of Command (COC) is critical for an effective program.

2. The following items will assist in developing an effective and successful CDP:

a. Discuss the CDT and its benefits with the command leadership.

b. Ensure the command has a trained CDT.

c. Assign a Career Development Training Course (CDTC) qualified counselor for every 30 Sailors.

d. Complete an internal self-assessment utilizing NAVPERS 1040/2 Command Information Program Review (CIPR) within 90 days of reporting aboard, reporting all findings to the COC.

e. Establish direct contact with Immediate Superior In Command (ISIC) and Type Commander (TYCOM) for support as necessary.

f. The Command Master Chief (CMC), Chief of the Boat (COB) or Senior Enlisted Leader (SEL), Executive Officer (XO), and Commanding Officer (CO) provide performance feedback, utilizing NAVPERS 1040/3 Career Counselor Initial Tour Feedback, for all CCCs within six months of reporting aboard and submit as indicated to TYCOM.

g. Review or establish the annual budget for maintenance of CDP requirements.

h. Office organization procedures.

i. Primary responsibilities include training, administration of the CDP, internal public relations, and other facets of the CDP.

j. Conduct annual CDP review, per OPNAVINST 1040.11D (The Navy Enlisted Retention and Career Development Program), utilizing NAVPERS 1040/2.

1.1. Office Organization Procedures and Budget

1. The CCC should have suitable office space to perform private counseling. Information technology (IT) requirements include a computer system that is capable of running career development software and associated online programs. It is strongly recommended that the career counselor (CC) has the highest level internet access necessary to accomplish mission requirements.

2. During planning board for training meetings, or the command's equivalent scheduling vehicle, the command will ensure the following career programs are part of the schedule:

- a. CDBs;
- b. Reenlistment and retirements;
- c. Monthly CC team meetings and training;
- d. Quarterly CDT meetings; and
- e. Additional career development related items.

3. Use SECNAVINST 5210.1 to ensure proper office organization.

4. Manuals, instructions, and messages can be found at the Navy Personnel Command (NAVPERSCOM) Web site under "Reference Library" and on the Bureau of Naval Personnel (BUPERS) CD.

5. It is advised that you should establish an annual budget for travel and consumables. One of the first priorities should be a review of the CCC's budget. Submit the budget, via the COC, for approval. The following items are recommended (reference: Department of Navy (DON), Office of the Assistant Secretary Memorandum for Distribution of 14 December 2006):

- a. Reenlistment and retirement items may include:
 - (1) Discharge pins and retirement pins;
 - (2) Retirement flags;
 - (3) Coins, plaques, and command photos;
 - (4) Reenlistment pens;
 - (5) Cakes;

(6) Certificate paper; and/or

(7) Award certificate folders and covers;

b. Temporary additional duty to include:

(1) CC information training;

(2) NAVPERSCOM visits;

(3) TYCOM and ISIC training;

(4) Conducting assessments on all subordinate commands, as required; and/or

(5) Annual CC symposium training (when conducted).

1.2. Career Information Management System (CIMS). CIMS is the required means for planning, scheduling, and tracking CDBs. Additionally, CIMS will be used for tracking all other CDP activities.

1.3. Retention Statistics and Reports. The CCC is responsible for monitoring retention and attrition statistics and preparing monthly reports for submission to the CO, via the XO and CMC, COB, or SEL, per appendix B. To gain access to the Navy Retention Monitoring System (NRMS) see appendix D.

1.4. Program Success. The tools presented are to assist the CCC in the set-up and daily management of the CDP. The best resources beyond the instructions and manuals are the ISIC and TYCOM counselors. It is imperative that all newly reporting CCs contact their respective ISIC and or TYCOM counselor to maintain a network through continuous communications.

NAVPERS 15878L
17 Jan 17

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 2

CAREER DEVELOPMENT TEAM (CDT)

2.1. Building the CDT

1. A well-trained and organized CDT engages the entire Chain of Command (COC) and provides a means to guarantee continuity in career development efforts and individual professional growth. An effective command CDT is the cornerstone of a successful CDP.

2. The Command Career Counselor (CCC) is the primary manager of the CDT. The CDT membership is comprised of:

- a. CO;
- b. XO;
- c. Command Master Chief (CMC), Command Senior Chief (CMDCS), Chief of the Boat (COB), or Senior Enlisted Leader (SEL);
- d. CCC;
- e. Department heads and division officers;
- f. Department and division Leading Chief Petty Officers (LCPO); and
- g. Department, division, and unit CC.

3. To establish a well-trained CDP, conduct the Career Development Training Course (CDTC) for all required members of the CDT. This provides the following command-wide benefits:

- a. Increased COC credibility.
- b. Increased in the counseling expertise of supervisory personnel.
- c. Lower Sailor-to-counselor ratio.
- d. Better informed Sailors.
- e. More time for CCCs to manage the CDT, oversee the program, and counsel individual Sailors that require their expertise and experience (decentralization).

f. Increased program efficiency and effectiveness.

4. A version of this course can be found on the NAVPERSCOM web site. CCCs and subject matter experts will instruct the CDTC.

2.2. Department, Division, and Unit Career Counselor

1. All department, division, and Unit Career Counselor (UCC) are vital parts of the CDT.

2. Training for department, division, and UCCs will be conducted monthly, at a minimum, to comply with OPNAVINST 1040.11D.

3. Department, division, and UCC candidates are evaluated with the following attributes:

a. High professionalism.

b. Ability to interpret and communicate career related concepts and instructions.

c. Willingness and enthusiasm to serve as a CC.

4. For the program to be effective, commands will exercise care not to exceed a 30:1 Sailor-to-counselor ratio. Large departments may assign multiple counselors to maintain an effective program. Departments that have greater than 250 personnel assigned, a full-time departmental CC is required for an effective program.

2.3. Meeting Preparation

1. Agenda: The agenda is the core of the meeting and should contain a chronological sequence of the items intended to be covered during the meeting. Agenda items should be detailed and distributed to the CDT members prior to the meeting to allow them to prepare.

2. Meeting: You should reserve a space or room, well in advance, that is large enough for the expected audience. You should ensure the space is ready and all necessary equipment is in working order. Test the audio-visual equipment at least 15 minutes prior to the meeting.

a. Prepare enough handouts for the attendees.

b. Confirm and prepare for guest speakers, if necessary.

17 Jan 17

3. Minutes of the Meeting: Compile and prepare meeting minutes for the COC's approval. Minutes will be prepared and routed to the CO, via the CMC and XO, no later than 48 hours from the meeting. Distribute approved minutes to all CDT members upon the CO's approval. CCC will maintain the original approved minutes for 24 months from the date of the meeting. The minutes should include:

a. The start and end times, date, place held, and members present and absent;

b. All agenda items discussed and decisions made. If action is agreed upon, identify the member responsible for the action and expected completion date; and

c. The date, time, and place of the next meeting (by establishing a consistent meeting time and place, all attendees should be able to schedule them as a recurring item on their calendars).

4. Cancellation of the meeting: If a meeting must be cancelled, do so as far in advance as possible so all concerned can reschedule accordingly.

NAVPERS 15878L
17 Jan 17

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 3

TRAINING

3.1. Informal Training

1. Training is a key component of any successful Command Development Program (CDP) by participating in advanced and ongoing career counselor (CC) training and identifying other established CCs, starting with your Immediate Superior In Command (ISIC) and Type Commander (TYCOM) CCs.
2. Regional fleet engagement team visits.
3. Annual career program symposia.
4. Fleet and Family Support Center sponsored events.

3.1.1. Area Training

1. TYCOMs, force and regional commanders, Reserve Component Commands (RCC), Echelon III commanders, and ISICs will provide training to subordinate and supported command career counselors (CCCs) in the following computer systems and programs:
 - a. Command Information Management System (CIMS).
 - b. Navy Personnel Command (NAVPERSCOM) (NPC) Homepage.
 - c. Bureau of Naval Personnel (BUPERS) Online (BOL).
 - d. Career Waypoint (C-WAY)-Reenlistment (C-WAY-REEN)/Professional Apprentice Career Track (PACT).
 - e. Transition between Reserve Component (RC) and Active Component (AC) or Full Time Support (FTS) (RC2AC) or (RC2FTS), conversion (RC2RC).
 - f. Career Management System-Interactive Detailing/Billet-Based Distribution (CMS-ID/BBD).
 - g. Officer Personnel Information System (OPINS), Career Status Bonus (CSB), Selective Reenlistment Bonus (SRB), Fleet Reserve and retirement, Selective Training and Reenlistment (STAR), Enlisted Supervisor Retention Pay (ESRP), etc.
 - h. Navy Retention Monitoring System (NRMS).

- i. Defense Manpower Data Center (DMDC).
 - j. Navy Knowledge Online (NKO).
 - k. Command Development Team (CDT) organization and meetings.
 - l. Command review of each department, division, and unit CDP.
 - m. Monthly report to the Commanding Officer (CO), routed via Command Master Chief (CMC) or Senior Enlisted Leader (SEL).
 - n. New programs and policies as appropriate.
 - o. Navy Reserve Homeport (NRH).
2. All counselors are required to make every effort to attend regional training.

3.2. Formal Training

1. Requirements/qualifications are identified in the Military Personnel Manual (MILPERSMAN), article 1306-905, and Catalog of Navy Training Courses (CANTRAC).
 - a. Command Career Counselor Course (A-501-0011). Active duty quota requests must be forwarded to the Navy counselor rating detailer via ISIC and TYCOMs.
 - b. Reserve Career Information Course (R-501-0005). Reserve quotas are obtained through the Navy Reserve Professional Development Center (NRPDC) via the Chain of Command (COC). This course is designed for any CC that supports Ready Reserve personnel.
2. Additional training as follows:
 - a. Career Development Training Course.
 - b. First Term Success Workshop.
 - c. Reserve Affiliation Success Workshop.
 - d. Department of Defense Pre-separation Counselor Workshop (as funding allows).
 - e. Customer Service and Interpersonal Communications via NKO.
 - f. Annual Career Counselor Symposium Training (when conducted).

CHAPTER 4

BRILLIANT ON THE BASICS

4.1. Brilliant on the Basics

1. The basics of retention include six key programs, represented by the acronym S.A.I.L.O.R.:

- a. Sponsorship = Command Sponsorship;
- b. Assign = Assign a Mentor;
- c. Indoctrination = Command Indoctrination;
- d. Leadership = Career Development Boards (CDB);
- e. Ombudsman = Ombudsman programs; and
- f. Recognizing = Recognizing Sailors and Navy team members.

4.2. Command Sponsorship

1. Per OPNAVINST 1740.3C (Command Sponsor and Indoctrination Programs) and OPNAVINST 1306.2G (Command Master Chief Program), the Command Master Chief (CMC), Chief of the Boat (COB), or Senior Enlisted Leader (SEL) will oversee the command sponsor and indoctrination programs and ensure the Command Sponsor Coordinator (CSC) and Indoctrination Program Coordinator (IPC) have access to the Career Information Management System (CIMS) and Career Management System-Interactive Detailing/Billet-Based Distribution (CMS-ID/BBD). It is highly recommended the command CSC collateral duties be assigned to someone other than the Command Career Counselor (CCC). The CCC and the CSC should work closely to ensure the validity and efficiency of the program.

2. Sponsors should be familiar with the command and its location or homeport, knowledgeable about available resources, and be familiar with applicable command procedures and instructions.

3. Sponsors complete sponsor training provided by local Fleet Family Support Centers (FFSC) prior to executing sponsor related duties. With immediate superior in command's approval, some remote locations and deployed units can utilize the eSponsorship training program via Military OneSource.

17 Jan 17

4. Sponsors must be equal or higher pay grade (at least E-5) to the Sailors they are sponsoring.

5. Upon receipt of Permanent Change of Station (PCS) orders, all members transferring should be counseled concerning the advantages and benefits to be gained from using a sponsor. Utilization of CIMS is essential to the sponsorship and reverse sponsorship process effectiveness.

4.3. Assign a Mentor

1. All Navy leaders must be involved and take an active interest in supporting mentoring. Everyone in a leadership role must make a point of reaching out to their subordinates and ensuring all members of the command have access to mentors.

2. The mentorship program must be established and encouraged as part of the career development process. Refer to your local command directive.

4.4. Command Indoctrination Program

1. The Command Indoctrination Program (CIP) reinforces Navy core values and Navy ethos while providing Sailors standards of behaviors. Per OPNAVINST 1740.3C, Navy Pride and Professionalism (NP&P) information must be included in the command's indoctrination program. It is highly recommended that the Command Indoctrination Trainer's (CIT) collateral duties be assigned to someone other than the CCC. The CCC and the CIT should work closely to ensure the validity and efficiency of the program.

2. The CIT is appointed to manage the scheduling, course completion, training of instructor personnel, and course documentation.

3. The command welcome aboard address will be delivered by the Commanding Officer (CO), Executive Officer (XO), CMC, COB, or SEL.

4. The CCC should be an indoctrination course presenter.

5. The Exceptional Family Member Program (EFMP) coordinator should be an indoctrination course presenter.

6. Proper administration of the Command Indoctrination Program includes the following:

a. Written critiques (retained onboard for Command Information Program Review) must be reviewed by the Chain of Command (COC) and signed by the CO; and

b. Muster sheets (retained onboard for at least 12 months).

4.5. Leadership Involvement

1. CDBs are the primary delivery method to ensure Sailors are provided necessary guidance to make informed career decisions based on current Navy policies, programs, and procedures. It is imperative that CDBs are conducted at the command and department level to ensure each Sailor is afforded an opportunity to interact within their respective COC.

a. The COC should review the Sailor's individual career development plan (ICDP) before he or she appears at a CDB and then update the ICDP in CIMS as a result of the CDB. Sailors should be provided a copy of their updated ICDP.

b. A CDB should be held in a suitable location that supports privacy and limited interruption. It is highly recommended that this space be professional in appearance.

4.6. Ombudsman Program

1. The Ombudsman Program, per OPNAVINST 1750.1G, was established to improve family readiness. The primary focus of the Navy Family Ombudsman Program is command communications, information, and referral, while still providing an avenue for hearing about the welfare of command families.

2. Every command, afloat and ashore, is required to designate an ombudsman in writing.

3. Formal training is required and proof of completion must be maintained on file for CIPR.

4.7. Recognizing Sailors and Navy Team

1. Recognition Programs. The end of a tour should not be the only time a Sailor is recognized. Recognition can also include specific action awards, flag letter of commendation, letters of appreciation, highlighting accomplishments in the plan of the day and other public venues, Hometown Area Recruiting Program (HARP) opportunities, and nominations for special programs. Be creative, praise in public, and make sure your Sailors know they are appreciated and valued.

NAVPERS 15878L
17 Jan 17

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 5

COMMAND PROGRAMS

5.1. Family Care Policy

1. The Family Care Policy is governed by OPNAVINST 1740.4D. The nature of naval service dictates that Service members must be ready to deploy throughout the world, on short notice, and be able to fully execute their military duties.

2. The Family Care Plan (FCP) coordinator should assist individuals in preparing, maintaining, and updating their family care plans. FCPs are mission planning tools that obligate the Service member to establish and document plans to care for minor children and dependent adult family members while the Service member is absent. Personnel requiring a FCP include:

a. A Service member, with primary or shared physical custody of a minor child, who is not married to the other natural or adoptive parent of the minor child or children.

b. Both Service members who are married (dual military) where one or both have primary or shared physical custody of a minor child or children.

c. Service members who are legally responsible for adult family members who are incapable of providing for themselves in the absence of the Service member.

3. Annual review of FCP is mandatory.

4. The FCP coordinator must be designated in writing. It is highly recommended that the FCP coordinator's collateral duties be assigned to someone other than the CCC. The CCC and the FCP should work closely to ensure the validity and efficiency of the program.

5.2. Exceptional Family Member Program (EFMP)

1. The Department of the Navy EFMP is governed by OPNAVINST 1754.2D. Its primary goal is to ensure Service members are assigned only to those geographic areas where the medical (physical, mental, or emotional) or educational needs of their exceptional family members can be met.

17 Jan 17

2. Enrollment in the EFMP is mandatory for all family members identified with medical (physical, mental, or emotional) or special educational requirements of a chronic nature (six months or longer). Special emphasis must be placed on the member's obligation to maintain worldwide assignability and to meet the needs of the Navy, which may require Service members to serve on unaccompanied tours.

3. The unit EFMP coordinator must be designated in writing. It is highly recommended that the EFMP coordinator's duties be assigned to someone other than the CCC. The CCC and the EFMP coordinator should work closely to ensure the validity and efficiency of the program.

4. The Unit EFMP coordinator must ensure Sailors' EFM status is updated every three years and no later than 12 months prior to their projected rotation date (PRD). All records must be kept in strict compliance with confidentiality requirements.

5. Ensure the EFMP coordinator is a presenter at command indoctrination.

5.3. Personal Financial Management (PFM) Education, Training, and Counseling Program

1. The PFM Program is delineated in OPNAVINST 1740.5B, and provides education, counseling, information, and referral to Navy personnel and commands in order to increase personal, family, and operational readiness. Financial issues can negatively impact Sailors' ability to perform their duties, future assignments, and ability to hold a clearance.

2. A Command Financial Specialist (CFS) must be in paygrade E-6 and above and be appointed in writing. Per OPNAVINST 1740.5B, CFSs must be highly motivated and financially stable and screening must be completed prior to training course provided by a Fleet and Family Support Center.

CHAPTER 6

CAREER PLANNING

6.1. Career Events, Timelines, and Milestones

1. An effective timeline readily identifies Sailors approaching critical career milestones. Early and continuous intervention assists every Sailor with the information needed to make an informed decision. To this end, every command should track the progress of each Sailor and provide necessary guidance and counseling to support that decision. These timelines include:

- a. Career Development Board (CDB).
- b. Professional Apprentice Career Track (PACT).
- c. Career Waypoint-Reenlistment (C-WAY-REEN).
- d. Projected Rotation Date (PRD).
- e. Career Status Bonus (CSB).
- f. High Year Tenure (HYT).
- g. Transition.

6.2. Command Career Counselor (CCC) (Department, Division, and Unit Career Counselors (UCC)) Responsibilities and Procedures

1. Indoctrinate all newly reporting Sailors on CDB process (check-in interview).
2. Identify Sailors that require a CDB (via Career Information Management System (CIMS)).
3. Schedule CDBs (with the assistance of the Command Master Chief (CMC), Chief of the Boat (COB), or Senior Enlisted Leader (SEL) as needed).
4. Disseminate CDB schedule via plan of the day, week, or month; flight schedule; Site TV, and e-mail (all Chief Petty Officers (CPOs) and the Command Managed Equal Opportunity Coordinator (CMEO)).
5. Notify the CDB members and Sailors of date, time, and location.

6. Document CDB members, minutes, recommendations, and approval or disapproval comments within CIMS.
7. Follow-up as needed.

6.2.1. Career Development Board (CDB) Discussion Topics

1. In addition to topics on the Individual Career Development Plan (ICDP), the topics listed below are recommended for discussion at the CDB.

- a. Familiarization with individual Sailor's background (personal history).
- b. Command mission, vision, guiding principles, Sailor expectations, and command duties and responsibilities.
- c. Introduction of the established CDP.
- d. Personal and professional goals (short and long-term).
- e. Retesting with the Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB).
- f. Warfare qualifications.
- g. PRD (Career Management System - Interactive Detailing/ Billet-Based Distribution (CMS-ID/BBD)).
- h. Advancement requirements (rating bibliographies, precept, etc.).
- i. Education (tuition assistance (TA), College Level Examination Program (CLEP)/DANTES Subject Standardized Test, etc.).
- j. Montgomery GI Bill-Active Duty (MGIB-AD)/MGIB-Selected Reserve (MGIB-SR) and Post 9/11 GI Bill.
- k. Mentorship (mentor and protégé responsibilities).
- l. Collateral duties.
- m. Physical readiness.

17 Jan 17

- n. Rating or "A" school selection (PACT/Prior Service Reenlisted Eligibility-Reserve (PRISE-R)).
- o. Incentives (active and reserve bonuses, etc.).
- p. C-WAY-REEN, transition and conversion.
- q. Commissioning and special programs.
- r. HYT (involuntary separation pay options).
- s. Navy Reserve affiliation and drill participation requirements.
- t. Military Life Cycle (MLC) Management:
 - (1) Financial education and planning;
 - (2) Certifications (United Services Military Apprenticeship Program (USMAP), Navy Credentialing Opportunities On-line (COOL), etc.);
 - (3) Pre-separation counseling;
 - (4) Transition Goals, Plans, Success (Transition GPS);
 - (5) Capstone;
 - (6) eBenefits registration;
 - (7) Military Occupational Crosswalk;
 - (8) Service Member Group Life Insurance; and
 - (9) Veterans Administration (VA) benefits.

2. The following matrix provides the timelines for CDB completion to be generated and documented in CIMS.

| CDB TYPE | ACTION TO BE TAKEN |
|-----------|--|
| Reporting | - Command CDB for Sailors within 60 days of reporting (or within four drill weekends for RC) |
| 24-month | - Sailors that have been onboard for 24 months and have 15 months or more remaining to PRD or expiration of active obligated service (EAOS)/end of service (EOS) |
| 48-month | - Sailors that have been onboard for 48 months and have 15 months or more remaining to PRD or EAOS/EOS |
| 60-month | - Sailors that have been onboard for 60 months and have 15 months or more remaining to PRD or EAOS/EOS |

6.2.2 Active Duty CDBs

1. Reporting CDB is to be conducted at the command level. Sailors should be given a CDB within 60 days of reporting. The first CDB is the most critical interaction between the Sailor and immediate COC. This not only provides Sailors with the opportunity to express their goals but also allows command expectations and resources to be discussed.

2. 24/48/60-month CDBs are to be conducted by the department. These CDBs are for the Sailor and the department CDT members to review the Sailor's qualifications, goals and career progression. CDBs are not required for Sailors who had a command-level C-WAY CDB in the immediate 12-months prior to the 24/48/60-month department requirement.

3. Career Waypoint-Reenlistment (C-WAY-REEN) CDB is to be conducted at the command level. C-WAY-REEN CDB is required 15 months prior to a Sailor's soft EAOS (SEAOS), EAOS, and PRD to discuss C-WAY timeline, Sailor's career intentions, incentives, and options. Recommended resources are Enlisted Community Managers' (ECM) community overview and rating qualifications, which can be found on the NAVPERSCOM web site under the "Enlisted" tab.

4. Separation CDB is to be conducted at the command level. This includes HYT, Fleet Reserve, retirement, force shaping initiatives, and Sailors who intend to separate that are not covered under C-WAY-REEN (E-7 and above and E-6 over 14 years). Recommended resources are rating exam profile sheets, ECM community overview, Navy Reserve, and transition timelines.

AC

| CDB Type | Command | Department | Remarks |
|-------------|---------|------------|---|
| Reporting | X | | Within 60 days of reporting |
| 24-Month | | X | All Sailors that have been on board for 24 months and have 15 months or more remaining to PRD or EAOS/SEAOS |
| 48-Month | | X | All Sailors that have been on board for 48 months and have 15 months or more remaining to PRD or EAOS/SEAOS |
| 60-Month | | X | As required |
| C-WAY-REEN | X | | 15 months prior to EAOS/SEAOS/PRD and not already approved to reenlist in rate |
| Separations | X | | HYT, Fleet Reserve, retirements, and force shaping initiatives are not covered by C-WAY |

6.2.3. Professional Apprenticeship Career Tracks (PACT)

1. PACT designation auto generates partially populated applications for E-3 PACT Sailors. All PACT Sailors, regardless of pay grade, must have a minimum of 12 months' time onboard their permanent duty station (PDS) to be eligible to submit a PACT designation application.

| FROM REPORT DATE | ACTION TO BE TAKEN |
|------------------|--|
| 60 days | - Conduct reporting CDB and develop an ICDP and document in CIMS |
| 6 months | - Conduct department level PACT/PRISE-R CDB and document as required in CIMS |
| 12 months | - Conduct department level PACT (command level for PRISE-R) CDB and document in CIMS |
| 18 months | - Conduct command level PACT/PRISE-R CDB and document as required in CIMS, if required |
| 24 months | - Conduct command level PACT/PRISE-R CDB for those not designated and document in CIMS |

2. Reporting CDB is to be conducted at the command level as required in paragraph 6.2.1(2).

3. 6 and 12-month CDBs are to be conducted at the department level to review Sailors' rating opportunities per C-WAY-PACT.

4. 18-month CDB is to be conducted at the command level only if a Sailor has not been approved via C-WAY-PACT for Rating Entry Designation (RED), Navy-wide advancement examination (NWAE), or "A" School.

PACT

| CDB Type | Command | Department | Remarks |
|-----------|---------|------------|--------------------------------------|
| Reporting | X | | Within 60 days of reporting |
| 6-Month | | X | Review Sailor's rating opportunities |
| 12-Month | | X | Review Sailor's rating opportunities |
| 18-Month | X | | As required |

6.2.4. Reserve Component (RC) CDBs

1. Reporting CDB is to be conducted at the command level. Drilling reservists will be seen within the first four drill weekends. The first CDB is the most critical interaction between the Sailor and immediate COC. This not only provides the Sailor with command expectations but also provides the Sailor insight on what to expect in that command.
2. 24/48/60-month CDB is to be conducted by the department. These CDBs are for the Sailor and the department CDT members to review the Sailor's qualifications, goals, and career progression. CDB is not required for Sailors who had a command-level C-WAY CDB in the immediate 12-months prior to the 24/48/60-month department requirement.
3. The PRISE-R Program is a Reserve affiliation program that allows Navy veterans (NAVETs) and other Service veterans (OSVETs) to affiliate with the Selected Reserve (SELRES). PRISE-R is for OSVET enlistment into Navy Reserve ratings and for NAVET affiliation/enlistment into the SELRES with a change of rating. PRISE-R is formerly known as the Reserve Selected Conversion for Reenlistment (RESCORE) Program.

RC

| CDB Type | Command | Department | Remarks |
|------------|---------|------------|---|
| Reporting | X | | Within four drill weekends of reporting to unit |
| 24-Month | | X | As required |
| 48-Month | | X | As required |
| 60-Month | | X | As required |
| C-WAY | X | | 24 months prior to EOS/Soft EOS (SEOS)/or as required |
| HYT/Age 60 | X | | 24 months prior to HYT date |

PRISE-R

| CDB Type | Command | Department | Remarks |
|-----------|---------|------------|---|
| Reporting | X | | Within four drill weekends of reporting to unit |
| 6-Month | | X | Review Sailor's rating opportunities |
| 12-Month | | X | Review Sailor's rating opportunities |
| 18-Month | X | | As required |

17 Jan 17

4. HYT CDB is to be conducted at the command level at least 24 months prior to HYT date.

6.2.5. Career Waypoints (C-WAY-REEN)

1. The C-WAY system automatically generates reenlistment applications based on active duty Sailors' proximity to the end of their enlistment contract (EAOS, as extended (SEAOS)).

| TIME BEFORE EAOS | ACTION TO BE TAKEN |
|------------------|---|
| 15-14 months | <ul style="list-style-type: none"> - Utilize C-WAY-REEN to identify eligible Sailors - Conduct CDB and document in CIMS - Develop an ICDP utilizing CIMS - C-WAY-REEN identifying Sailors C-WAY-REEN skill set - CCC input all C-WAY-REEN applications via the Career Waypoints web site |
| 13-10 months | <ul style="list-style-type: none"> - C-WAY-REEN Sailors will have options to submit for in-rate, conversion, or SELRES |
| 9-6 months | <ul style="list-style-type: none"> - C-WAY-REEN Sailors will have options to submit for conversion or SELRES - Schedule Sailor for Transition Goals, Plans, Success (Transition GPS) class, if not previously completed - CCC counsels Sailor regarding transition options |
| 5-3 months | <ul style="list-style-type: none"> - C-WAY-REEN denied final active can request to submit for SELRES only quota, if desired |

2. The C-WAY system automatically generates reenlistment applications based on an Active Component Sailor's proximity to PRD.

| TIME BEFORE PRD | ACTION TO BE TAKEN |
|-----------------|---|
| 15-13 months | <ul style="list-style-type: none"> - Utilize C-WAY-REEN to identify eligible Sailors - Conduct CDB and document in CIMS - Develop an ICDP utilizing CIMS - C-WAY-REEN identifying Sailors C-WAY-REEN skill set - CCC input all C-WAY-REEN applications via the Career Waypoints web site |
| 12-10 months | <ul style="list-style-type: none"> - If denied, contact detailee directly for disposition guidance |

3. C-WAY approvals authorize reenlistment or extension and must be executed prior to listed expiration date on approval letter. C-WAY maximum quota expiration date: 13 months after application date, (e.g., April 2016 application month, 30 May 2017 expiration).

4. Returning C-WAY quotas for Sailors with an approved C-WAY-REEN in-rate or conversion quota who subsequently choose to separate or disqualify themselves for retention will sign NAVPERS 1070/613 Administrative Remarks (permanent entry), clearly indicating their situations. CCCs will use the "quota return" button on the C-WAY application page to return the quota to the ECM prior to member's separation from the Navy. Contact ECM for specific guidance.

5. The Career Transition Office (CTO) facilitates the transition of enlisted Service members approved through C-WAY (AC2RC). The CTO serves as a conduit between the active separation authority and the Navy operational support centers (NOSCs). The CTO will make the transition as smooth as possible by streamlining the transition process.

<http://www.public.navy.mil/bupers-npc/career/transition/Pages/TransitionProcess.aspx>

6.3. Career Management System-Interactive Detailing/Billet Based Distribution (CMS-ID/BBD)

1. CMS-ID/BBD is designed and used by Sailors, CCs, and command personnel. The web-based system allows Sailors to view available jobs and make their own applications or submit through their CC. CMS-ID/BBD user's guide, schedules, and enhancements can be found by utilizing the CMS-ID/BBD Web site.

2. Print and post schedule each month.

3. CCCs will have applicable access to include: enlisted CCC, command role, Reserve CCC, and Reserve command role as required.

17 Jan 17

4. The following chart applies to all active duty applications:

| PRIOR TO PRD | ACTION TO BE TAKEN |
|--------------|--|
| 18-12 months | - If command or Sailor desires to adjust PRD based on operational needs or to match PRD to SEAOS. |
| 12 months | - Update duty preference sheet - Contact detailer if applying or interested in special programs |
| 9-7 months | - Submit CMS-ID/BBD applications |
| 6 months | - Detailers issue orders to Sailor based on the highest priority vacant billets |

5. CMS-ID/BBD questions:

CMS-ID/BBD POC: mill_pers-4helpdesk@navy.mil or cmsidhelpdesk@navy.mil

To gain access to CMS-ID/BBD, see appendix C.

6. RC CMS-ID/BBD is executed on a quarterly basis rather than a monthly basis. This is an effort to ensure each SELRES has adequate opportunity to submit for orders during his or her CMS-ID/BBD window and is not disadvantaged by drill scheduling issues. The quarterly schedule will ultimately result in every SELRES PRD falling on the last day of March, June, September, or December.

| PRIOR TO PRD | CMS-ID/BBD | ACTION TO BE TAKEN |
|-----------------------|--------------|--|
| | | - Billets are made available on CMS-ID/BBD when the current occupant is 180 days from PRD |
| 180 days prior to PRD | First Cycle | - Review Reserve CMS-ID/BBD calendar - Review CMS-ID/BBD available billets - Main Phase: All personnel eligible to apply for up to seven valid billets - Local Phase: Cross Assigned (CA) or In Assignment Processing (IAP) personnel eligible to apply for up to seven valid billets |
| Next Quarter | Second Cycle | - Review Reserve CMS-ID/BBD calendar - Review CMS-ID/BBD available billets - Main Phase: All personnel eligible to apply for up to seven valid billets - Local Phase: CA or IAP personnel eligible to apply for up to seven valid billets |
| | Results | - Selections are announced on or about the first day of the subsequent calendar quarter - A member can be forced out of a billet through it being advertised on CMS-ID/BBD and subsequent assignment of said billet to another Sailor |

a. RC2AC/RC2FTS members must contact their detailer immediately following reenlistment to negotiate for orders. Member must be prepared to transfer at the convenience of and per the needs of the Navy;

b. Once gained to the AC, the appropriate detailer will draft the member's orders within five working days, to include any intermediate stops; and

c. Upon execution of orders, the local servicing Personnel Support Detachment (PSD) will process the loss transaction from the Navy Reserve Activity (NRA) within four days. The gaining servicing PSD will process the gain transaction to the member's new assignment within four days once the member reports.

7. CMS-ID/BBD Reserve questions: Reserve point of contact (POC) for enlisted assignments: Commander Navy Reserve Force Command (CNRFC) (N121) reservists may have their questions answered by emailing Reserve Enlisted Assignments at: CNRFC_Enlisted_Assignments@navy.mil or by visiting the Navy Reserve Web site.

6.4. Career Status Bonus (CSB/REDUX)

1. Members who entered the Service after 31 July 1986 are given a choice of two retirement plans when they reach their 15th year of active service, the High-3 Year Average or CSB. Military members who elect CSB/REDUX are eligible to receive a \$30,000 bonus when they reach their 15th year of active service, but will also have their retired pay calculated at a reduced rate. CSB/REDUX is a two-part deal. It includes the \$30,000 bonus, but also results in reduced retired pay. While the \$30,000 CSB may seem like an incentive now, it is important to be aware of the effects electing to retire under CSB/REDUX will have on your retired pay. Your monthly pay may differ from the calculator's estimate. The formulas used to calculate retired pay are complex and differ depending on individual circumstances. Non-disability retirees will have their percent multiplier reduced by 1 percent for each full year of creditable service less than 30, and 1/12th of 1 percent for each full month of creditable service less than a full year. This will also affect your retired pay by reducing the cost of living adjustments (COLA) by 1 percent. This reduction remains in effect up to the age of 62. Once you reach age 62, your retired pay will be restored to the same amount paid under the High-3 System. Full COLA rates will be applied to your new computation, but the COLA will continue to be applied at the reduced rate each year following.

2. The traditional retirement system, Final Pay, High 3, and REDUX will not apply to joining the Service before 1 January 2006. Per NAVADMIN 217/16, On 1 January 2018, the military services will transition to the Blended Retirement System (BRS). Sailors who join on or after 1 January 2018 will be automatically enrolled. Active and Reserve members who joined before 1 January 2018 are automatically grandfathered into the current retirement system.

| FROM ACTIVE DUTY SERVICE DATE | ACTION TO BE TAKEN |
|-------------------------------|---|
| 14 Years, 6 Months | - Receive CSB eligibility notification via Navy message - Counsel Sailor on retirement choices using the DD 2839 Career Status Bonus Selection and Counseling Sheet from NAVPERSCOM Web site |
| 14 Years, 9 Months | - Receive 2nd CSB eligibility notification via Navy message |
| Prior to 15 years | - Select and submit CSB election using information from the DD 2839 and submit via OPINS |

2. CSB/REDUX questions: CSB/REDUX POC: NAVPERSCOM at mill_p331csb@navy.mil.

To gain access to OPINS, see appendix C.

6.5. High Year Tenure (HYT)

1. The HYT policy is a vital and effective force management tool utilized to properly size and shape the Active Component (AC) and the Reserve Component (RC). HYT management is regulated by establishing standardized Length-of-Service (LOS) gates by pay grade, balanced with a waiver process to enable the Navy to retain the right number of members. As one of the Navy's key enlisted force management tools, the HYT policy facilitates viable career paths and advancement opportunities across all pay grades and LOS spectrums. The standardized HYT gates allow members greater flexibility to stay Navy within a stabilized force. Through this measured process, the Navy enhances quality throughout the continuum of service.

| FROM HYT DATE | ACTION TO BE TAKEN |
|---------------|--------------------------------|
| 24 months | - Command level CDB |
| 10 months | - Request HYT waiver as needed |

2. HYT questions:

HYT POC: Military Community Management (BUPERS-3) for active duty and Reserve Personnel Management (PERS-9) for SELRES. HYT Reference: MILPERSMAN 1160-120

6.6. Transition from Active Duty

1. Transition counseling and assistance positively impacts retention and mission readiness by providing professional career development resources to Sailors. Effective transition assistance ensures that Sailors who transfer to the Navy Reserve or decide to separate and return to the civilian sector are productive citizens and ambassadors for the Navy. OPNAVINST 1900.2B is very specific regarding separation guidance.

2. Transition counseling and transition benefits are separate and distinct. Services refer to permanent programs for all separating members (voluntary or involuntary) that provide career change information. Personnel transferring to the Fleet Reserve or retiring should begin transition counseling and Transition-GPS 24 months prior to desired or planned Fleet Reserve or retirement date.

Note: Transition GPS requirements will be completed prior to the end date on RC Sailor mobilization/active duty for special work (ADSW)/active duty for training (ADT) orders of 180 days or more. RC personnel will complete Transition GPS requirements utilizing the services available from their NRA/NOSC, Navy mobilization processing site, and supported command as indicated below. Specific responsibilities are assigned based on the type of active duty orders the RC Sailor is completing. Orders are categorized as either mobilization, Outside Continental United States (OCONUS) ADSW, Continental United States (CONUS) ADSW, or ADT. ADSW orders to Hawaii or Alaska will follow CONUS ADSW guidance. Refer to NAVADMIN 030/15 for command responsibilities.

3. To gain access to Defense Manpower Data Center (DMDC), see appendix G.

4. Fleet Reserve and retirement requests must be submitted via CIMS or OPINS per the following timeline:

| TIME BEFORE EAOS | ACTION TO BE TAKEN |
|------------------|---|
| 24 months | <ul style="list-style-type: none"> - Retiring or transferring to the Fleet Reserve - Submit Fleet Reserve request (E-7 and above) - Receive pre-separation counseling and complete DD 2648 Service Member Pre-separation/Transition Counseling and Career Readiness Standards EFORM for service members separating, retiring, released from active duty (REFAD), or being deactivated - Develop individual transition plan - Schedule Transition GPS class |
| 18-6 months | <ul style="list-style-type: none"> - Transferring to the Fleet Reserve - Submit Fleet Reserve request for E-6 - Receive pre-separation counseling and complete DD 2648 - Develop individual transition plan - Schedule Transition GPS class |
| 9 months | <ul style="list-style-type: none"> - Career Transition Office coordinator validates Transition GPS class completions or ensure member is still scheduled for completion prior to six months before EAOS |
| 6 months | <ul style="list-style-type: none"> - Confirm completion of Transition GPS class |
| 90 days | <ul style="list-style-type: none"> - 10 U.S.C., 1142 deadline for pre-separation counseling DD 2648 - Completion of Service Members Individual Transition Plan Checklist by command representative, uploaded to DMDC |
| <90 days | <ul style="list-style-type: none"> - In the event of a short-fused discharge or separation, Sailors must complete all requirements for transition as listed in 12 months - 90 days' timeline. The DD 2648 must be annotated with comments explaining non-compliance with Title 10 U.S.C. 1142 |

5. The following messages should be tracked and coordinated with contract processing facility, below are the following messages you will receive.

a. Acknowledgement message (receipt of request);

b. Message of intent (authorizes extension of EAOS to Fleet Reserve or retirement date and initiate household goods move); and

c. Statement of Service. Final approval must be received no less than 120 days prior to Fleet Reserve or retirement date.

6. Reserve retirements will be completed per BUPERSINST 1001.39F CH-1. Applications for retirement should be submitted via command unit to NAVPERSCOM, Reserve Personnel Services Branch (PERS-912).

6.7. Retirement and Fleet Reserve Ceremonies. Retirement (Fleet Reserve) ceremonies should be conducted per MILPERSMAN 1800-010.

6.7.1. Reenlistment Ceremony

1. Reenlistment is a significant event in the career of an enlisted member. As such, it should be accorded a meaningful ceremony to recognize the member's high-quality performance, as indicated by the recommendation for reenlistment. Therefore, reenlistment ceremonies are to be conducted in a dignified manner that appropriately reflects the importance of the oath that the Sailor is taking. This includes the participants wearing the proper uniform and conducting themselves in an appropriate manner.

2. Reenlistment certificates for Sailor and family members can be generated in CIMS.

3. Additional information can be found in MILPERSMAN 1160-020.

4. Reenlistments should be conducted per MILPERSMAN 1160-030. Extensions should be conducted per MILPERSMAN 1160-040.

5. Contact personnel office, PSD, or contract processing facility for guidance or required form to utilize to establish eligibility and authorization to reenlist or extend.

17 Jan 17

6. Review of the following topics should be part of all discussions regarding reenlistments and or extensions.

- a. Bonus eligibility;
- b. Post 9/11 GI Bill eligibility and transferability;
- c. C-WAY REEN; and
- d. HYT.

NAVPERS 15878L
17 Jan 17

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDICIES

The enclosed appendices are also located on the Navy Personnel Command (NAVPERSCOM) web site under Career Info/Career Counseling.

A - COMMAND INFORMATION PROGRAM REVIEW. Provides the command with a means to assess the effectiveness of programs and support systems that directly impact the command's climate. Commands can objectively identify their organizational strengths and other areas that require further attention.

B - COMMAND MONTHLY REPORT. Provides an example template for Command Career Counselors (CCCs) to produce a monthly career information report to the command triad and Immediate Superior In Command (ISIC)/Type Commander (TYCOM). Larger commands may use a more streamlined format for efficiency vice the expanded format listed in the template.

C - CAREER COUNSELOR INFORMATION MANAGAMENT SYSTEMS ACCESS LIST. Provides a consolidated list of applications, databases, systems, and programs required for a successful Career Development Program (CDP).

D - NAVY RETENTION MONITORING SYSTEM (NRMS). Used by fleet, TYCOM, ISIC, and individual units to perform trend analysis of a command's retention and attrition statistics. The system also verifies personnel transactions and compiles demographic data.

E - CAREER WAYPOINT (C-WAY). CCCs will use C-WAY to screen for rating eligibility, counsel, and guide rated Sailors to new career opportunities and rating conversions via C-WAY.

F - NAVY CAREER TOOLS. Navy Career Tools are web-based applications designed to support and enhance Sailor career management, retention, and professional development. This appendix identifies the online applications that support Sailors and their careers and command information programs.

G - DEFENSE MANPOWER DATA CENTER (DMDC). DMDC is a web site that houses multiple applications for the Transition Assistance Program (TAP).

17 Jan 17

H - FORMS INDEX. Provides hyperlinks to all forms used within the Bureau of Naval Personnel Career Counselor Handbook.

I - WEB SITES. Provides hyperlinks to all web sites used within the Bureau of Naval Personnel Career Counselor Handbook.

APPENDIX A

COMMAND INFORMATION PROGRAM REVIEW

TABLE OF CONTENTS

| APPENDIX/ ARTICLE | SUBJECT | PAGE |
|------------------------------|---|-------------|
| A.1. | Purpose of the CIPR..... | A-1 |
| A.2. | Types of CIPRs..... | A-2 |
| A.3. | Conducting and Briefing a Program Review..... | A-2 |
| A.4. | Plan of Actions and Milestones (POA&M)..... | A-3 |
| A.5. | CIPR Notification Letter and Message..... | A-5 |

COMMAND INFORMATION PROGRAM REVIEW (CIPR)

A.1. Purpose of the CIPR

1. The CIPR is the fleet, force, and Immediate Superior in Command's (ISIC) primary resource to assess the effectiveness of a command's Career Development Program (CDP). Additionally, this resource is for commands to objectively self-assess their organizational strengths and other areas that require further attention.

2. Retention Excellence Award (REA) - an annual award used by fleet and other Echelon II commanders to recognize superior command accomplishment in executing programs and policies that best enable our Sailors to succeed in their Navy careers and directly supports the concept of Brilliant on the Basics. Eligibility is established by each Echelon II command in conjunction with their requirements and CIPR. Retention excellence awardees are authorized to fly the retention excellence pennant and to paint their anchors gold upon receipt of the award message.

3. Per OPNAVINST 1040.11D, the command must be evaluated annually using NAVPERS 1040/2 Command Information Program Review. The CIPR is located on the NAVPERSCOM (NPC) web site at: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>. Results will be recorded and a Plan of Action and Milestones (POA&M) generated to ensure all elements of the program are in compliance with policy and or instruction.

4. A self-assessment must be completed within 90 days of a newly reporting Command Career Counselor (CCC). Findings must be forwarded to the ISIC upon completion. A summary should be created per the SECNAVINST 5216.5D (Navy Correspondence Manual) and forwarded to the Chain of Command (COC).

Note: Commands with multiple Navy counselors (NC) (CVN, LHD, etc.) may conduct a CIPR with the newly reporting NCs, within the 90 days of members reporting, as a training tool to familiarize them with the command's programs and can be forwarded to the ISIC for review.

A.2. Types of CIPRs

1. TYCOM and ISIC reviews are conducted annually by the next higher echelon.
2. Command review is an internal self-assessment and must be conducted within 90 days of new CCC reporting on board. Additionally, this can be conducted anytime at command discretion, e.g., new Commanding Officer (CO) or Command Master Chief (CMC) reporting on board.
3. Department reviews are conducted annually by the CCC and it is strongly recommended prior to any turnover by departmental CCs.
4. An assist CIPR is a command-requested review to be conducted by the ISIC or TYCOM. This will be an informational CIPR and the results are maintained within the command lifelines.

A.3. Conducting and Briefing a Program Review

1. NAVPERS 1040/2 is the primary resource to assess the effectiveness of a command's CDB. Additionally, this resource is for commands to objectively self-assess their organizational strengths and other areas that require further attention.
 - a. Commands will be notified, via official correspondence, no less than 60 days prior to the program review.
 - b. Twenty-five percent of the required CIPRs should be completed per quarter. Recommended schedule should be forwarded to subordinate commands prior to the beginning of the fiscal year.
 - c. CIPRs not conducted by the ISIC must be approved in writing by the TYCOM prior to the review. Navy Operational Support Center (NOSC) Career Counselors (CC) will conduct CIPR annually on all reserve units administratively assigned.
 - d. Prepare a summary and POA&M.
 - e. Analyze and develop recommendations to present to the CO for implementation.

f. Schedule CIPR in-brief and out-brief with CO, XO, CMC, and program managers.

A.4. Plan of Action and Milestone (POA&M)

1. POA&M will be completed by the command and forwarded to the ISIC within 30 calendar days of the CIPR. It should address areas that have been identified of non-compliance and the command's course of action to correct discrepancies. The POA&M will state specific actions to be taken; program manager who is responsible for completing the action; the start, milestones, and completion dates; and, expected results. Commands will track all action items and ensure they are completed prior to next CIPR.

PLAN OF ACTIONS AND MILESTONES

13 NOV YYYY

MEMORANDUM

From: ISIC Career Counselor
To: Commander
Via: Command Master Chief

Subj: PLAN OF ACTION AND MILESTONE

1. A Command Information Program Review (CIPR) was conducted on (DATE). In view of the above, the Command Information Program (DOES/DOES NOT) functions per existing directives.

The Command Information Program Review and Plan of Action and Milestones (POA&M) identify the areas which are particularly critical to the overall program's success and require emphasis by the Chain of Command.

Best Practices, Commendatory Items, and Strong Points. The best practices and/or command implemented programs listed are noteworthy and will be distributed for inclusion as a part of the best practices toolbox.

2. CIPR POA&M

| Action | Action Person | Start Date | Target Completion Date | Expected Results/Remarks |
|--------|---------------|------------|------------------------|--------------------------|
| | | | | |
| | | | | |

3. Recommendations and amplifications:

4. Noted areas of concern from random interviews:

5. Best practices:

A.5. CIPR NOTIFICATION LETTER AND MESSAGE

Command Letterhead

1040
Ser ___/
DD Mmm YY

From: Type Commander (TYCOM), Region, Immediate Superior In
Command (ISIC)

To: Commanding Officer

Subj: COMMAND INFORMATION PROGRAM REVIEW OR SITE VISIT

Ref: (a) OPNAVINST 1040.11D

(b) NAVPERS 1040/2 Command Information Program Review

1. Per reference (a), a command information program review (CIPR) is scheduled for DD Mmm YYYY. The review, reference (b), will focus on your command's compliance with the policies that best enable our Sailors to succeed in their Navy careers and directly support the concepts of Brilliant on the Basics.

2. To make this process less intrusive and of a shorter duration, request you conduct a self-assessment of your programs utilizing reference (b).

3. Request that command files, records, and program managers be available during the review.

4. Please have your designated point of contact arrange pre-brief and out brief with commanding officer, executive officer, command master chief, command career counselor and respective program managers.

5. TYCOM, region, ISIC point of contact information.

NAME OF SIGNER

Chief of Staff

RAAUZYUW RULYFOO0096 0252159-UUUU--RULYSUU.

ZNR UUUUU

R XXXXXXZ MON YR ZYB

FM ISIC //N01//

TO COMMAND

INFO TYCOM /N1/

BT

UNCLAS //N01040//

SECINFO/U/-//

MSGID/GENADMIN/ISIC//

SUBJ/COMMAND INFORMATION PROGRAM REVIEW //

REF/A/DOC/OPNAV/2FEB12///

REF/B/DOC/NAVPERS//

NARR/REF A IS OPNAVINST 1040.11D, THE NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT PROGRAM INSTRUCTION; REF B IS COMMAND NAVPERS 1040/2 COMMAND INFORMATION PROGRAM REVIEW//

POC/LAST NAME/RATE/UNIT: COMMAND/-/TEL: XXX-XXX-XXXX//

GENTEXT/REMARKS/1. Per reference (a), a command information program review is scheduled for DD MMM YY. The review, reference (b), will focus on your command's compliance with the policies that best enable our Sailors to succeed in their Navy careers and directly support the concepts of Brilliant on the Basics.

2. To make this process less intrusive and of a shorter duration, request you conduct a self-assessment of your programs utilizing reference (b).

3. Request that command files, records, and program managers be available during the review.

4. Please have your designated point of contact arrange pre-brief and out brief with CO, XO, OIC, CMC, CCC and respective program managers.//

BT

#0000

NNNN

NAVPERS 15878L
17 Jan 17

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX B

COMMAND MONTHLY REPORT

TABLE OF CONTENTS

| APPENDIX/ ARTICLE | SUBJECT | PAGE |
|------------------------------|--|-------------|
| B.1. | Command Career Counselor (CCC) Monthly Report Template..... | B-1 |
| B.2. | ISIC Monthly Report Template..... | B-10 |

COMMAND MONTHLY REPORT

B.1. COMMAND CAREER COUNSELOR (CCC) MONTHLY REPORT TEMPLATE

CCC MONTHLY REPORT INSTRUCTIONS

Monthly reports will be prepared and routed through the Command Master Chief (CMC) or Senior Enlisted Leader (SEL), Executive Officer (XO), and Commanding Officer (CO) to brief career information as outlined in the example below. These instructions outline required information to be included on all monthly reports; however, additional information may be added based on individual command requirements.

Note: Larger commands may authorize departmental counselors to route departmental monthly reports to the CCC through the department heads. The CCC should combine departmental reports into the command monthly report.

1. Current Command Information Program Review:

a. Annotate the current Command Information Program Review (CIPR) date on file, score received, and name of individual that conducted the review.

b. Upcoming scheduled CIPR and name of the anticipated individual that will conduct the review.

2. Career Development Board (CDB) completion statistics. CDB completion statistics should be downloaded using the Career Information Management System (CIMS) CDB reporting tool.

Note: CDBs ARE NOT to be reported as complete until data is uploaded, saved, and verified.

a. Command - Overall monthly command CDBs required is the total verified number/total required number and calculated completion percentage for each individual outlined CDB category.

b. Department - CCC can replace "DEPT" with the actual department name, e.g., "AIR", "DECK", "ENG", etc., for all departments based on command structure. Include overall departmental CDBs in the total completed number/total required number and calculated completion percentage for each individual outlined CDB category.

3. Career Waypoints (C-WAY) Upcoming Quota Expirations.
Utilizing information gathered from the C-WAY web site and report upcoming C-WAY expirations organized by expiration month starting with the earliest expiration month.

Report:

- a) Rate
- b) Name (Last, First MI)
- c) Expiration by month and year (MM/YY)
- d) Reenlistment intention
- e) Reenlistment - Annotate reenlistment date (DD/MM/YY)
- f) Separation - Include status of PG13 and C-WAY quota return

Example:

| <u>Rate</u> | <u>Name</u> | <u>Expiration</u> | <u>Career Intentions</u> |
|-------------|-----------------|-------------------|--------------------------|
| P02 | Sailor, Away C. | 03/15 | Reenlist 5/5/14 |

Note: CCC can print and add, as an enclosure, the email from Career Waypoints Help desk on upcoming reenlistment expirations.

4. C-WAY-REEN applications due. Utilizing the C-WAY web site, report C-WAY applications due the following month.

Report:

- a) Rate
- b) Name (Last, First MI)
- c) Purpose - SEAOS, Special Circumstance
- d) Intentions - reenlistment, conversion, separation, SELRES
- e) Status - C-WAY eligible or ineligible (explain)

Example:

| <u>Rate</u> | <u>Name</u> | <u>Purpose</u> | <u>Career Intentions</u> | <u>Status</u> |
|-------------|--------------|----------------|--------------------------|---------------|
| P02 | Johnson, Joe | PRD | Reenlist | Eligible |

5. Professional Apprenticeship Career Track (PACT)/Prior Service-Reserve (PRISE-R) Sailor Designation Status. Utilizing information gathered from the C-WAY web site and report PACT/PRISE-R Sailor designation status organized by months onboard, starting with the most months onboard.

Report:

- a) Rate - SN
- b) Name (Last, First MI)

- c) Months onboard - 24+, 19-24, 12-18, 7-11, 4-6, 2-3, 0-1
- d) Application Status - Approval rate and path (e.g., NWAEE, RED, "A" School) or denied status

Example:

| <u>Rate</u> | <u>Name</u> | <u>MOS Onboard</u> | <u>Application status</u> |
|-------------|-------------------|--------------------|-----------------------------------|
| SN | Smitty, Samuel D. | 7-11 | Submitted for LS NWAEE, CS RED |

Note: CCC can print and add, as an enclosure, the Apprentice Sailor Report from C-WAY.

6. Command Reenlistment and Attrition Statistics. Utilizing statistics downloaded from the Navy Retention Monitoring System (NRMS), annotate command and all Navy reenlistment and attrition information for the report month and current fiscal year for zones A-C. Include NRMS retention report and master transaction report as monthly report enclosures.

Example:

| <u>Reenlistment</u> | <u>Attrition</u> |
|---------------------|------------------|
| <u>CMD/NAVY</u> | <u>CMD/NAVY</u> |
| JAN14 | |
| Zone A 47.8%/48.2% | 3.5%/3% |
| Zone B 62.7%/58.5% | |
| Zone C 78.6%/80.1% | |

Note: CCC can print and add, as an enclosure, the Retention/Attrition report from NRMS.

7. Scheduled reenlistments. Report all upcoming reenlistments. Include SEAOS and scheduled reenlistment date.

Report:

- a) Rate
- b) Name (Last, First MI)
- c) SEAOS (MM/DD/YY)
- d) Reenlistment Date (MM/DD/YY)

Example:

| <u>Rate</u> | <u>Name</u> | <u>SEAOS</u> | <u>Reenlistment Date</u> |
|-------------|-----------------|--------------|--------------------------|
| PO2 | Sailor, Away C. | 6/27/14 | Reenlist 5/5/14 |

8. Personnel within 15 months of SEAOS (areas of concern).
Only report SEAOS concerns in this section. For example:
approaching EAOS with no scheduled reenlistment date, Transition
GPS not scheduled, etc.

Report:

- a) Rate
- b) Name (Last, First MI)
- c) SEAOS (MM/DD/YY)
- d) Intentions
- e) Remarks

Example:

| <u>Rate</u> | <u>Name</u> | <u>SEAOS</u> | <u>Career Intentions</u> | <u>Remarks</u> |
|-------------|---------------|--------------|--------------------------|-------------------|
| PO3 | Later, See U. | 6/27/14 | Separate at SEAOS | Attend TAP/GPS |

Note: CCC can print and add, as an enclosure, the 15 month
SEAOS report from CIMS.

9. Personnel within 15 months of PRD areas of concern. Only
report PRD concerns in this section. For example: Member
within six months of PRD with no pending orders, overdue special
screening, etc.

Report:

- a) Rate
- b) Name (Last, First MI)
- c) PRD (MM/YY)
- d) Projected command
- e) Remarks

Example:

| <u>Rate</u> | <u>Name</u> | <u>PRD</u> | <u>Selected for</u> | <u>Remarks</u> |
|-------------|-------------|------------|---------------------|---------------------------------|
| PO3 | Transfer | 07/14 | USS STENNIS | Requires extension OBLISERVE |

Note: CCC can print and add, as an enclosure, the PRD report
from CIMS.

10. Transition Assistance. Report Sailors that require
Transition GPS attendance:

Report:

- a) Rate
- b) Name (Last, First MI)
- c) 2468 completion status through DMDC
- d) SEAOS (MM/DD/YY)
- e) Scheduled/completed class dates (Include class location)

Example:

| <u>Rate</u> | <u>Name</u> | <u>2648</u> | <u>SEAOS</u> | <u>Class Scheduled</u> |
|-------------|-------------|-------------|--------------|------------------------|
| PO3 | Gotta, Go | Completed | 11/27/2014 | 17-21 May 14 |
| PO2 | See, You | Completed | 12/7/2014 | 02-07 Jan 14 |

Note: CCC can print and add, as an enclosure, the Transition Document Reports from the DMDC web site.

11. High Year Tenure (HYT). Report approaching HYT personnel. Include separation or Fleet Reserve/retirement status.

Report:

- a) Rate
- b) Name (Last, First MI)
- c) HYT Date (MM/DD/YY)
- d) Remarks

Example:

| <u>Rate</u> | <u>Name</u> | <u>HYT Date</u> | <u>Remarks</u> |
|-------------|--------------|-----------------|--------------------------|
| PO3 | Gotta, Go B. | 11/27/2014 | Transition GPS Scheduled |

Note: CCC can print and add, as an enclosure, the HYT report from CIMS.

12. Career Development Training Course (CDTC) Required. Report all members of the Career Development Team (CDT) that have not received the mandatory CDTC. Include department assigned and course scheduled training dates.

Report:

- a) Rate
- b) Name (Last, First MI)
- c) Dept
- d) Scheduled Course Date (MM/DD/YY)

Example:

| <u>Rate</u> | <u>Name</u> | <u>Dept</u> | <u>Scheduled Course Date</u> |
|-------------|----------------|-------------|------------------------------|
| PO1 | Sailor, Joe Z. | ENG | 05/04/14 |

Note: CCC can print and add, as an enclosure, the CDTC training completion from CIMS.

13. Advancement Statistics. Report advancement statistics, sorted by UIC, gathered from the Navy Enlisted Advancement System (NEAS) web site. Data will begin with the most current cycle and will be sorted by pay grade, active, and Full Time Support (FTS) if applicable, command and Navy advancement percentages. Include exam statistics for all Navy-wide Advancement Exam (NVAE), both Active and Reserve Component. In the remarks section, annotate any change to advancement statistics caused by inclusion of late exam, exam corrections due to error that result in advancement, or any other circumstance that would cause an adjustment in advancement statistics from previous month.

Example:

| <u>Cycle</u> | <u>Exam</u> | <u>Command</u> | <u>Navy</u> | <u>Remarks</u> |
|--------------|-------------|----------------|-------------|---------------------------|
| 220 Sep13 | E4 | 52.7% | 63.8% | Raised .15% for late exam |
| | E5 | 63.8% | 57.9% | |
| | E6 | 58.2% | 56.2% | |

Note: CCC can print and add, as an enclosure, reports from NEAS.

14. Correspondence Transactions. Utilizing a locally-generated electronic tracking system, at a minimum, the following correspondence requests should be monitored with date received, action taken, and completion date: NAVPERS 1306/7, Overseas Tour Extension Incentive Program (OTEIP), SRB/Enlisted Supervisor Retention Pay (ESRP) submissions, FLTRES/retirement, CSB, and commissioning packages. Annotate any areas of concern and action taken for pending transactions.

15. Veterans Opportunity to Work Act (VOW) Compliance. As of 21 November 2012, the VOW Act mandated participation in the Transition Assistance Program (TAP) for all military Service members, including mobilized reservists and National Guardsmen, who complete over 180 days of active duty. Specifically, all Service members are required to complete: (1) pre-separation counseling; (2) the VA benefits brief; and (3) the Department of Labor Employment Workshop with limited exemptions. To document VOW compliance, commands must submit DD 2648 using the Defense Manpower Data Center (DMDC) web site and ensure a copy of the form is placed in the Official Military Personnel File (OMPF) and retained as a permanent part of the file after separation.

CCC MONTHLY REPORT TEMPLATE SAMPLE

13 Nov YYYY

MEMORANDUM

From: Command Career Counselor
To: Commanding Officer
Via: (1) Executive Officer
(2) Command Master Chief

Subj: COMMAND CAREER COUNSELOR MONTHLY REPORT FOR OCTOBER YYYY

Ref: (a) OPNAVINST 1040.11D

- Encl: (1) Career Development Board Report
(2) Career Waypoints Command Reenlistment Summary
(3) 15-MONTH CIMS SEAOS Report
(4) 15-MONTH CIMS PRD Report
(5) High Year Tenure Report
(6) Retention-Attrition Report
(7) Master Transaction Report
(8) Career Development Team Minutes
(9) Correspondence Tracker
(10) VOW Compliance Report

1. Command Information Program Review (CIPR)

| Current CIPR Date/Score/Assessor | Upcoming CIPR Inspection |
|----------------------------------|--------------------------|
| Date/Assessor | Date/Assessor |
| Date: Score: Assessor: | Date Scheduled: |
| Assessor: | |

2. Career Development Board Completion Statistics
(Verified/D=%)

| | <u>Reporting</u> | <u>24MO</u> | <u>48MO</u> | <u>Special</u> |
|------|------------------|-------------|-------------|----------------|
| CMD | | | | |
| DEPT | | | | |

3. C-WAY upcoming Quota Expirations

Rate Name Expiration Career Intentions

Subj: COMMAND CAREER COUNSELOR MONTHLY REPORT FOR OCTOBER YYYY

4. C-WAY-REEN Applications Due

Rate Name Purpose Career Intentions Status

5. PACT/PRISE-R Sailor designation status

Rate Name MOS Onboard Application Status

6. Command Reenlistment/Attrition Statistics

| | | Reenlistment | | Attrition | |
|--------|-----|--------------|-----|-----------|----|
| | | CMD/NAV | | CMD/NAVY | |
| | MMM | Annual | MMM | Annual | |
| Zone A | %% | %% | %% | %% | %% |
| Zone B | %% | %% | | | |
| Zone C | %% | %% | | | |

7. Scheduled reenlistments

Rate Name SEAOS Reenlistment Date

8. Personnel within 15 months of SEAOS areas of concern

Rate Name SEAOS Career Intentions Remarks

9. Personnel within 15 months of PRD areas of concern

Rate Name PRD Selected for Remarks

10. Transition Assistance

Rate Name 2648 Class Scheduled

11. High Year Tenure areas of concern

Rate Name HYT Date Status

12. Career Development Training Course Required

Rate Name Dept Scheduled Course Date

Subj: COMMAND CAREER COUNSELOR MONTHLY REPORT FOR OCTOBER YYYY

13. Advancement Statistics

| <u>Cycle</u> | <u>Exam</u> | <u>Command</u> | <u>Navy</u> | <u>Remarks</u> |
|--------------|---------------------------------|----------------|-------------|----------------|
| 220 Sep13 | E4 E5 E6 (AC) E6 (FTS) | | | |
| 219 Mar13 | E4 E5 E6 (AC) E6 (FTS) | | | |
| 218 Jan13 | E7 (AC) E7 (FTS) | | | |

14. Correspondence areas of concern

| <u>Rate</u> | <u>Name</u> | <u>Request</u> | <u>Concern</u> | <u>Action Taken</u> |
|-------------|-------------|----------------|----------------|---------------------|
|-------------|-------------|----------------|----------------|---------------------|

C. C. COUNSELOR

Copy to:
Department Heads
Department LCPOs
Department CCC

**B.2. Immediate Superior In Command (ISIC) MONTHLY REPORT
TEMPLATE**

Monthly ISIC (Echelon IV and V) reports will be prepared and routed through the chain of command to brief career information outlined in template below. This handbook outlines information to be included on all monthly reports; however, additional information may be added based on individual command requirements.

1. Unit Career Counselor. List all subordinate unit counselors by command. Include PRD (MM/YY) and any pertinent remarks as necessary.

Example:

| <u>CMD</u> | <u>Counselor Onboard</u> | <u>PRD</u> | <u>Remarks</u> |
|-------------|--------------------------|------------|----------------------|
| ALWAYS SAIL | PO1 Counselor, Career | 10/14 | No relief identified |

2. Annual Command Information Program Review (CIPR). List all subordinate units annual CIPR scheduled date or completion date (MM/DD/YY) and results. Annotate remarks as necessary.

Example:

| <u>CMD</u> | <u>Schedule</u> | <u>Status/Score</u> | <u>Remarks</u> |
|-------------|-----------------|---------------------|----------------------------|
| ALWAYS SAIL | 2/15/14 | 92% | Retain CDT minutes on file |

3. Assist Visit Schedule. List all subordinate units (quarterly or as required) assist visit scheduled date or completion date (MM/DD/YY) and results. Annotate remarks as necessary.

Example:

| <u>CMD</u> | <u>Schedule</u> | <u>Status/Remarks</u> |
|-------------|-----------------|-----------------------|
| ALWAYS SAIL | 5/15/14 | |

4. Reenlistment and Attrition Statistics. Utilizing NRMS reenlistment and attrition statistics, document all subordinate units retention and attrition statistics for Zone A and retention statistics for Zone B and Zone C.

Example:

| | <u>Zone A</u> | <u>Zone B</u> | <u>Zone C</u> |
|-------|-----------------|---------------|---------------|
| Goal: | REENL % / ATT % | REENL % | REENL % |

| <u>CMD</u> | <u>RE Rate</u> / <u>ATT Rate</u> | <u>REENL Rate</u> | <u>REENL Rate</u> |
|-------------|----------------------------------|-------------------|-------------------|
| ALWAYS SAIL | 53.6% / 3.8% | 72.6% | 100% |

5. Career Waypoints (C-WAY) Submission Compliance. Utilizing the C-WAY Program calculate C-WAY submission compliance percentages for all subordinate units. To calculate compliance percentage, divide "Submitted" by "Required Apps" and multiply result by 100. Example: $6/7 = .857 \times 100 = 85.7\%$

Example:

| <u>CMD</u> | <u>Required Apps</u> | <u>Submitted</u> | <u>Failed to Submit</u> | <u>Compliance</u> |
|-------------|----------------------|------------------|-------------------------|-------------------|
| ALWAYS SAIL | 7 | 6 | 1 | 85.7% |

Note: ISIC can print and add, as an enclosure, the "BSO UIC Status Report - Reenlistment" from C-WAY.

6. Career Development Board (CDB) Compliance. Utilizing CIMS CDB tracking tools, calculate CDB completion compliance for all subordinate units. To calculate compliance percentage, divide "Completed" by "Required" and multiply result by 100.

Note: CIMS CDB completion tracking tool should be the only method for tracking CDB completion data. CDBs are not considered complete until data has been saved and verified in CIMS.

Example:

| <u>CMD</u> | <u>Required</u> | <u>Completed</u> | <u>Compliance</u> |
|-------------|-----------------|------------------|-------------------|
| ALWAYS SAIL | 27 | 17 | 63% |

7. PACT/PRISE-R Sailor Compliance. Utilizing the C-WAY PACT tracking tool document the number of PACT Sailors onboard, those that are qualified, rating application eligible, and applications submitted for all subordinate units. Reserve CCs should annotate all PRISE-R Sailors with their current training status.

Example:

| <u>CMD</u> | <u>Onboard</u> | <u>Qualified</u> | <u>Eligible</u> | <u>Submitted</u> |
|-------------|----------------|------------------|-----------------|------------------|
| ALWAYS SAIL | 7 | 7 | 3 | 3 |

Note: ISIC can print and add, as an enclosure, the "BSO UIC Apprentice Report" from C-WAY.

8. Career Development Training Course (CDTC) Compliance. List the number of CDTC or NEC 9588 trained counselors for all

subordinate units. List number of counselors awaiting training and determine whether unit is in compliance with 30:1 ratio.

Example:

| <u>CMD</u> | <u>Trained Counselors</u> | <u>Awaiting Training</u> | <u>30:1 Ratio</u> |
|-------------|---------------------------|--------------------------|-------------------|
| ALWAYS SAIL | 7 | 2 | YES |

9. Counselor Meetings and Training Completed. Annotate career counselor meetings and trainings conducted for the given month by date conducted (MM/DD/YY). Annotate any pertinent information in remarks section.

Example:

| <u>Date</u> | <u>Topic</u> | <u>Remarks</u> |
|-------------|----------------|---------------------------------|
| 2/7/14 | Transition GPS | Complete 2648 prior to TAP date |

10. Remarks. Use this section to discuss any other areas of interest not covered above.

Example:

- USS ALWAYS SAIL billet has been advertised on CM-ID/BBD.
- FYXX Retention Excellence Award reenlistment benchmarks should be released next month. The only published requirements to date are: Achieve 90 points or better on the annual Command Information Program Review (CIPR), and aggregate cross-section attrition at or below 5%. Changes are expected for how we currently track reenlistment rate and attrition.

IMMEDIATE SUPERIOR IN COMMAND (ISIC) MONTHLY REPORT TEMPLATE

13 NOV YYYY

MEMORANDUM

From: ISIC Career Counselor
To: Commander
Via: (1) Chief of Staff
(2) Command Master Chief

Subj: IMMEDIATE SUPERIOR IN COMMAND CAREER COUNSELOR MONTHLY
REPORT FOR OCTOBER YYYY

Ref: (a) OPNAVINST 1040.11D

Encl: (1) Retention Report NRMS
(2) ISIC Training Minutes
(3) Completed CIPR's/Assists

1. Career Counselor

| <u>CMD</u> | <u>Counselor Onboard</u> | <u>PRD</u> | <u>Remarks</u> |
|------------|--------------------------|------------|----------------|
|------------|--------------------------|------------|----------------|

2. Annual Command Information Program Review

| <u>CMD</u> | <u>Schedule</u> | <u>Status/Score</u> | <u>Remarks</u> |
|------------|-----------------|---------------------|----------------|
|------------|-----------------|---------------------|----------------|

3. Quarterly Assist Visit Schedule

| <u>CMD</u> | <u>Schedule</u> | <u>Status/Remarks</u> |
|------------|-----------------|-----------------------|
|------------|-----------------|-----------------------|

4. Reenlistment & Attrition Statistics

| | <u>Zone A</u> | | <u>Zone B</u> | | <u>Zone C</u> |
|------------|-------------------------------------|-----------------|---------------------|--|---------------------|
| Goal: | <u>REENL</u> ???% / <u>ATT</u> ???% | | <u>REENL</u> : ???% | | <u>REENL</u> : ???% |
| <u>CMD</u> | <u>RE Rate</u> / | <u>ATT Rate</u> | <u>REENL Rate</u> | | <u>REENL Rate</u> |
| USS | 53.6% / | 3.8% | 72.6% | | 100% |

5. Career Waypoints Submission Compliance

| <u>CMD</u> | <u>Reqd Apps</u> | <u>Submitted</u> | <u>Failed to submit</u> | <u>Compliance</u> |
|------------|------------------|------------------|-------------------------|-------------------|
|------------|------------------|------------------|-------------------------|-------------------|

6. Career Development Board Compliance

| <u>CMD</u> | <u>Required</u> | <u>Completed</u> | <u>Compliance</u> |
|------------|-----------------|------------------|-------------------|
|------------|-----------------|------------------|-------------------|

17 Jan 17

Subj: IMMEDIATE SUPERIOR IN COMMAND CAREER COUNSELOR MONTHLY
REPORT FOR OCTOBER YYYY

7. PACT / PRISE-R Sailor Compliance

| | | | | |
|------------|----------------|------------------|-----------------|------------------|
| <u>CMD</u> | <u>Onboard</u> | <u>Qualified</u> | <u>Eligible</u> | <u>Submitted</u> |
|------------|----------------|------------------|-----------------|------------------|

8. Career Development Training Course Compliance

| | | | |
|------------|---------------------------|--------------------------|-------------------|
| <u>CMD</u> | <u>Trained Counselors</u> | <u>Awaiting Training</u> | <u>30:1 Ratio</u> |
|------------|---------------------------|--------------------------|-------------------|

9. Counselor Meetings and Training Completed

| | | |
|-------------|--------------|-------------------------|
| <u>Date</u> | <u>Topic</u> | <u>Areas of Concern</u> |
|-------------|--------------|-------------------------|

10. Remarks

NAVPERS 15878L
17 Jan 17

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX C

CAREER COUNSELOR INFORMATION MANAGEMENT SYSTEMS ACCESS LIST

TABLE OF CONTENTS

| APPENDIX/ ARTICLE | SUBJECT | PAGE |
|----------------------|---|------|
| C.1. | Introduction..... | C-1 |
| C.2. | Career Information Management System (CIMS)..... | C-1 |
| C.3. | Navy Retention Monitoring System (NRMS).... | C-8 |
| C.4. | Sponsorship Access via CIMS..... | C-14 |
| C.5. | BUPERS Online (BOL)..... | C-20 |
| C.6. | Career Management System-Interactive Detailing/Billet Based Distribution (CMSID/BBD)..... | C-22 |
| C.7. | Fleet Navy Training Management and Planning System (FLTMPS)..... | C-23 |
| C.8. | Navy Enlisted Advancement System (NEAS).... | C-24 |
| C.9. | Defense Manpower Data Center (DMDC)..... | C-26 |
| C.10. | Officer Personnel Information System (OPINS)..... | C-27 |
| C.10.1. | Submission Process and Points of Contact... | C-28 |
| C.11. | Accessing OPINS via Mainframe Internet Applications Portal (MIAP)..... | C-29 |
| C.11.1. | Passwords and Technical Issues..... | C-35 |

Career Counselor Information Management Systems Access List

C.1. Introduction. This appendix has been developed by Bureau of Naval Personnel (BUPERS), Military Community Management Department (BUPERS-3) in partnership with the fleet and force Navy counselors to assist career counselors by providing information and procedures to gain access to Career Counselor Information Management Systems.

Note: Orders are now available by message traffic or through the Personnel Services module access within the Career Information Management System (CIMS). See your personnel department or servicing facility for gaining access to this program/module.

C.2. Career Information Management System (CIMS)

1. CIMS is the primary means to plan, schedule, and track the Career Development Program (CDP) activities. To request access to CIMS navigate to the www.npc.navy.mil > Career Info > Career Counseling > CIMS. Look for the CIMS link to submit System Access Authorization Request (SAAR) online. To access and download the CIMS user's guide go to <http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/CIMS.aspx>

Note: Some challenges may exist for forward deployed platforms that are operating under the CIMS Afloat module, which has not received all the upgrades that the Web/Ashore modules have received. Please consult with your Type Commander (TYCOM)/Immediate Superior In Command (ISIC) for further guidance and workaround if your access becomes problematic in meeting reporting and functional requirements.

2. Below are steps you need to use to submit a SAAR for CIMS.

17 Jan 17

Step 1. Go to NSIPS Login screen, click on System Access Authorization Request SAAR (NSIPS, ESR, Web Adhoc,).



Navy Standard Integrated Personnel System

System Status: Online Thursday, April 24

DoD CAC Authentication

This system contains For Official Use Only (FOUO) information that is Privacy Act Sensitive and must be appropriately marked and protected per DoDM 5200.01-V4, February 24, 2012. Any application web page that is marked "FOUO Privacy Sensitive" at the top of the screen contains Sensitive Privacy Act Information and must be further marked if printed, electronically transmitted, or electronically stored outside the application.

- For printouts, "FOUO Privacy Sensitive" must be marked at the bottom of each page.
- For electronically transmitted messages, subject line shall contain "FOUO Privacy Sensitive" or if the information is an attachment "FOUO Privacy Sensitive Attachment".
- For electronically stored information, including message text and files attached to messages, the information must be marked "FOUO Privacy Sensitive" at the beginning and end of the FOUO text. If stored on physical media, the media must be marked "FOUO Privacy Sensitive".

| | |
|--|--|
| <p>System Access Authorization Request (SAAR)</p> <ul style="list-style-type: none"> » New Users (NSIPS, ESR, CIMS, Web Ad Hoc) » NSIPS Self-Service (New Users) » NSIPS Self-Service (Unlock) » New User SAAR Validation (Supervisor) <p>Training</p> <ul style="list-style-type: none"> » E-Leave Job Performance Aids (JPA) » Pers/Pay Job Performance Aids (JPA) » Command Job Performance Aids (JPA) | <p>User Information</p> <ul style="list-style-type: none"> » NSIPS Data Marking and Protection Policy 13 Apr 2012 » ESR Self-Service Login Instructions » Civilian Employer Information (CEI) Login Instructions » Create ESR View Only Account Instructions » ESR Self-Service Desk Guide » ESR Frequently Asked Questions (FAQ) |
|--|--|

Step 2. When you get to the next page click on the CIMS radio button and click next.

Empl ID: [REDACTED]
Name: [REDACTED] (Last,First,Middle)
Command UIC: 55882

Please Select a SAAR Account Type*

| | | |
|----------------------------------|--|-------------------------|
| <input type="radio"/> | (NSIPS)-Active Customer Commands/Pay and Personnel Office | DETAILS |
| <input type="radio"/> | (NSIPS)-Reserve Customer Commands/Pay and Personnel Office | DETAILS |
| <input type="radio"/> | (NSIPS)-Web Adhoc | DETAILS |
| <input type="radio"/> | (NSIPS)-NSIPS Access Manager (NAM) | DETAILS |
| <input type="radio"/> | (ANO)-Acceptance and Oath of Office | DETAILS |
| <input type="radio"/> | (NSW)-Naval Special Warfare | DETAILS |
| <input checked="" type="radio"/> | (NRMS)-Navy Retention Monitoring System | DETAILS |
| <input checked="" type="radio"/> | (CIMS)-Career Information Management System | DETAILS |
| <input type="radio"/> | (HPIP)-Health Professionals Incentive Program | DETAILS |
| <input type="radio"/> | (POEMS)-PCS Obligation and Expenditure Management System | DETAILS |
| <input type="radio"/> | Command Level Access | DETAILS |
| <input type="radio"/> | Corporate View Access | DETAILS |
| <input type="radio"/> | (NSIPS)-Orders Request | DETAILS |

(* Required)

NEXT CANCEL RESET

Step 3. On the next page, select which level access is needed and then click, "OK".

Select a Primary Role

Career Information Management System (CIMS)

| | | |
|-------------------------------------|---|-------------------------|
| <input checked="" type="checkbox"/> | CIMS Corporate User | DETAILS |
| <input type="checkbox"/> | CIMS Department/Division Career Counselor | DETAILS |
| <input type="checkbox"/> | CIMS Sponsor Coordinator | DETAILS |
| <input type="checkbox"/> | CIMS Command Career Counselor | DETAILS |
| <input type="checkbox"/> | CIMS Command View Only | DETAILS |

OK Cancel

-Select what type account you are trying to obtain.
-CIMS Command View Only is the old Admin Level-Inquiry account that is utilized by ISIC's / TYCOM's.
***** Never select the CIMS Corporate User*****

Step 4. Enter telephone, email address, and justification. After you enter your justification click on "CIMS UIC Access" in the center of the page and enter which UICs you will need. Be sure the justification matches what you are requesting. (All email addresses must be a ".mil" e-mail address or the application will be rejected).

When entering your supervisor's information ensure you enter it accurately so it can be retrieved. Enter it as Last Name, First Name (do not add a space between last name and first name), ex. if you enter it as SMITH, JOSEPH the supervisor must enter it as such.

After you verify all information is correct on your SAAR click "submit". Soon after you submit it, emails will be sent to you and your supervisor.

System Access Authorization Request - (SAAR)

Create New User Account - CIMS Department/Division Career Counselor [VIEW PRIVACY STATEMENT](#)

Operator Attributes

User ID: [REDACTED]
Empl ID: [REDACTED]
Department: 55882 MIL COMMUNITY MGMT MILL T
Rank/Rate: NCC
Account Type: Military
Telephone:
Email Address:
Official Email Address

UIC Access

CIMS UIC Access

Supervisor Details - SAAR Form

Name:
(Last,First,Middle)
Email Id:
Official Email Address
Contact Phone:

- You MUST put a justification on why you are asking for that particular access. Even if it is as simple as saying "I am the Command Career Counselor" . The leading cause of disapprovals is this right here!

-Put in all the UIC's you are responsible for under CIMS UIC ACCESS.

****** Remember, when putting your Supervisor's information in it must be an exact match or else they will be unable to retrieve and approve it. Ex...**

KINSTLE,CHRISTOPHER
Christopher.kinstle@navy.mil
901-874-2533

Step 5. (Supervisor) The email to your supervisor will look like the below; copy the code from the email

NSIPS - System Access Authorization Request (SAAR) Validation

You are receiving this email because you were identified as a Supervisor for [REDACTED] requesting an NSIPS account.

If you think you received this Email by mistake, please forward this email to NSIPSHelpdesk@navy.mil.

Due to ongoing Information Assurance requirements, this validation request no longer supports embedded hyperlinks. Please go to the NSIPS home page and click the New User SAAR Validation (Supervisor) link.

You will require the following Confirmation Code to validate account request: **11zaWfPqF4gB9rsmU2F2weoWEXh0PAd**

NOTE:
A valid DoD CAC is required in-order to access the link specified in the email.
If you DO NOT have a valid CAC or if you are unable to present your CAC to the application, please forward this email to the NSIPS Help Desk at NSIPSHelpdesk@navy.mil

**- The Supervisor will receive an email similar to this.
- Highlight and copy the code in the email**

Step 6. (Supervisor) Go to the NSIPS home page, click on "New User SAAR Validation (Supervisor)"

System Status: Online Thursday, April 24

DoD CAC Authentication [REDACTED]

This system contains For Official Use Only (FOUO) information that is Privacy Act Sensitive and must be appropriately marked and protected per DoDM 5200.01-V4, February 24, 2012. Any application web page that is marked "FOUO Privacy Sensitive" at the top of the screen contains Sensitive Privacy Act Information and must be further marked if printed, electronically transmitted, or electronically stored outside the application.

- For printouts, "FOUO Privacy Sensitive" must be marked at the bottom of each page.
- For electronically transmitted messages, subject line shall contain "FOUO Privacy Sensitive" or if the information is an attachment "FOUO Privacy Sensitive Attachment".
- For electronically stored information, including message text and files attached to messages, the information must be marked "FOUO Privacy Sensitive" at the beginning and end of the FOUO text. If stored on physical media, the media must be marked "FOUO Privacy Sensitive".

| | |
|--|--|
| System Access Authorization Request (SAAR) <ul style="list-style-type: none">» New Users (NSIPS, ESR, CIMS, Web Ad Hoc)» NSIPS Self-Service (New Users)» NSIPS Self-Service (Unlock)» New User SAAR Validation (Supervisor) | User Information <ul style="list-style-type: none">» NSIPS Data Marking and Protection Policy 13 Apr 2012» ESR Self-Service Login Instructions» Civilian Employer Information (CEI) Login Instructions» Create ESR View Only Account Instructions» ESR Self-Service Desk Guide» ESR Frequently Asked Questions (FAQ) |
|--|--|

Training

- » E-Leave Job Performance Aids (JPA)
- » Pers/Pay Job Performance Aids (JPA)
- » Command Job Performance Aids (JPA)

Step 7. (Supervisor) Paste the code from the email on the code line, and click "confirm". The supervisor lines will pop-up to allow him/her to enter his/her information just as you typed it. Remember this has to be identical or else he/she will not be able to retrieve the SAAR.

NSIPS SAAR Review/Verification Process

Code

Please enter the Confirmation Code received in the Email and Click on the Button "Confirm" to start the Process.

Code:

Supervisor Details

Please enter your details in the Section provided below and click on the Button "Submit" to start those specified in the SAAR Form.

Name:

Email Id:

Phone:

-Paste the Code from the email and click "Confirm".

-Ensure you put your information in just how it was submitted. If it is not done correctly the line will highlight red.

Step 8. (Supervisor) Check the SAAR for completeness (including proper justification and all UICs the member needs access to) then click submit.

System Access Authorization Request - (SAAR)
Create New User Account - CIMS Department/Division Career Counselor [VIEW PRIVACY STATEMENT](#)

Operator Attributes

User ID: [REDACTED]
Empl ID: [REDACTED] **Justification**
Department: 55882 MIL COMMUNITY MGMT MILL TN
Rank/Rate: NCC
Account Type: Military
Telephone: [REDACTED]
Email Address: [REDACTED] Official Email Address

UIC Access

CIMS UIC Access

Supervisor Details - SAAR Form

Name: [REDACTED] (Last, First Middle)
Email Id: [REDACTED] Official Email Address
Contact Phone: [REDACTED]

Buttons: SUBMIT, RESET

Instructions:
-Verify all information is correct and the proper justification has been entered.
- Click the submit button.

Step 9. (Supervisor) This will bring them to the final routing stage. This must be submitted to the CIMS SUPER FAM PRIMARY or CIMS SUPER FAM SECONDARY.

Route SAAR for Final Approval
Function Manager - Details

| Select | Name | UIC | Command | Role Name |
|-------------------------------------|--------------------------|-------|-----------------------------|---------------------------|
| <input checked="" type="checkbox"/> | CIMS Super FAM Primary | 62980 | COMNAVPERSCOM MILLINGTON TN | Man Power & Personnel FAM |
| <input type="checkbox"/> | CIMS Super FAM Secondary | 62980 | COMNAVPERSCOM MILLINGTON TN | Man Power & Personnel FAM |

Note:
Operator(s) displayed in this style are the Manpower & Personnel FAM(s)/ISSO(s)/NAM(s) and transactions can be routed to them if there are no Local FAM(s)/ISSO(s)/NAM(s) set-up for your Activity.

Instructions:
- Select CIMS Super FAM Primary and click "OK"

Buttons: OK, Cancel

3. You will then receive an email that your SAAR is awaiting approval by the CIMS SUPER FAM. Once approved, a third email will be sent letting you know your access has been approved.

4. Please allow 48 hours for approval by the CIMS SUPER FAM; for further questions, please contact the NSIPS help desk at nsipshelpdesk@navy.mil or 877-589-5991 (DSN 312-647-5442).

C.3. Navy Retention Monitoring System (NRMS)

1. NRMS fulfills the Navy's requirement to be able to report and analyze retention data by providing the tools and capability to monitor, track, and analyze retention so that the Navy can effectively deliver the right Sailor, with the right skills, to the right place, at the right time.

2. Your NRMS account will be created separately, but will go through the familiar steps as creating your CIMS account. To request access to NRMS, navigate to the www.npc.navy.mil > Career Info > Career Counseling > NRMS. Look for the NRMS link to submit SAARs online for access and to download the NRMS Power Points.

3. Below are steps you need to use to submit a SAAR for NRMS.

Step 1. Go to NSIPS Login screen and click on System Access Authorization Request SAAR (NSIPS, ESR, Web Adhoc,).

System Status: Online Thursday, April 24

DoD CAC Authentication

This system contains For Official Use Only (FOUO) information that is Privacy Act Sensitive and must be appropriately marked and protected per DoDM 5200.01-V4, February 24, 2012. Any application web page that is marked "FOUO Privacy Sensitive" at the top of the screen contains Sensitive Privacy Act Information and must be further marked if printed, electronically transmitted, or electronically stored outside the application.

- For printouts, "FOUO Privacy Sensitive" must be marked at the bottom of each page.
- For electronically transmitted messages, subject line shall contain "FOUO Privacy Sensitive" or if the information is an attachment "FOUO Privacy Sensitive Attachment".
- For electronically stored information, including message text and files attached to messages, the information must be marked "FOUO Privacy Sensitive" at the beginning and end of the FOUO text. If stored on physical media, the media must be marked "FOUO Privacy Sensitive".

System Access Authorization Request (SAAR)

- » [New Users \(NSIPS, ESR, CIMS, Web Ad Hoc\)](#)
- » [NSIPS Self-Service \(New Users\)](#)
- » [NSIPS Self-Service \(Unlock\)](#)
- » [New User SAAR Validation \(Supervisor\)](#)

User Information

- » [NSIPS Data Marking and Protection Policy 13 Apr 2012](#)
- » [ESR Self-Service Login Instructions](#)
- » [Civilian Employer Information \(CEI\) Login Instructions](#)
- » [Create ESR View Only Account Instructions](#)
- » [ESR Self-Service Desk Guide](#)
- » [ESR Frequently Asked Questions \(FAQ\)](#)

Training

- » [E-Leave Job Performance Aids \(JPA\)](#)
- » [Pers/Pay Job Performance Aids \(JPA\)](#)
- » [Command Job Performance Aids \(JPA\)](#)

Step 2. When you get to the next page click on the NRMS radio button and click next.

| Please Select a SAAR Account Type * | | |
|-------------------------------------|--|-------------------------|
| <input type="radio"/> | (NSIPS)-Active Customer Commands/Pay and Personnel Office | DETAILS |
| <input type="radio"/> | (NSIPS)-Reserve Customer Commands/Pay and Personnel Office | DETAILS |
| <input type="radio"/> | (NSIPS)-Web Adhoc | DETAILS |
| <input type="radio"/> | (NSIPS)-NSIPS Access Manager (NAM) | DETAILS |
| <input type="radio"/> | (ANO)-Acceptance and Oath of Office | DETAILS |
| <input type="radio"/> | (NSW)-Naval Special Warfare | DETAILS |
| <input checked="" type="radio"/> | (NRMS)-Navy Retention Monitoring System | DETAILS |
| <input type="radio"/> | (CIMS)-Career Information Management System | DETAILS |
| <input type="radio"/> | (HPIP)-Health Professionals Incentive Program | DETAILS |
| <input type="radio"/> | (POEMS)-PCS Obligation and Expenditure Management System | DETAILS |
| <input type="radio"/> | Command Level Access | DETAILS |
| <input type="radio"/> | Corporate View Access | DETAILS |
| <input type="radio"/> | (NSIPS)-Orders Request | DETAILS |

(* Required)

NEXT CANCEL RESET

Step 3. On the next page, select "NRMS (COMMAND/FLEET)" access and then click "OK".

| Navy Retention Monitoring System (NRMS) | | |
|---|----------------------|-------------------------|
| <input checked="" type="radio"/> | NRMS (CNO) | DETAILS |
| <input checked="" type="radio"/> | NRMS (OCNO) | DETAILS |
| <input type="radio"/> | NRMS (Fleet/Command) | DETAILS |

OK Cancel

Step 4. Enter telephone, email address, and justification. Be sure the justification matches what you are requesting. (All email addresses must be a ".mil" e-mail address or the application will be rejected).

When entering your supervisor's information ensure you enter it accurately so it can be retrieved. Enter it as Last Name, First Name (do not add a space between your last name and first name), ex. if you enter it as SMITH, JOSEPH the supervisor must enter it as such.

After you verify all information is correct on your SAAR click "submit". Soon after you submit it, emails will be sent to you and your supervisor.

System Access Authorization Request - (SAAR)
Create New User Account - NRMS (Fleet/Command) [VIEW PRIVACY STATEMENT](#)

Operator Attributes

User ID: [REDACTED]
Name: [REDACTED]
Department: [REDACTED] MIL COMMUNITY MGMT MILL TN
Rank/Rate: NCC
Account Type: Military
Telephone: [REDACTED]
Email Address: [REDACTED] Official Email Address

Navy Retention Monitoring System

Fleet Access CCC Access

Supervisor Details [Submit Form](#)

Name: [REDACTED] (Last, First Middle)
Email Id: [REDACTED] Official Email Address
Contact Phone: [REDACTED]

Justification

- You MUST put a justification on why you are asking for that particular access. Even if it is as simple as saying "I am the Command Career Counselor". The leading cause of disapprovals is this right here!

-Fleet Access and CCC Access is identical. So choose either one.

****Remember, when putting your Supervisor's information in it must be an exact match or else they will be unable to retrieve and approve it. Ex...

KINSTLE,CHRISTOPHER
Christopher.kinstle@navy.mil
901-874-2533

Step 5. (Supervisor) The email to your supervisor will look like the below; copy the code from the email.

NSIPS - System Access Authorization Request (SAAR) Validation

You are receiving this email because you were identified as a Supervisor for [REDACTED] requesting an NSIPS account.

If you think you received this Email by mistake, please forward this email to NSIPSHelpdesk@navy.mil.

Due to ongoing Information Assurance requirements, this validation request no longer supports embedded hyperlinks. Please go to the NSIPS home page and click the New User SAAR Validation (Supervisor) link.

You will require the following Confirmation Code to validate account requests: **11zaWfPqF4gB9rsmU2F2weoWEXh0PAd**

NOTE:
A valid DoD CAC is required in-order to access the link specified in the email.
If you DO NOT have a valid CAC or if you are unable to present your CAC to the application, please forward this email to the NSIPS Help Desk at NSIPSHelpdesk@navy.mil

- The Supervisor will receive an email similar to this.
- Highlight and copy the code in the email



Navy Standard Integrated Personnel System

System Status: Online **Thursday, April 24**

DoD CAC Authentication

This system contains For Official Use Only (FOUO) information that is Privacy Act Sensitive and must be appropriately marked and protected per DoDM 5200.01-V4, February 24, 2012. Any application web page that is marked "FOUO Privacy Sensitive" at the top of the screen contains Sensitive Privacy Act Information and must be further marked if printed, electronically transmitted, or electronically stored outside the application.

- For printouts, "FOUO Privacy Sensitive" must be marked at the bottom of each page.
- For electronically transmitted messages, subject line shall contain "FOUO Privacy Sensitive" or if the information is an attachment "FOUO Privacy Sensitive Attachment".
- For electronically stored information, including message text and files attached to messages, the information must be marked "FOUO Privacy Sensitive" at the beginning and end of the FOUO text. If stored on physical media, the media must be marked "FOUO Privacy Sensitive".

| | |
|---|--|
| System Access Authorization Request (SAAR) <ul style="list-style-type: none">» New Users (NSIPS, ESR, CIMS, Web Ad Hoc)» NSIPS Self-Service (New Users)» NSIPS Self-Service (Unlock)» New User SAAR Validation (Supervisor) | User Information <ul style="list-style-type: none">» NSIPS Data Marking and Protection Policy 13 Apr 2012» ESR Self-Service Login Instructions» Civilian Employer Information (CEI) Login Instructions» Create ESR View Only Account Instructions» ESR Self-Service Desk Guide» ESR Frequently Asked Questions (FAQ) |
|---|--|

Training

- » [E-Leave Job Performance Aids \(JPA\)](#)
- » [Pers/Pay Job Performance Aids \(JPA\)](#)
- » [Command Job Performance Aids \(JPA\)](#)

Step 6. (Supervisor) Go to the NSIPS home page, click on "New User SAAR Validation (Supervisor)".

Step 7. (Supervisor) Paste the code from the email on the code line, and click "confirm". The supervisor lines will pop-up to allow him/her to enter his/her information just as you typed it.

Remember this has to be identical or else he/she will not be able to retrieve the SAAR.

NSIPS SAAR Review/Verification Process

Code

Please enter the Confirmation Code received in the Email and Click on the Button "Confirm" to start the Process.

Code:

Supervisor Details

Please enter your details in the Section provided below and confirm those specified in the SAAR Form.

Name:

Email Id:

Phone:

-Paste the Code from the email and click "Confirm".

-Ensure you put your information in just how it was submitted. If it is not done correctly the line will highlight red.

Step 8. (Supervisor) Check the SAAR for completeness (including proper justification), then click submit.

System Access Authorization Request - (SAAR)
Create New User Account - NRMS (Fleet/Command) [VIEW PRIVACY STATEMENT](#)

Operator Attributes

User ID: [REDACTED]
Name: [REDACTED]
Department: [REDACTED] MIL COMMUNITY MGMT MILL TN
Rank/Rate: NCC
Account Type: Military
Telephone: [REDACTED]
Email Address: [REDACTED]
Official Email Address

Navy Retention Monitoring System

Fleet Access CCC Access

Supervisor Details - SAAR Form

Name: [REDACTED]
(Last,First Middle)
Email Id: [REDACTED]
Official Email Address
Contact Phone: [REDACTED]

-Verify all information is correct and the proper justification has been entered.
- Click the submit button.

Step 9. (Supervisor) This will bring them to the final routing stage. This must be submitted to the CIMS SUPER FAM PRIMARY or CIMS SUPER FAM SECONDARY.

Route SAAR for Final Approval
Function Manager - Details

| Select | Name | UIC | Command | Role Name |
|-------------------------------------|--------------------------|-------|-----------------------------|---------------------------|
| <input checked="" type="checkbox"/> | CIMS Super FAM Primary | 62980 | COMNAVPERSCOM MILLINGTON TN | Man Power & Personnel FAM |
| <input type="checkbox"/> | CIMS Super FAM Secondary | 62980 | COMNAVPERSCOM MILLINGTON TN | Man Power & Personnel FAM |

Note:
Operator(s) displayed in this style are the Manpower & Personnel FAM(s)/ISSO(s)/NAM(s) and transactions can be routed to them if there are no Local FAM(s)/ISSO(s)/NAM(s) set-up for your Activity.

- Select CIMS Super FAM Primary and click "OK"

4. You will then receive an email that your SAAR is awaiting approval by the CIMS SUPER FAM. Once approved, a third email will be sent letting you know your access has been approved.

5. Please allow 48 hours for approval by the CIMS SUPER FAM; for further questions, please contact the NSIPS help desk at nsipshelpdesk@navy.mil or 877-589-5991 (DSN 312-647-5442).

C.4. Sponsorship Access via CIMS

1. CIMS houses the Sponsorship Program. All sponsor coordinators must have access to perform their duties. For more information, navigate to the www.npc.navy.mil > Career Info > Career Counseling> CIMS. Look for the Sponsor Coordinator link and download the power point.

2. Below are steps you need to use to submit a SAAR for sponsorship access.

Step 1. Go to NSIPS Login screen find System Access Authorization Request SAAR (NSIPS, ESR, Web Adhoc).

System Status: Online **Thursday, April 24**

DoD CAC Authentication

This system contains For Official Use Only (FOUO) information that is Privacy Act Sensitive and must be appropriately marked and protected per DoDM 5200.01-V4, February 24, 2012. Any application web page that is marked "FOUO Privacy Sensitive" at the top of the screen contains Sensitive Privacy Act Information and must be further marked if printed, electronically transmitted, or electronically stored outside the application.

- For printouts, "FOUO Privacy Sensitive" must be marked at the bottom of each page.
- For electronically transmitted messages, subject line shall contain "FOUO Privacy Sensitive" or if the information is an attachment "FOUO Privacy Sensitive Attachment".
- For electronically stored information, including message text and files attached to messages, the information must be marked "FOUO Privacy Sensitive" at the beginning and end of the FOUO text. If stored on physical media, the media must be marked "FOUO Privacy Sensitive".

System Access Authorization Request (SAAR)

- » [New Users \(NSIPS, ESR, CIMS, Web Ad Hoc\)](#)
- » [NSIPS Self-Service \(New Users\)](#)
- » [NSIPS Self-Service \(Unlock\)](#)
- » [New User SAAR Validation \(Supervisor\)](#)

User Information

- » [NSIPS Data Marking and Protection Policy 13 Apr 2012](#)
- » [ESR Self-Service Login Instructions](#)
- » [Civilian Employer Information \(CEI\) Login Instructions](#)
- » [Create ESR View Only Account Instructions](#)
- » [ESR Self-Service Desk Guide](#)
- » [ESR Frequently Asked Questions \(FAQ\)](#)

Training

- » [E-Leave Job Performance Aids \(JPA\)](#)
- » [Pers/Pay Job Performance Aids \(JPA\)](#)
- » [Command Job Performance Aids \(JPA\)](#)

Menu

Step 2. When you get to the next page, click on the CIMS radio button and click next.

Empl ID: [REDACTED]
Name: [REDACTED] (Last,First,Middle)
Command UIC: 55882

Please Select a SAAR Account Type *

| | | |
|----------------------------------|--|-------------------------|
| <input type="radio"/> | (NSIPS)-Active Customer Commands/Pay and Personnel Office | DETAILS |
| <input type="radio"/> | (NSIPS)-Reserve Customer Commands/Pay and Personnel Office | DETAILS |
| <input type="radio"/> | (NSIPS)-Web Adhoc | DETAILS |
| <input type="radio"/> | (NSIPS)-NSIPS Access Manager (NAM) | DETAILS |
| <input type="radio"/> | (ANO)-Acceptance and Oath of Office | DETAILS |
| <input type="radio"/> | (NSW)-Naval Special Warfare | DETAILS |
| <input checked="" type="radio"/> | (NRMS)-Navy Retention Monitoring System | DETAILS |
| <input checked="" type="radio"/> | (CIMS)-Career Information Management System | DETAILS |
| <input type="radio"/> | (HPIP)-Health Professionals-Incentive Program | DETAILS |
| <input type="radio"/> | (POEMS)-PCS Obligation and Expenditure Management System | DETAILS |
| <input type="radio"/> | Command Level Access | DETAILS |
| <input type="radio"/> | Corporate View Access | DETAILS |
| <input type="radio"/> | (NSIPS)-Orders Request | DETAILS |

(* Required)

NEXT CANCEL RESET

Step 3. On the next page, select CIMS Sponsor Coordinator and then click "OK".

Select a Primary Role

Career Information Management System (CIMS)

| | | |
|----------------------------------|---|-------------------------|
| <input checked="" type="radio"/> | CIMS Corporate User | DETAILS |
| <input type="radio"/> | CIMS Department/Division Career Counselor | DETAILS |
| <input checked="" type="radio"/> | CIMS Sponsor Coordinator | DETAILS |
| <input type="radio"/> | CIMS Command Career Counselor | DETAILS |
| <input type="radio"/> | CIMS Command View Only | DETAILS |

OK Cancel

Step 4. Enter telephone, email address, and justification. After you enter your justification, click on "CIMS UIC Access" in the center of the page and enter which UICs you will need. Be sure the justification matches what you are requesting. (All email addresses must be a ".mil" e-mail address or the application will be rejected).

When entering your supervisor's information, ensure you enter it accurately so it can be retrieved. Enter it as Last Name, First Name (do not add a space between last name and first name), ex. if you enter it as SMITH, JOSEPH the supervisor must enter it as such.

After you verify all information is correct on your SAAR click "submit". Soon after you submit it, emails will be sent to you and your supervisor.

System Access Authorization Request - (SAAR)

Create New User Account - CIMS Department/Division Career Counselor [VIEW PRIVACY STATEMENT](#)

Operator Attributes

User ID: [REDACTED]
Empl ID: [REDACTED] **Justification**
Department: 55882 MIL COMMUNITY MGMT MILLT
Rank/Rate: NCC
Account Type: Military
Telephone: [REDACTED]
Email Address: [REDACTED] Official Email Address

UIC Access

CIMS UIC Access

Supervisor Details - SAAR Form

Name: [REDACTED] (Last,First Middle)
Email Id: [REDACTED] Official Email Address
Contact Phone: [REDACTED]

Submit

- You MUST put a justification on why you are asking for that particular access. Even if it is as simple as saying "I am the Command Career Counselor". The leading cause of disapprovals is this right here!

-Put in all the UIC's you are responsible for under CIMS UIC ACCESS.

****** Remember, when putting your Supervisor's information in it must be an exact match or else they will be unable to retrieve and approve it. Ex...**

KINSTLE,CHRISTOPHER
Christopher.kinstle@navy.mil
901-874-2533

Step 5. (Supervisor) The email to your supervisor will look like the below; copy the code from the email.

NSIPS - System Access Authorization Request (SAAR) Validation

You are receiving this email because you were identified as a Supervisor for [REDACTED] requesting an NSIPS account.

If you think you received this Email by mistake, please forward this email to NSIPSHelpdesk@navy.mil.

Due to ongoing Information Assurance requirements, this validation request no longer supports embedded hyperlinks. Please go to the NSIPS home page and click the New User SAAR Validation (Supervisor) link.

You will require the following Confirmation Code to validate account request: **11zaWfPfQF4gB9rsmU2F2weoWEXh0PAd**

NOTE:
A valid DoD CAC is required in-order to access the link specified in the email.
If you DO NOT have a valid CAC or if you are unable to present your CAC to the application, please forward this email to the NSIPS Help Desk at NSIPSHelpdesk@navy.mil

**- The Supervisor will receive an email similar to this.
- Highlight and copy the code in the email**

Step 6. (Supervisor) Go to the NSIPS home page, click on "New User SAAR Validation (Supervisor)".



Navy Standard Integrated Personnel System

System Status: **Online** Thursday, April 24

DoD CAC Authentication

[REDACTED] Logon

This system contains For Official Use Only (FOUO) information that is Privacy Act Sensitive and must be appropriately marked and protected per DoDM 5200.01-V4, February 24, 2012. Any application web page that is marked "FOUO Privacy Sensitive" at the top of the screen contains Sensitive Privacy Act Information and must be further marked if printed, electronically transmitted, or electronically stored outside the application.

- For printouts, "FOUO Privacy Sensitive" must be marked at the bottom of each page.
- For electronically transmitted messages, subject line shall contain "FOUO Privacy Sensitive" or if the information is an attachment "FOUO Privacy Sensitive Attachment".
- For electronically stored information, including message text and files attached to messages, the information must be marked "FOUO Privacy Sensitive" at the beginning and end of the FOUO text. If stored on physical media, the media must be marked "FOUO Privacy Sensitive".

System Access Authorization Request (SAAR)

- » New Users (NSIPS, ESR, CIMS, Web Ad Hoc)
- » **NSIPS Self-Service (New Users)**
- » NSIPS Self-Service (Unlock)
- » **New User SAAR Validation (Supervisor)**

User Information

- » NSIPS Data Marking and Protection Policy 13 Apr 2012
- » ESR Self-Service Login Instructions
- » Civilian Employer Information (CEI) Login Instructions
- » Create ESR View Only Account Instructions
- » ESR Self-Service Desk Guide
- » ESR Frequently Asked Questions (FAQ)

Training

- » E-Leave Job Performance Aids (JPA)
- » Pers/Pay Job Performance Aids (JPA)
- » Command Job Performance Aids (JPA)

Menu

Step 7. (Supervisor) Paste the code from the email on the code line, and click "confirm". The supervisor lines will pop-up to allow him/her to enter his/her information just as you typed it. Remember this has to be identical or else he/she will not be able to retrieve the SAAR.

NSIPS SAAR Review/Verification Process

Code

Please enter the Confirmation Code received in the Email and Click on the Button "Confirm" to start the Process.

Code:

Supervisor Details

Please enter your details in the Section provided below and ensure that they match those specified in the SAAR Form.

Name:

Email Id:

Phone:

-Paste the Code from the email and click "Confirm".

-Ensure you put your information in just how it was submitted. If it is not done correctly the line will highlight red.

Step 8. (Supervisor) Check the SAAR for completeness (including proper justification and all UICs the member needs access to), then click submit.

System Access Authorization Request - (SAAR)
Create New User Account - CIMS Department/Division Career Counselor [VIEW PRIVACY STATEMENT](#)

Operator Attributes

User ID: [REDACTED]
Empl ID: [REDACTED] **Justification**
Department: 55882 MIL COMMUNITY MGMT MILL TN
Rank/Rate: NCC
Account Type: Military
Telephone: [REDACTED]
Email Address: [REDACTED]
Official Email Address

UIC Access

CIMS UIC Access

Supervisor Details - SAAR Form

Name: [REDACTED]
(Last, First Middle)
Email Id: [REDACTED]
Official Email Address
Contact Phone: [REDACTED]

SUBMIT **RESET**

-Verify all information is correct and the proper justification has been entered.
- Click the submit button.

Step 9. (Supervisor) This will bring them to the final routing stage. This must be submitted to the CIMS SUPER FAM PRIMARY or CIMS SUPER FAM SECONDARY.

Route SAAR for Final Approval
Function Manager - Details

| Select | Name | UIC | Command | Role Name |
|-------------------------------------|--------------------------|-------|-----------------------------|---------------------------|
| <input checked="" type="checkbox"/> | CIMS Super FAM Primary | 62980 | COMNAVPERSCOM MILLINGTON TN | Man Power & Personnel FAM |
| <input type="checkbox"/> | CIMS Super FAM Secondary | 62980 | COMNAVPERSCOM MILLINGTON TN | Man Power & Personnel FAM |

Note:
Operator(s) displayed in this style are the Manpower & Personnel FAM(s)/ISSO(s)/NAM(s) and transactions can be routed to them if there are no Local FAM(s)/ISSO(s)/NAM(s) set-up for your Activity.

- Select CIMS Super FAM Primary and click "OK"

OK **Cancel**

3. You will then receive an email that your SAAR is awaiting approval by the CIMS SUPER FAM. Once approved, a third email will be sent letting you know your access has been approved.

4. Please allow 48 hours for approval by the CIMS SUPER FAM; for further questions please contact the NSIPS help desk at nsipshelpdesk@navy.mil or 877-589-5991 (DSN 312-647-5442)

C.5. BUPERS Online (BOL)

1. BOL is a single point of entry application for logging into numerous web-based applications maintained by Navy Personnel Command (NAVPERSCOM), Millington, TN. As applications are added, you will login once, and then be able to pass from application to application without the need for multiple logins.

2. As a career counselor you will need to gain access to specific applications within BOL by submitting an official letter, see example on the following page for proper formatting. This will allow you to view the records of Sailors in your command. For Official Military Personnel File (OMPF) command view access the Commanding Officer (CO), Executive Officer (XO), or Command Master Chief (CMC) can delegate to individuals through the system.

3. The parts of BOL you will have access to:

- a. Advancement/Selection Boards;
- b. Application (FORMAN) Status;
- c. OMPF command view (gained access from CO/XO/CMC);
- d. Selective Reenlistment Bonus;
- e. View IA/ADSW orders; and

f. PRIMS-Read Only (gain access from Command Fitness Leader (CFL)).

4. E-mail your completed letter to mill_pers-4helpdesk@navy.mil and NAVPERSCOM, Career Management Department (PERS-4) will take action for approval. For further questions, please contact the BOL help desk 800-951-6289

(Command Letterhead)

5000
Ser N00/
DD Mmm YYYY

From:

To: Commander, Navy Personnel Command (PERS-455E)

Subj: BUREAU OF NAVY PERSONNEL ACCESS WEB REQUEST

1. Request Bureau of Naval Personnel Access for the following individuals:

RATE/RANK:

NAME:

PRD:

Level access desired: Command Career Counselor

Date of Birth:

UIC(s) responsible for:

Email:

Phone Number:

2. Point of contact:

CO/DIRCO

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE: Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

C.6. Career Management System-Interactive Detailing/Billet Based Distribution (CMS-ID/BBD)

1. CMS-ID/BBD is designed and used by Sailors, Command Career Counselors (CCC), and command personnel. The web-based system allows Sailors to view available jobs and make their own applications or through their CCC. Sailors can view CMS-ID/BBD through a secure web site.

2. If you are a new user or need career counselor access or higher, please use OPNAV 5239/14 SAAR-N and NAVPERS 1330/3 Distribution Systems Request. Both forms are required to be DIGITALLY SIGNED and sent by an encrypted email to CMSIDBBD_Inbox@navy.mil upon completion. The following rules must be followed for access for OPNAV 5239/14.

a. Block 11 - contains access level requested and electronic data interchange personal identifier (Department of Defense identification (DoD ID) number - usually on the back of your Common Access Card (CAC)). Civilians submit date of birth.

b. Block 15 to 16B - Must be signed by your CO, XO, Officer In Charge (OIC), or GS-13 or above (for AMM and View Only). All other requests require a commissioned officer.

c. Blocks 18 to 21 - Must be completed by your command information assurance manager.

d. Part III, blocks 26 to 30 - Must be completed by your command security manager or whoever does security clearances for your command.

e. Once entered into the system, use your CAC to login.

3. When applying you will need to complete NAVPERS 1330/3, signed by your CO, XO, OIC or GS-13 and above (AMM and View Only). A commissioned officer can sign for all other roles. The signature block on this form must match the signature block on the OPNAV 5239/14. The following information will be completed:

a. Section I - Must be completely filled out.

b. Section II - Check the role(s) for the level of access you are requesting.

- c. Remarks block - Allows you to describe additional information needed, example: additional UICs.
- d. When requesting more than five UICs attach an Excel spreadsheet.
- e. Accounts will be removed under the following conditions: CAC expiration date, PRD, and security clearance.
- f. For additional information see:
http://www.public.navy.mil/bupers-npc/enlisted/billet_based/Pages/default2.aspx or
<https://www.cmsid.navy.mil/jass/Index.action>.

4. NAVPERS 1330/3 is located on the NAVPERSCOM (NPC) web site at: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>

5. Both requests need to be emailed to CMSIDBBD_inbox@navy.mil. When a user transfers, the gaining command must resubmit a new access request - no exceptions. Users should receive confirmation via email that an account has been created within 72 hours of receipt.

6. For CAC binding resets, disabled accounts, or other inquiries, contact the cmsidhelpdesk@navy.mil by email or phone 1-800-537-4617 or the CMS-ID/BBD support staff CMSIDBBD_inbox@navy.mil by email or phone (901) 874-4157, DSN 882-4157.

C.7. Fleet Training Management and Planning System (FLTMPS)

- 1. FLTMPS is an Internet-based system that allows approved users the ability to access many of the training, manpower, and personnel reports that were previously available in the FLTMPS. FLTMPS collects and integrates information from more than 40 authoritative databases, including the current status of manpower and training readiness, activity training requirements and deficiencies, class convening dates, available quotas, projected personnel gains and losses, and more.
- 2. From the FLTMPS homepage, click on "NTMPS Access Request Application" and then on the "FLTMPS" box. This will bring up the page to verify your personal information. After you verify, click continue and select the proper access reason.

On the next page you will enter your UICs and then you will enter all your supervisor's information and click submit.

3. An email will be sent to your inbox and also your supervisor's inbox. Your supervisor will use the email to bring up your application; your application will then be verified and finalized. You will then receive an email that your account is active. If you have any additional questions contact the helpdesk at ntmps.support@navy.mil or 1-866-438-2898 (DSN 459-1867).

C.8. Navy Enlisted Advancement System (NEAS)

1. NEAS is a web site designed to assist the educational services officer (ESO) with advancement. CCCs use this web site when acting as the ESO or for other reasons listed below.

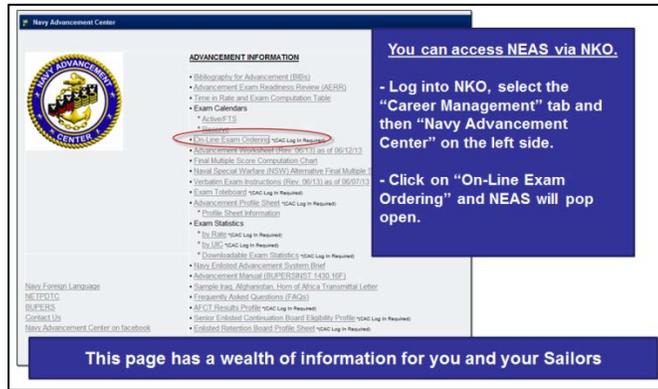
- a. Time in Rate (TIR) eligibility list.
- b. Ordering exams.
- c. E-8/E-9 validation report.
- d. Exam discrepancy report.
- e. Armed Forces Classification Test (AFCT) results.
- f. Profile sheets.
- g. Command advancement statistics.
- h. Senior enlisted continuation board eligibility list and results.

2. Please remember to login to the NEAS web site at least once every 30 days or your account will be suspended. Failing to login once every 45 days will result in removal from the NEAS web site and submission of a new registration will be required to regain access.

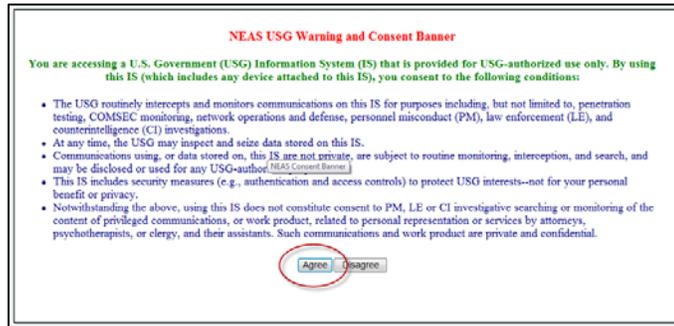
3. Below are the steps you need to use to gain NEAS access via NES.

Note: If you are not the command ESO, have your ESO add you to the access list in NEAS

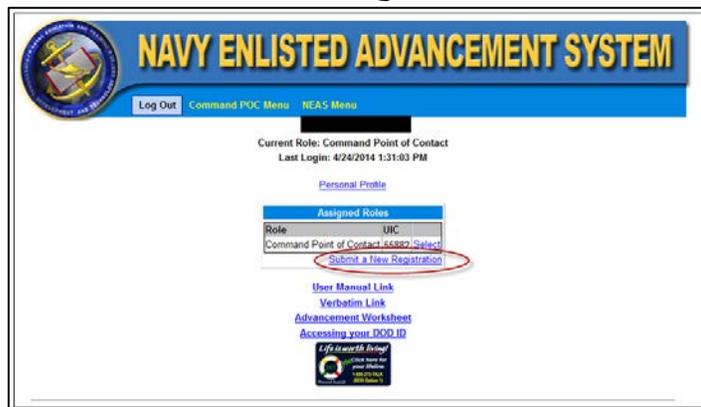
Step 1. Log into NKO, select the "Career Management" tab and then "Navy Advancement Center" on the left side. Click on "On-Line Exam Ordering" and NEAS will pop open.



Step 2. Click "Agree".



Step 3. Select "Submit a New Registration".



Step 4. Verify all data is current, then click "Submit".

NAVY ENLISTED ADVANCEMENT SYSTEM

Log Out Home Command POC Menu NEAS Menu Welcome, NCC CHRIS KINSTLE

Personal Information

Please verify/correct your information before continuing

Last Name * [redacted] Up to 25 characters

First Name * [redacted] Up to 20 characters

Middle Initial

Rank * NCC Ex: CIV, AOC, PVC

Position Title * CCC Ex: ESO/CCC, CMC

Phone Number * [redacted] Ex: 555-555-5555 (no parens)

Extension Ex: 12345 (* not needed)

DSN Ex: 555-5555

Email * [redacted] Ex: sailor@navy.mil

* Required field

Submit

Verify all data is current.

Step 5. Choose the right level of access. Most independent NCs are going to have the Stand Alone Access.

NAVY ENLISTED ADVANCEMENT SYSTEM

Log Out Home Command POC Menu NEAS Menu Welcome, NCC CHRIS KINSTLE

PSD/Stand Alone ESO
Click here **ONLY** if you are the ESO of a parent or stand alone activity such as a PSD, NRC, NAR, Ship, Aircraft Squadron.

Command Point of Contact
Click here **ONLY** if you are the authorized Point of Contact, and your command is serviced by a parent activity (PSD, NRC, NAR) that maintains your service records and orders Navy Wide Examinations for you.

Reserve Center ESO
Click here **ONLY** if you are the ESO of a Reserve Admin Center and only order exams for Reserve personnel.
If you are assisting an ESO, or need viewing privileges for a UIC, please contact your ESO or the Command Point of Contact of the UIC for registration.

Choose the right level of access. Most Independent NC's are going to have the Stand Alone Access.

Step 6. Type your UIC and PRD, then click "Submit".

NAVY ENLISTED ADVANCEMENT SYSTEM

Log Out Home Command POC Menu NEAS Menu Welcome, NCC CHRIS KINSTLE

PSD/Stand Alone ESO
Click here **ONLY** if you are the ESO of a parent or stand alone activity such as a PSD, NRC, NAR, Ship, Aircraft Squadron.

UIC: [input] Search

Expiration Date/PRD: [04/24/2017]

Submit

C.9. Defense Manpower Data Center (DMDC)

1. DMDC is a web site that houses multi applications for Transition Goals, Plans, Success (Transition GPS). Transition GPS currently consists of one user permission type of "transition assistance operators", which has the following capabilities:

- a. Report, search for, edit, or delete module and track sessions.
- b. Submit, view module, and track completion data for previously reported modules or tracks.
- c. Report, search for, edit, and complete "In Progress" transition checklist (DD 2648 Service Member Pre-separation/Transition Counseling and Career Readiness Standards EFORM for service members separating, retiring, released from active duty (REFAD), or being deactivated..
- d. Search for and view "Completed" transition checklists (DD 2648).
- e. Access DD 2586 Verification of Military Experience and Training (VMET) documents cover letter.
- f. Access transition checklist reports.

2. Requesting Access. Users should contact the Transition helpdesk to request access to the DMDC web site. The transition helpdesk will forward all access requests to the appropriate Service's site security manager, who is responsible for providing guidance and authorizing users. All users will be required to complete a DD 2875 System Authorization Access Request (SAAR) before being approved for access.

3. Transition helpdesk contact information is dodhra.dodc-mb.dmdc.mbx.tacl-helpdesk@mail.mil or call 800-372-7437 / 800-538-9522.

C.10. Officer Personnel Information System (OPINS)

1. Access to OPINS allows direct input of SRB requests, Fleet Reserve requests, and Career Status Bonus (CSB/REDUX) elections.
2. Access to OPINS
 - a. Access to OPINS requires completion of OPNAV 5239/14 SAAR-N. OPINS is a level II IT system that requires the applicant to be a United States citizen, eligible for a secret clearance, and completion of Information Assurance (IA) training via NKO.

b. The OPNAV 5239/14 SAAR-N can be downloaded from the NAVPERSCOM website Home > Organization > NPC > IT/ IM > Data Management > Corporate Systems > OPINS. Even though most of the information is self-explanatory, the information below is a modification to the procedures on page 4 of the OPNAV 5239/14 SAAR-N.

c. Opening Header:

(1) System Name: OPINS

(2) Location: Navy Personnel Command

d. Part I to be completed by requestor:

(1) Block 2: SSN (last four only)

(2) Block 3: Command name and UIC

3. Part II Endorsement of Access by Information Owner, User Supervisor, or Government Sponsor.

a. Block 14: Request functional user OPINS access for command SRB, Fleet Reserve submissions, and CSB/REDUX submissions.

b. Block 20: Command information systems security officer.

c. Block 21: Signature of your command information assurance officer or appointee.

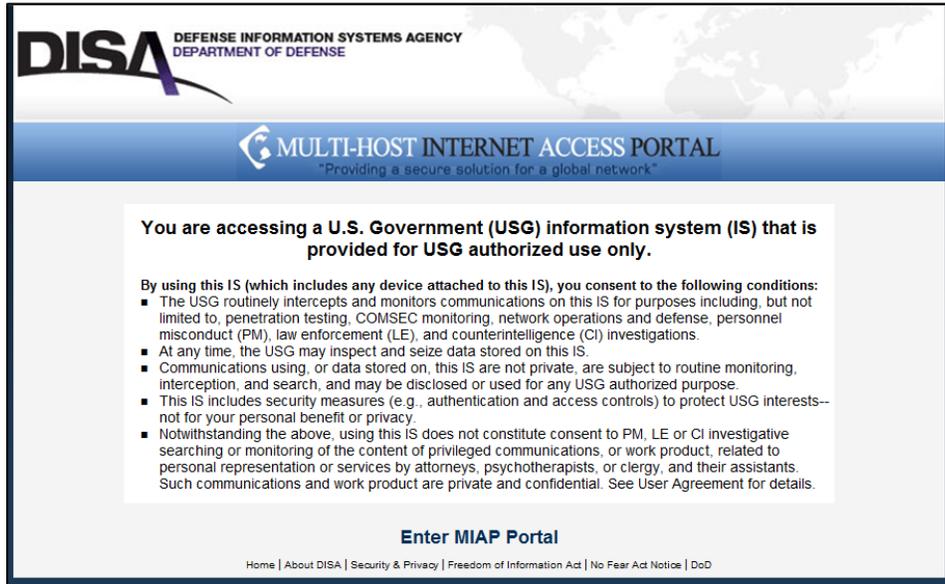
4. Part III security manager validates the background investigation or clearance information - Block 33c: Check the box Level 2.

5. Part IV Completion by Authorized Staff Preparing Account Information - No action required by the user.

C.10.1. Submission Process and Points of Contact. For submission and technical issues, e-mails can be sent to mill_p341sysaccess@navy.mil.

C.11. Accessing OPINS via the Mainframe Internet Applications Portal (MIAP)

1. Navigate to the MIAP web site and click on "Enter MIAP Portal".



2. Once page loads you will need to do the following:

a. Click on CAC Registration and follow the procedures as they appear on the page. Once you have created your account you will receive an e-mail informing you that the MIAP account has been created. Please save that e-mail.

Note: This is the only time you need to register.

b. Once your account has been created click login. See the next page to view the log-in process.

c. To download the manual click the link.

The screenshot shows the DISA Multi-Host Internet Access Portal. At the top left is the DISA logo with the text "DEFENSE INFORMATION SYSTEMS AGENCY" and "DEPARTMENT OF DEFENSE". The main header features the "MULTI-HOST INTERNET ACCESS PORTAL" logo and the tagline "Providing a secure solution for a global network". A "Login" button is prominently displayed. Below the header are three main service boxes: "Create New Account" with a "Sign Up" link, "Manage Account" with "Create" or "Reset" links, and "Online Support" with a question mark icon and a link to support options. A "Tip Of The Day" section provides instructions on resetting a password online. A "System Status" section shows a green checkmark and a server icon. A "Link Library" section lists various user guides and manuals, including the "MIAP Users Manual v10" which is the manual mentioned in the text.

DISA DEFENSE INFORMATION SYSTEMS AGENCY
DEPARTMENT OF DEFENSE

MULTI-HOST INTERNET ACCESS PORTAL
"Providing a secure solution for a global network"

Login

Create New Account
Sign Up to start using MIAP today.

Manage Account
Create or Reset your password online

Online Support
Need help? Use one of our [online support](#) options

Tip Of The Day: Did you know you can reset your password online, without having to call the Support Center?

"An add-on for this website failed to run" Error

If you are receiving 'An add-on for this website failed to run' error message when you click on the Login button using Internet Explorer you need to close Internet Explorer and do a group policy update. Open a command prompt and type the following: gpupdate /force

System Status

Link Library

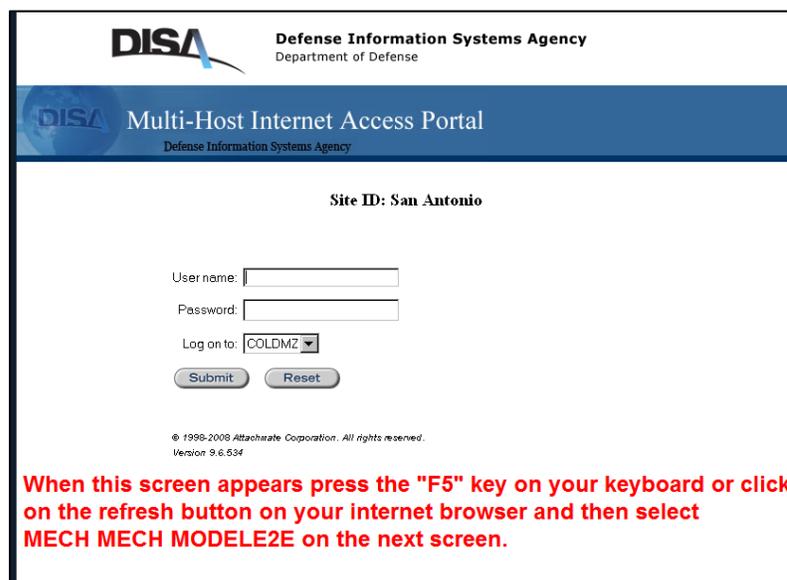
- MIAP Users Manual v10
- STARS PKI Registration
- USMC Registration
- OCHA UTS User's Guide
- MOCAS User's Guide
- GAFS/IAPS User's Guide
- GAFS/IAPS UTS Terminal ID Procedures
- GAFS/IAPS FTP Guide

3. After you click the login link, you may or may not see the next page. Follow the directions in red.

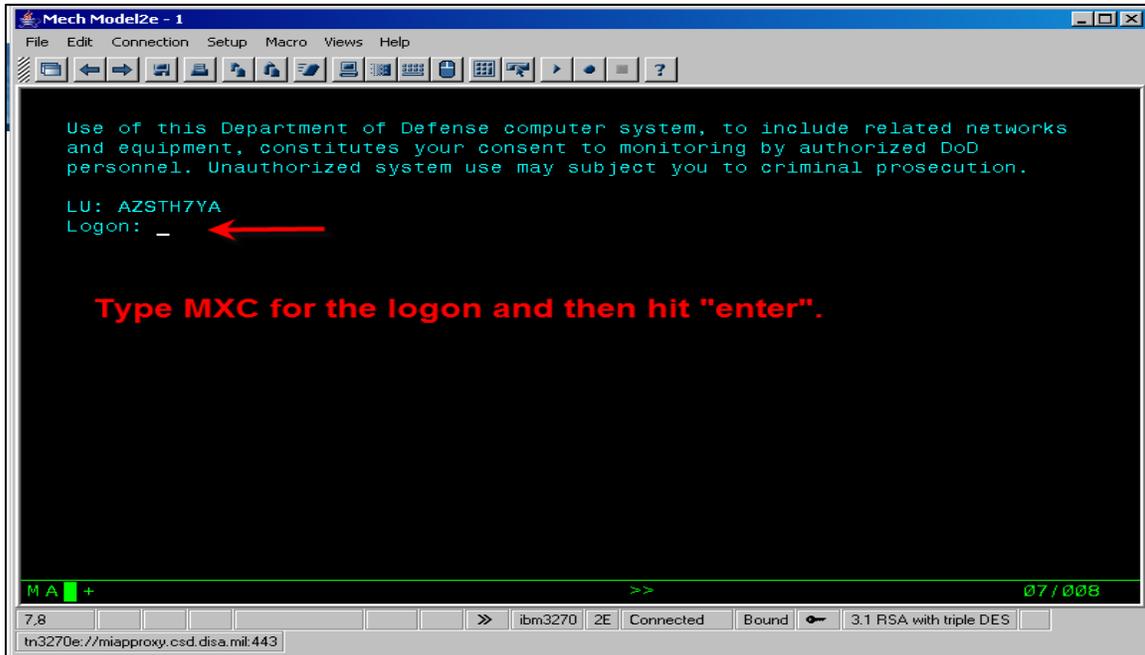
Note: You may be prompted to select your CAC certificate and enter your PIN after selection.

4. Make the selection as noted below.

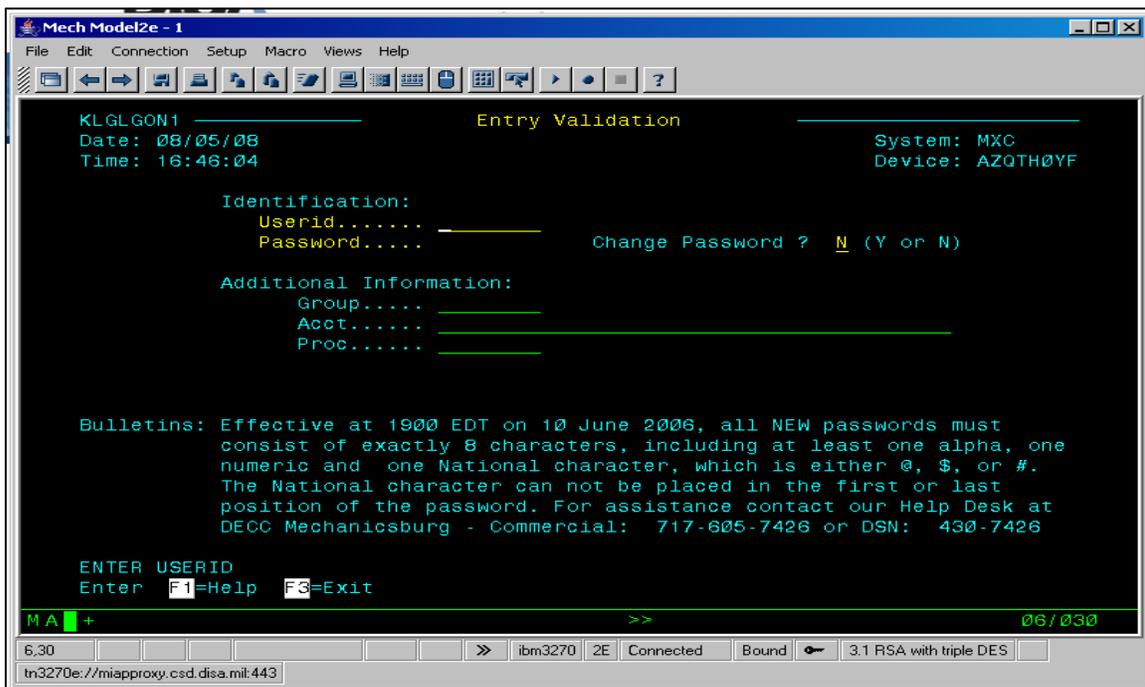
Note: You may be prompted to select your CAC certificate and enter your PIN after selection.



5. This is the initial log-on screen. Type in MXC in the logon and then hit "enter". You will be prompted to hit "enter" again after the DoD Notice and Consent Banner.

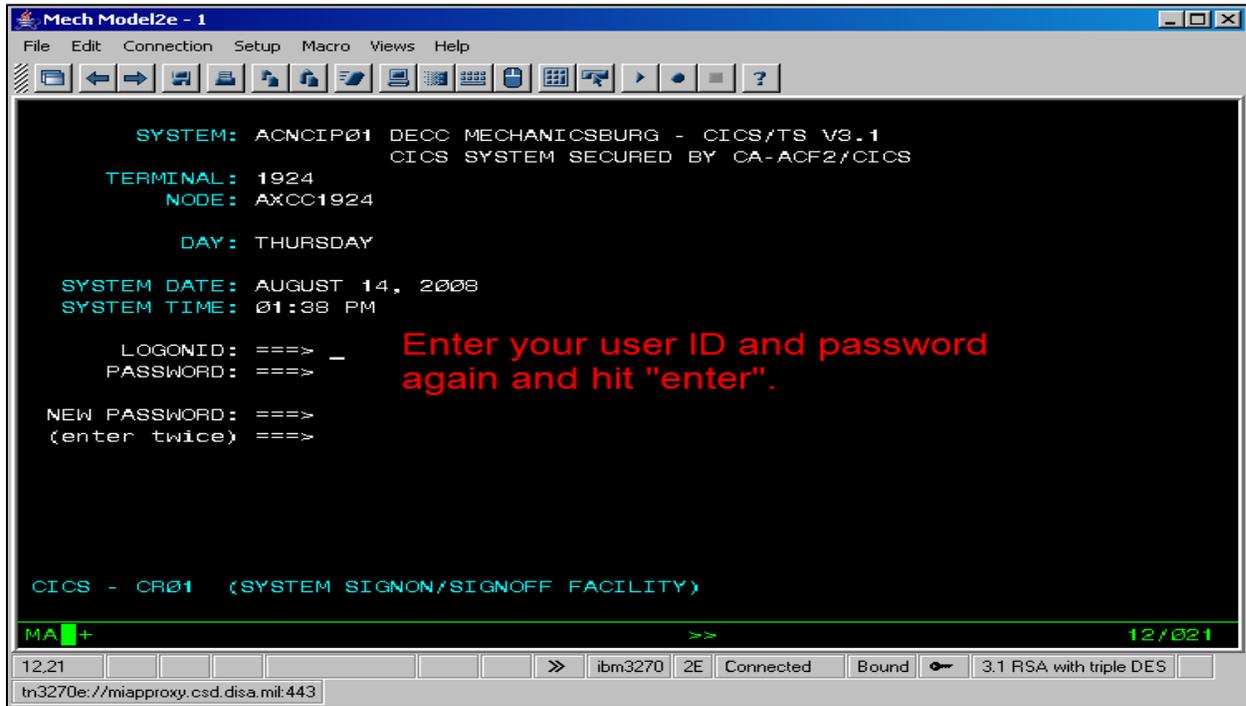


6. Enter the user ID and password that you received from the OPINS manager. Reset your password (if applicable).

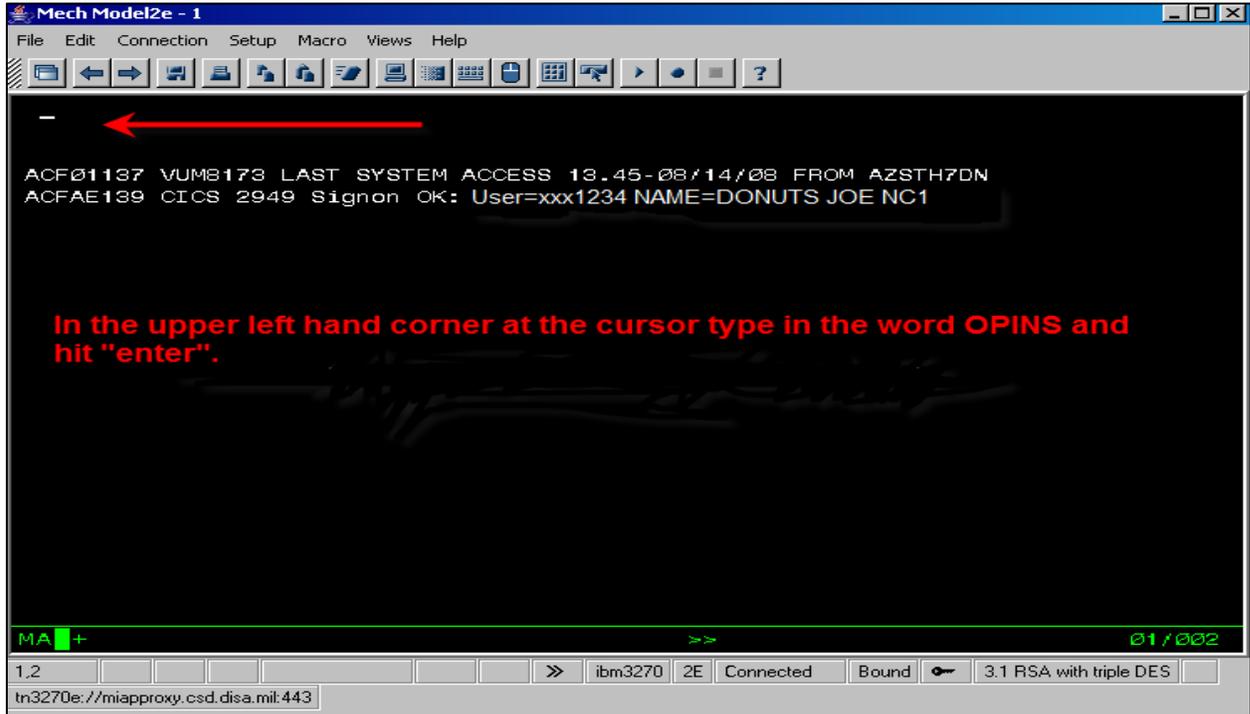


7. You are now at the CL/Super session main menu. Select the proper system as shown below, and then hit "enter" or place an "x" in the space to the left and hit enter.

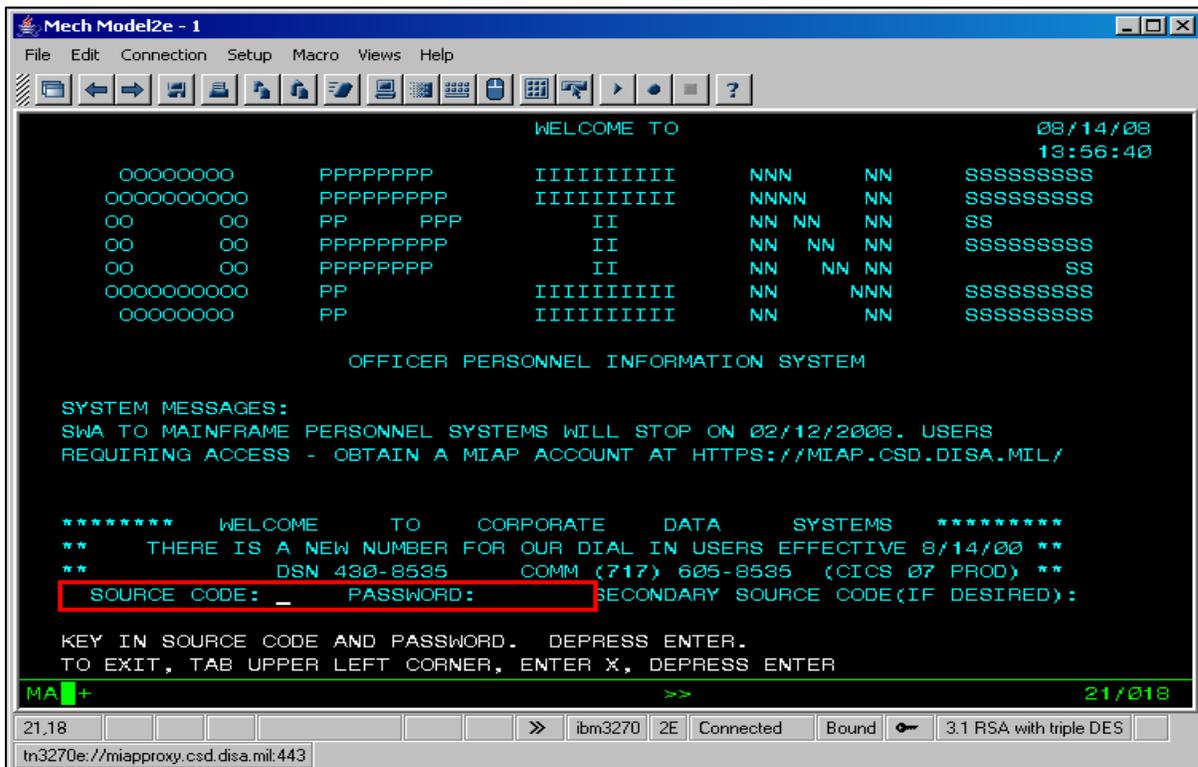
8. Enter your user ID and password again and hit "enter".



9. Type in "OPINS" and hit enter.



10. Enter Source Code: CC and Password: CARE and then hit "enter". You are now in OPINS.



C.11.1. Passwords and Technical Issues.

1. For the MIAP Support Center please call 1-844-347-2457, select option 1 for applications, select option 4 for Mechanicsburg menu, and select option 6 for MIAP.

2. For technical issues, please contact Mechanicsburg Help Desk at 800-443-2448 (717) 605-7426/DSN 430 or e-mail mech@mech.disa.mil.

APPENDIX D

NAVY RETENTION MONITORING SYSTEM (NRMS)

TABLE OF CONTENTS

| APPENDIX/ ARTICLE | SUBJECT | PAGE |
|----------------------|---|------|
| D.1. | Introduction..... | D-1 |
| D.2. | NRMS Reports..... | D-1 |
| D.3. | Reenlistment-Attrition (RET-ATT) Program Reports..... | D-2 |
| D.4. | Transaction Reports..... | D-3 |
| D.5. | Career Information Program Analytical Report..... | D-4 |
| D.6. | Retention Statistics and Reports..... | D-5 |
| D.7. | Unit Identification Code (UIC) Tree Report..... | D-5 |
| D.8. | Transition Goals, Plans, Success (GPS) Analytical Reports..... | D-7 |
| D.9. | Command Metrics in NRMS Cubes..... | D-7 |
| D.10. | Computing Statistics..... | D-8 |

NAVY RETENTION MONITORING SYSTEM (NRMS)

D.1. Introduction

1. The NRMS web-based application, a component of Navy Standard Integrated Personnel System (NSIPS) analytics, hosted on the Navy-Marine Corps Intranet (NMCI), with computer-based/online training, an electronic system authorization access request (SAAR) process, and helpdesk support. NRMS is the single authoritative source for retention metrics.
2. Used to analyze, maintain, and disseminate command reenlistment and attrition data to fleet and other Echelon II commanders.
3. Used to monitor Navy reenlistment and attrition trends.
4. Used by fleet and other Echelon II commanders to establish Retention Excellence Award (REA) and Reserve and Active Component recognition programs eligibility in conjunction with Command Information Program Review (CIPR).
5. Sophisticated business intelligence capabilities, including ad hoc reporting to support analysis.
6. Standardized metrics (fleet and staff using same business rules).
7. Validate transactions (e.g., reenlistments, extensions, and separations, etc.) against command retention-attrition report using NRMS.
8. Inform Immediate Superior In Command (ISIC) of any discrepancies (ISIC reports are used to determine eligibility for the REA).

D.2. NRMS Reports

1. Command Career Counselor (CCC) utilizes NRMS to review the following reports:
 - a. Reenlistment/Attrition;
 - b. Transaction;
 - c. Career Information Program Analytical;
 - d. Unit Identification Code (UIC) Tree;

- e. Soft EAOS Metric Cubes; and/or
- f. Transition Goals, Plans, Success (GPS) Analytics.

D.3. Reenlistment-Attrition (RET-ATT) Program Reports

1. In the Career Counselor folder in NRMS, there are two types of reports that produce the same data but with the following exceptions:

- a. RET-ATT Report - Zone (provides query capability).
- b. RET-ATT Report - Zone - Less Prompts (no query capability).

2. RET-ATT Report - Zone has a query feature that allows commands to filter data. The query feature is labeled as "Report Group By" within the report prompt panel. Some of the "Report Group By" categories include, but are not limited to:

- a. Branch class;
- b. Accounting category code;
- c. Dependent category;
- d. Duty type;
- e. Education category;
- f. Enlisted management code;
- g. Gender;
- h. Primary Navy enlisted classification code;
- i. Pay grade;
- j. Platform;
- k. Ship category;
- l. Race/ethnicity;
- m. Rating; and/or
- n. Region or area of responsibility.

3. RET-ATT Report - Zone - Less prompts provide the data without the "Report Group By" feature.

D.4. Transaction Reports

1. The two types of transaction reports within NRMS are the Master Transaction Report and the Transaction Report. These reports complement the RET-ATT Reports. RET-ATT Report provides the numbers and the Transaction Reports provides the details (names, etc.) behind the numbers.

2. The transaction reports provide the list of transactions that are captured within the NSIPS. These transactions include:

- a. Reenlistments;
- b. Separations;
- c. Operative extensions;
- d. Retirements;
- e. Fleet Reserve;
- f. Non-qualifying extensions*; and
- g. Executed extensions*.

Note: *Not displayed on the RET-ATT Reports.

3. The key differences between the transaction reports are:

a. Master Transaction Report displays the data associated with the UIC and its children. The term "children" refers to the subordinate UICs that are assigned under the parent UIC.

b. Transaction Report displays the data associated to the UIC only.

c. To verify your UIC structures refer to the UIC Tree Report that will be covered in this appendix.

D.5. Career Information Program Analytical Report

1. The Career Information Program Analytical Report is located in the CIMS Analytics folder within NRMS and is compiled from the CIMS that comprise the following:

- a. Retention/Attrition Report;
- b. CDB completion rate;
- c. C-WAY-Reenlistment submission rate;
- d. Advancement statistics (last cycle);
- e. Physical Fitness Assessment (PFA) statistics (last cycle);
- f. College education level; and
- g. Career Development Training Course.

2. The example is representative of the Career Information Program Analytical Report.

For Official Use Only
Personal Data - Privacy Act of 1974

Run Date: 04/24/2014 01:58 PM

CAREER INFORMATION PROGRAM ANALYTICAL REPORT for

UIC(s) Selected: Selected UICs
Based upon Date Range: January 1, 2008 through January 31, 2008
Branch Class: USN & USNR FTS
of Months: 1

UIC:

Career Information Analytical Report Section I
(based on entire date range selected)

RET/ATT Summary

| Zone | AT EAOs | Before EAOs | Ineligible Losses Before EAOs RE-4 | Ineligible Losses Before EAOs Other | Reenl | RA | Reenl Rate | Reenl Rate With RA | RA Rate | Cross Section Att Rate | Avg Non EAOs Inv |
|---------------------------------|-----------|------------------|------------------------------------|-------------------------------------|-------------------|-----------|------------|--------------------|---------|------------------------|------------------|
| A 0 - 6 Yrs | 0 | 3 | 0 | 3 | 0 | 1 | 0.0% | 0.0% | 0.0% | 42.4% | 85 |
| B 6+ - 10 Yrs | 0 | 1 | 1 | 0 | 0 | 0 | 0.0% | 0.0% | 0.0% | 70.6% | 17 |
| C 10+ - 14 Yrs | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% | 0.0% | 0.0% | 0.0% | 10 |
| D 14+ - 19 Yrs | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% | 0.0% | 0.0% | 0.0% | 16 |
| E 20 Plus Yrs | 1 | 0 | 0 | 0 | 1 | 0 | 100.0% | 100.0% | 0.0% | 0.0% | 5 |
| Total Less Zone E | 0 | 4 | 1 | 3 | 0 | 1 | 0.0% | 0.0% | 0.0% | 37.5% | 128 |
| Career Development Boards (CDB) | Reporting | 6 Months | 12 Months | 18 Months | 24 Months | 36 Months | 48 Months | 60 Months | Total | | |
| Completion Rate | 0.0% | 100.0% | 100.0% | 0.0% | 40.0% | 0.0% | 0.0% | 0.0% | 0.0% | 76.9% | |
| Perform To Serve (PTS) Packages | Submitted | Approved In Rate | Conversions | Denied - Final | % On Time (SEAOs) | | | | | | |
| Total Number | 0 | 0 | 0 | 0 | 0.0% | | | | | | |

Career Information Analytical Report Section II
(based on date range 'End Date' Only)

| Last Active Duty Advancement Cycle # 198 | E4 | E5 | E6 | E7 | E8 | E9 |
|--|------|------|------|--------|------|------|
| Command USN | 0.0% | 0.0% | 0.0% | 9.0% | 0.0% | 0.0% |
| Command FTS | 0.0% | 0.0% | 0.0% | 100.0% | 0.0% | 0.0% |
| All Navy USN | 0.0% | 0.0% | 0.0% | 20.3% | 0.0% | 0.0% |
| All Navy FTS | 0.0% | 0.0% | 0.0% | 16.9% | 0.0% | 0.0% |

| Last PRT Cycle (FALL 2007) | Pass | Medl Waived | Fall | No Show | Excused | Unknown |
|----------------------------|-------|-------------|------|---------|---------|---------|
| Total Percentage | 84.4% | 0.0% | 3.1% | 0.0% | 12.5% | 0.0% |

| Current College Education Levels | E1 | E2 | E3 | E4 | E5 | E6 | E7 | E8 | E9 |
|----------------------------------|----|----|----|----|----|----|----|----|----|
| Associate Degree | 0 | 0 | 1 | 0 | 0 | 2 | 0 | 0 | 0 |
| Bachelor's Degree | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Master's Degree | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Current Career Development Training Course (CDTC) | Assigned | Trained | PCT |
|---|----------|---------|------|
| Career Counselors | 1 | 0 | 0.0% |

The data contained herein is protected by the Privacy Act of 1974. All measures required to protect this information should be taken.

Universe: CIMG CIPAR

Page 1 of 1

D.6. Retention Statistics and Reports. The CCC is the principal command advisor in all matters concerning the career development of Sailors and is responsible for monitoring retention and attrition statistics and preparing monthly and quarterly reports for submission to the CO. In order to track program effectiveness, the CCC must maintain data as outlined in OPNAVINST 1040.11D.

D.7. Unit Identification Code (UIC) Tree Report

1. The UIC Tree Report produces the Chain of Command (COC) structure that is used for data roll-up and reporting within NRMS. The UIC type within reports has the option for "Selected UICs", "UICs and their Children", and "Children Only".

2. Sample UIC Tree Report, which shows the COC above the selected UIC and any commands that fall below a selected UIC.

For Official Use Only
Personal Data - Privacy Act of 1974

UIC Tree Report for UIC: 0123A

```
00011 OPNAV
  00060 COMMANDER FLEET FORCES COMMAND
    53825 COMNAVSURFLANT
      0123A COMDESRON 14
        21053 FFG 28 BOONE
        21057 FFG 32 JOHN L HALL
        21103 FFG 36 UNDERWOOD
        21107 FFG 40 HALYBURTON
        21109 FFG 42 KLAKRING
        21197 FFG 45 DEWERT
        21231 FFG 50 TAYLOR
        21350 FFG 56 SIMPSON
        21352 FFG 58 SAMUEL B ROBERTS
        21923 DDG 64 CARNEY
        21942 DDG 68 THE SULLIVANS
        21954 DDG 80 ROOSEVELT
          32272 DDG 80 ROOSEVELT PCU
        23150 DDG 99 FARRAGUT
          3835A DDG 99 FARRAGUT PCU
        40514 CDS 14 OP MINISTRY CTR SEADU
```

3. The UIC filters within reports will use the structure from the UIC Tree Report when displaying data. The following definitions are used to determine which UICs are included in each report.

a. Selected UICs: Displays data from only the UICs that are directly entered into the filter of a report.

b. UICs and their Children: Displays data from the UIC entered in a report filter and all UICs that are below the command within its UIC tree.

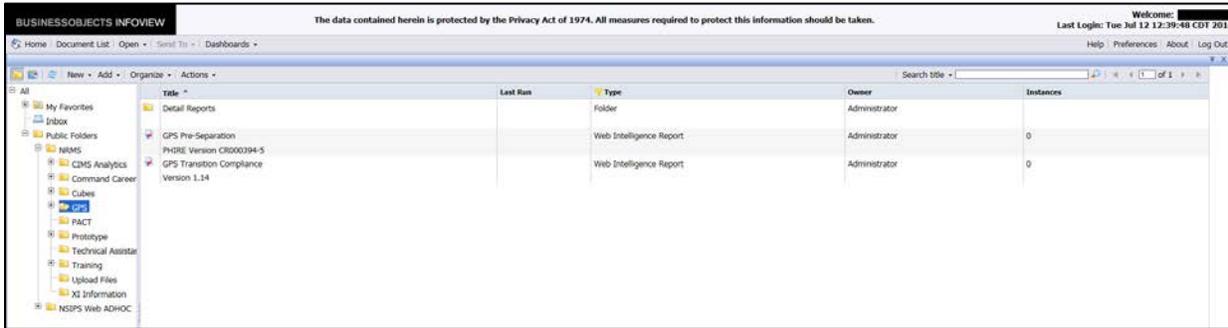
Children Only: Displays data from only the UICs that are below the UIC that are entered in the report filter.

4. If you find an error in the UIC Tree Report, contact your Type Commander (TYCOM) or ISIC for correction within NRMS.

Note: To correct UIC discrepancies contact your ISIC/TYCOM and Bureau of Naval Personnel, Metrics and Analytics Support Division (BUPERS-34) for assistance.

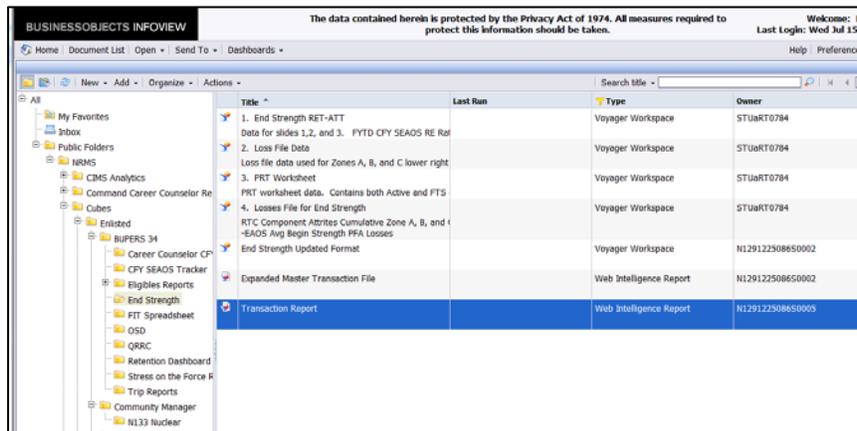
D.8. Transition Goals, Plans, Success (GPS) Analytics Reports

GPS Analytics reports provides the capability to report and analyze active and reserve, officer and enlisted Transition GPS data via ad hoc and standardized reports down to the UIC level.



D.9. Command Metrics in NRMS Cubes

1. Attrition and reenlistment rate can be accessed in NRMS within the cube report "Retention Metrics". (Following the folders: Cubes, Enlisted, BUPERS-34, Career Counselor)



Note: Since the metrics are used to calculate qualification for the Retention Excellence Award, you must verify your command's transactions for reenlistments and separations each month. If you are missing any transactions, the discrepancy must be first addressed with your personnel office or Personnel Support Detachment (PSD) and then your TYCOM/ISIC.

2. Example of the cube report. Detailed instructions for accessing your command data in this cube report can be found on the NAVPERSCOM Career Counselor page.

| Copy of 12 Month Reenlistment Rate Report | | | | | | | |
|--|---------|--------|--------|-----------------------------------|--------|--------|---------|
| Measures: Avg NON EAOS Inventory, Reenlistments + LTE, Annual Attrition Rates, | | | | | | | |
| Number of Months.12 month cumulative | | | | Branch.Multiple Items | | | |
| Measures | Time | | | Length of Service.Zone of Service | | | |
| | FY 2014 | | | FY14 Q1 | | | FY14 Q2 |
| | Zone A | Zone B | Zone C | Zone A | Zone B | Zone C | Zone A |
| Avg NON EAOS | 152,620 | 39,424 | 27,079 | 149,281 | 39,185 | 27,578 | 150,8 |
| Reenlistments + | 16,091 | 8,016 | 5,282 | 16,217 | 8,697 | 5,938 | 16,2 |
| Annual Attrition | 6.15% | 2.39% | 1.70% | 6.47% | 2.41% | 1.87% | 6.3 |
| Reenlistment | 60.13% | 69.35% | 79.73% | 59.53% | 70.70% | 79.89% | 59.9 |
| EAOS Loss | 10,669 | 3,542 | 1,343 | 11,026 | 3,605 | 1,495 | 10,8 |
| NON EAOS | 9,337 | 940 | 459 | 9,571 | 943 | 517 | 9,4 |

D.10. Computing Statistics

1. Reenlistment statistics are divided by five zones of enlistment:

| Active Component | Reserve Component |
|--------------------------|----------------------------|
| Zone A - 0 to 6 years | 0 to 8 years (Initial MSO) |
| Zone B - >6 to 10 years | >8 to 14 years |
| Zone C - >10 to 14 years | >14 to 20 years |
| Zone D - >14 to 20 years | >20 to 24 years |
| Zone E - >20 years | >24 to 30 years |

2. The following formulas are used to compute active duty retention statistics:

| | |
|---|--|
| Reenlistment Rate (Aggregate) = | $\frac{\text{Reenlistments} + \text{LTE}}{\text{Reenlistments} + \text{LTes} + \text{EAOS Losses}}$ |
| Reenlistment Rate with RA (Reserve Affiliation) = | $\frac{\text{Reenlistments} + \text{LTE} + \text{RAs}}{\text{Reenlistments} + \text{LTes} + \text{EAOS Losses}}$ |
| Cross Section Attrition | $\left[\frac{\text{Non EAOS Losses}}{\text{Non EAOS Inventory}} \right] * 12 / \# \text{ months}$ |

3. Active Component definitions of terms:

a. Long Term Extension (LTE): LTE of 24 months or greater. Does not include 6-Year Obligation (6-YO) Program 24-month extensions.

b. Before Expiration of Active Obligated Service (EAOS) losses: Losses more than 90 days before EAOS.

c. Before EAOS inventory: The number of people that are more than 90 days from their hard EAOS.

d. Cross-Section Attrition Rate: Measures annualized loss behavior prior to EAOS obligation for the zone population.

e. Reserve Affiliation (RA) Rate: Number of eligible Sailors that affiliate with the Navy Reserve within 180 days of separation.

4. The following formulas are used to compute Reserve Component retention statistics:

| | |
|---|---|
| Reserve Reenlistment Rate = | $\frac{\text{Reenlistments} + \text{LTE}}{\text{Reenlistments} + \text{LTE} + \text{EOS losses}}$ |
| Reenlistment Rate with TA (transfer to active duty) = | $\frac{\text{Reenlistments} + \text{LTE} + \text{TAs}}{\text{Reenlistments} + \text{LTES} + \text{EOS Losses}}$ |
| Reserve Component Attrition/Replenishment Rate (AT) | $\frac{\text{Non-EOS Losses to Non-Pay}}{\text{Non-EOS Average Inventory}}$ |

5. Reserve Component definitions of terms:

- a. EOS: Expiration of Obligated Service.
- b. TA: Voluntary to Transfer to Active duty.
- c. Non-EOS Losses to Non-Pay (LNP): Losses from a drill pay status prior to EOS.
- d. Non-EOS Average inventory: The number of people that are more than 90 days from their hard EOS.

APPENDIX E

CAREER WAYPOINTS (C-WAY)

TABLE OF CONTENTS

| APPENDIX/ ARTICLE | SUBJECT | PAGE |
|------------------------------|--|-------------|
| E.1. | Introduction..... | E-1 |
| E.2. | Policy for C-WAY..... | E-1 |
| E.3. | C-WAY Timelines..... | E-2 |
| E.4. | List of Career Management Modules in C-WAY.. | E-3 |
| E.4.1 | Functions of C-WAY Modules..... | E-3 |
| E.5 | The Career Counselor Role in C-WAY..... | E-4 |
| E.6. | Community Health Categories in C-WAY..... | E-5 |
| E.7. | Accessing C-WAY..... | E-5 |
| E.8. | Job Opportunities in the Navy (JOIN)..... | E-6 |
| E.9. | C-WAY User's Guide..... | E-6 |
| E.10. | How to request a Career Counselor account in C-WAY..... | E-6 |

Career Waypoints (C-WAY) Overview

E.1. Introduction

1. C-WAY is a corporate information technology system which provides a mechanism for matching personnel inventory to requirements with the best performing Sailors. It serves as a service continuum system and is designed as a long-term force management tool, balancing manning across rates, ratings, Active Component (AC), Full Time Support (FTS), and Reserve Component (RC) through Bureau of Naval Personnel (BUPERS) control of the reenlistment and enlistment contract extension quotas. C-WAY will be continually enhanced to link present and future enlisted force management strategies that align policy and execution to meet mission requirements.

2. Career counselors will use C-WAY to screen for rating eligibility, counsel, and guide eligible rated Sailors to new career opportunities and rating conversions for C-WAY-REEN and undesignated Professional Apprenticeship Career Track (PACT) Sailors to qualify and apply for Navy-Wide Advancement Exams (NWAE), Rating Entry Designation (RED), and A-School requests. C-WAY provides the best match of Sailors' qualifications and aptitude to meet Navy rating entry requirements for rating assignment and conversions.

3. Recommended Action: Command Career Counselors (CCC) must conduct a mandatory C-WAY screening for every CDB, starting with Sailors reporting onboard. CCCs are encouraged to use C-WAY to screen rated Sailors, discuss conversion opportunities, and submit applications. CCCs will also screen PACT Sailors, discuss rating entry opportunities, and guide them to apply for a RED (must be a valid billet onboard), take an NWAE, or apply for A-School, as recommended by C-WAY and Sailor's interest.

E.2. Policy for C-WAY

1. In order to reenlist, all rated AC and FTS Sailors, E-3 - E-6, with 14 years or less service at their Expiration of Active Obligated Service (EAOS) as extended (SEAOS)) must have a C-WAY quota approval. C-WAY must also be utilized for: PACT apprenticeship changes, PACT designation (NWAE/RED/A-SCHOOL), most extensions as described in NAVADMINs 024/13, 149/13, 150/13, AC/FTS/RC conversions, and AC/FTS/SELRES transition/affiliation.

E.3. C-WAY Timelines

1. Mandatory C-WAY-REEN applications automatically generate 15 months out from SEAOS or PRD.

a. C-WAY SEAOS applications generate 15 months from SEAOS, but will not get reviewed until 13 months for a total of eight active looks.

Example:

SEAOS is July 2015, application will auto-generate 1 April 2014, but will not get processed until June 2014. June 2014, July 2014, August 2014, and September 2014 applications can be submitted as: INRATE/CONVERT/SELRES. October 2014, November 2014, December 2014, and January 2015 applications can be submitted as: CONVERT/SELRES. February 2015, March 2015, and April 2015 applications can be submitted as SELRES ONLY. If Sailor is not approved for SELRES off the April 2015 application, then further inquiry must be made through a Reserve recruiter.

b. C-WAY PRD applications automatically generate 15 months out from PRD (those Sailors with less than 24 months of contact time at PRD), but will not get reviewed until 12 months out from PRD.

Example:

PRD is July 2015, application will auto-generate 1 April 2014, but will not get processed until July 2014. July 2014, August 2014 and September 2014 will allow three reviews for submission based off PRD and can be submitted as: INRATE/CONVERT. If Sailors are not approved by their last C-WAY PRD application (September 2014), then, per NAVADMIN 021/13, they need to contact their detailer.

2. Mandatory PACT applications must be submitted when they are in their window. Examples are:

a. If a Sailor is not Time In Rate (TIR) eligible for the next exam but has 12 months onboard, he or she can apply for an "A" school or RED (if quota exists onboard).

b. If a Sailor is TIR for the next exam and has 12 months onboard, he or she may apply for NWAE/A-SCHOOL/RED (if quota exists onboard).

3. RC to AC/FTS or RC conversion applications can be submitted anytime the RC Sailor is eligible in all aspects to apply.

E.4. List of Career Management Modules in C-WAY

1. C-WAY-REEN: Applies to all rated AC and FTS Sailors, E-3 - E-6, with 14 years or less of service at their Expiration of Active Obligated Service (EAOS) as extended (SEAOS), requiring authorization to either reenlist or execute a Short Term Extension (STE) (when required). Sailors will get a total of eight active looks in their C-WAY SEAOS window. Once all in-rate looks have been exhausted (looks 1-4), the Sailor will be in the CONVERT ONLY window. However, Sailors can, at any time in their C-WAY SEAOS window, apply for conversion provided there are conversion opportunities. If after all eight looks have been exhausted and Sailor does not get an approval to reenlist, the Sailor can still apply three more times for SELRES. However, the Sailor can, at any time in their C-WAY SEAOS window, apply for Selected Reserve (SELRES). C-WAY-REEN also applies to Sailors in their projected rotation date (PRD) window who do not have 24 months of contract time (or greater) from their PRD. These Sailors, per NAVADMIN 021/13, will get 3 looks 12 months prior to their PRD.

2. C-WAY-Conversion (C-WAY-CONV): Applies to RC Sailors desiring to laterally convert rates. Refer to MILPERSMAN 1440-010 and BUPERSINST 1001.39F for details.

3. C-WAY-Transition (C-WAY-TRANS): Applies to SELRES Sailors desiring to transition to AC or convert to FTS. Refer to MILPERSMAN 1306-1504 for details.

4. C-WAY-Professional Apprenticeship Career Track (PACT) Designation (C-WAY-PACT): Applies to unrated Sailors desiring to become rated. Refer to MILPERSMAN 1306-611 for details.

E.4.1. Functions of C-WAY Modules

1. C-WAY-REEN. Counselors can now submit a C-WAY REEN Conversion or In-Rate Application directly from C-WAY. In addition, the Reenlistment (AC/RC) Application Browser shows the status of all C-WAY-REEN applications submitted by Sailors in the command. Counselors can find which applications have been approved, rolled over, or rejected and identify those Sailors who are required to reapply. Counselors can edit applications submitted through C-WAY directly from this browser and build and

print status reports for individual applications as well as for the entire command.

2. C-WAY-PACT. This is the only way for counselors to submit a request for PACT designation (NWAE, RED, A-School) or apprentice change directly from C-WAY. In addition, the PACT designation application browser shows the status of all C-WAY-PACT applications submitted by Sailors in the command. Counselors can find which applications have been approved, rolled over, or rejected and identify those Sailors who are required to reapply. Counselors can edit applications submitted through C-WAY directly from this browser and build and print status reports for individual applications as well as for the entire command.

3. C-WAY-TRANS. Counselors may submit a C-WAY RC application to AC/FTS with or without a change in rating via C-WAY-TRANS. In addition, the transition (RC/AC) application browser shows the status of all C-WAY RC to AC/FTS applications submitted by Sailors in the command. Counselors can find which applications have been approved, rolled over, or rejected and identify those Sailors who are required to reapply. Counselors can edit applications submitted through C-WAY directly from this browser and build and print status reports for individual applications as well as for the entire command.

4. C-WAY RC Conversion (C-WAY-CONV/C-WAY-TRANS). Counselors may submit a C-WAY RC conversion directly from C-WAY. In addition, the conversion (RC) application browser shows the status of all C-WAY RC conversion applications submitted by Sailors in the command. Counselors can find which applications have been approved, rolled over, or rejected and identify those Sailors who are required to reapply. Counselors can edit applications submitted through C-WAY directly from this browser and build and print status reports for individual applications as well as for the entire command. "A" school training, refers to MILPERSMAN 1236-020 for details.

E.5. The Career Counselor (CC) Role in C-WAY

1. Associated job functions and tasks enable CCCs and department CCs to enter, edit, and qualify C-WAY jobs and PACT openings.

2. Counselors will "qualify" the Sailor to view eligibility for any and all ratings, which maximizes the likelihood of training success by matching an individual's specific cognitive abilities (measured by ASVAB) to the specific technical training

requirements of a job using NAVPERS 1040/4 Career Waypoints Application. The application is located on the NAVPERS (NPC) web site at: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

| Role | Assigned Function |
|-----------------------------|---|
| Command Career Counselor | <ul style="list-style-type: none">- Edit and qualifies- Submits C-WAY applications and reviews their status.- Defines departments within responsible UIC(s).- Creates departmental CC accounts.- Assigns departmental CCs to UIC/department pairings. |
| Department Career Counselor | <ul style="list-style-type: none">- Assists CCCs to enter, edit, qualify, and rank Sailor data to Career Navigator (C-NAV) Navy informational technology (IT) systems. |

E.6. Community Health Categories in C-WAY

1. Open Reenlistment - (formerly undermanned) Sailors in undermanned skill sets; equal to or less than 98%.
2. Balanced Reenlistment - Sailors in skill sets that are fully-manned; 98% - 102%.
3. Competitive Reenlistment - (formerly overmanned) Sailors in skill sets that are over-manned or have special requirements; equal to or greater than 102%.

E.7. Accessing C-WAY

1. The minimum specifications needed on a computer to access C-WAY are: Internet Explorer 7 or 8, CAC-enabled, and a valid CAC. CCCs, using a computer with these minimum specifications to access C-WAY, will have full functionality.
 - a. Login to C-WAY.
 - b. Use the Sailor Browser. The Sailor Browser is the portal to Sailor data. From the Sailor Browser, counselors view and edit Sailor details, view and add counselor notes, and locate a Sailor.

c. Qualify a Sailor

(1) Counselors can use the qualify option from the Sailor Detail page to access a list of qualified jobs (eligible ratings) for the specified Sailor.

(2) The Qualified Jobs window provides filter, sort, and print capabilities. Additionally, counselors can obtain and review job cards, additional job requirements, and conversion information.

2. Counselors can also use the Career Exploration Module (CEM) to show Sailors why they are not qualified for a desired rating and guide the Sailors to meet the requirements, if possible.

E.8. Job Opportunities in the Navy (JOIN)

1. C-WAY gives Sailors (E-6 and below only with less than 14 years at SEAOS) job opportunities based on the eligibility, aptitude fit, and the needs of the Navy. The JOIN module adds the Sailor's interest in Navy jobs. So, what does this mean? It allows CCCs to guide that Sailor in a direction that may provide the best opportunities for advancement (OPEN ratings), the best FIT to successfully complete training (RIDE Rank), and now CCCs have a tool that allows this combination to add the Sailor's interest (RIDE/JOIN Rank). In summary, CCCs know what the Sailor's opportunities are and know what the Sailor is interested in doing. This should allow CCCs to optimize the counseling sessions.

2. Once Sailors have completed the JOIN survey, they are directed to report to their CCC for the results. The survey results are automatically fed into C-WAY.

E.9. C-WAY User's Guide. In conjunction with this article, a C-WAY user's guide has been developed to provide detailed procedural information on the execution of C-WAY. The C-WAY user's guide will be updated on a regular basis and is located on the Navy Personnel Command web site. You may access the C-WAY user's guide online in the Career Counselor > C-WAY section.

E.10. How to Request a CC Account. Use OPNAV 5239/14 SAAR-N, as listed on the Navy Personnel Command (NAVPERSCOM) web page. Form MUST be digitally signed. Supervisor (block 16) must be a rated NC, Command Master Chief or Senior Enlisted Leader, Executive Officer, or Commanding Officer. E-mail OPNAV 5239/14 SAAR-N form to career_waypoints@navy.mil for processing.

NAVPERS 15878L
17 Jan 17

THIS PAGE INTENTIONALLY LEFT BLANK

17 Jan 17

APPENDIX F**NAVY CAREER TOOLS****TABLE OF CONTENTS**

| APPENDIX/ ARTICLE | SUBJECT | PAGE |
|------------------------------|--|-------------|
| F.1. | Introduction..... | F-1 |
| F.2. | Standard Operating Procedures (SOP)..... | F-2 |
| F.3. | Sailor Career Toolbox..... | F-3 |
| F.4. | Command Career Counselor Toolbox..... | F-13 |
| F.5. | Web sites for Career Information..... | F-19 |

NAVY CAREER TOOLS

F.1. Introduction

1. Navy Career Tools are web-based applications designed to support and enhance Sailor career management, retention and professional development. This appendix identifies the online applications that support Sailors and their careers and command career information programs.
2. Navy Career Tools are accessible in two environments:
 - a. Internet - Fleet users may access the Navy Career Tool suite located on the internet, whether from shore-based commands or from ships at sea.
 - b. Afloat - Depending on geographic location, internet is not always available. In this situation, fleet users may access afloat versions of some - but not all - Navy Career Tools.
3. Afloat Command Career Counselors (CCC) should encourage crewmembers to use Afloat Career Tool versions, if available, rather than allow them to struggle with bandwidth limitations while underway.
4. Navy Information Application Product Suite (NIAPS) is available on most surface ships, aircraft carriers, and submarines. Applications include:
 - a. Career Tools Afloat common access portal;
 - b. Navy eLearning (NeL) Afloat;
 - c. Electronic Training Jacket (ETJ) Afloat; and
 - d. Fleet Training Management and Planning System (FLTMPS) Afloat.
5. Navy Standard Integrated Personnel System (NSIPS) web afloat is available on surface ships (Fast Frigate (FFG) and larger) and aircraft carriers. Applications include:
 - a. NSIPS Web Afloat;
 - b. Electronic Service Record (ESR) Afloat;
 - c. Career Information Management System (CIMS) Afloat; and
 - d. E-Leave Afloat.

6. Because afloat applications are disconnected from the internet, application data must be "refreshed" periodically. This data refresh occurs through a process called "replication." Replication is the transfer and exchange of information between systems ashore and systems afloat. During the replication process, which normally occurs several times per day, compressed data is transferred between ship and shore either by satellite or from a pier connection. These smaller data files contain only information that has changed since the last time the systems exchanged data. A two-way data exchange enables afloat Sailors to see fresh information from shore, and keeps shore-based systems up-to-date with information from the ship. Overall, the replication process requires significantly less bandwidth than when Sailors access the Internet directly, resulting in a more positive and successful experience for users at sea.

Tip: You may download the following user aids from the Navy Personnel Command (NAVPERSCOM) (NPC) web site, (refer to appendix I). Go to [NPC > \(Career Links\) Career Toolbox](#).

- a. CCC Toolbox.
- b. Sailor Career Toolbox.
- c. Sailor Career Toolbox with Command Best Practices.
- d. Command PASS Coordinator (CPC) Toolbox.
- e. Notes for Command Leaders.
- f. Plain Talk for Sailors (series).
- g. Five Tips for Command Career Counselors (series).

F.2. Standard Operating Procedures (SOP)

1. SOPs for more than 30 common pay and personnel transactions identify the individual systems, users, and step-by-step procedures required to complete processes correctly and on time. SOPs begin with the individual Sailor, transition through designated support personnel, e.g., CPC, Personnel Support Detachment (PSD) clerk, PSD supervisor, etc., and then return to the Sailor for final verification that the transaction was completed properly. Additional SOP user roles include the CCC, Education Services Officer (ESO), and Disbursing Officer (DISBO), where appropriate. Every SOP identifies the specific

tasks and individual steps that each user must complete, providing transparency throughout the entire process. Pull-down menus allow users to filter SOPs by user role. References, policy documents, forms and checklists, user aids, best practices, and sources of support ensure that users have the information and resources required to execute each SOP properly.

2. Access the system:

a. Using CAC with CAC-enabled computer, go to the Manpower, Personnel, Training, and Education (MPT&E) Portal.

b. Select the desired SOP.

c. A new browser window will open; click the blue "View Interactive SOP" button.

3. Required Actions:

a. Effective January 2014, Commander, Navy Personnel Command directed all PSDs to use SOPs when completing personnel transactions.

b. Sailors, CPCs, CCCs, and other command stakeholders are highly encouraged to use the SOPs.

F.3. Sailor Career Toolbox

1. Navy policy strongly encourages Sailors to take an active role in their professional development and career management. Data displayed by the 13 systems in the Sailor Career Toolbox is used by the Navy to make manning, advancement, assignment, and retention decisions. It is imperative that Sailors monitor these systems closely and make every effort to ensure their personal, professional, and career information is accurate and complete.

a. Required Actions:

(1) Use Sailor Career Toolbox applications for career management and development.

(2) Monitor personnel records regularly. It is the Sailor's responsibility to verify that Navy records document all career achievements. Sailors must be proactive and take all necessary actions to ensure their personnel data is current, accurate, and complete. Doing so will ensure career achievements are available when reviewed for advancement,

selection for retention or special programs, or assignment to desired jobs.

2. Official Military Personnel File (OMPF) is a permanent record that documents the career of every Service member from time of entry until final separation. These documents affect or influence the member's career and benefits, and include information about accession, training, education, performance, discipline, decorations and awards, assignments, duties, casualty status, and separation/retirement from the Navy. The OMPF - My Record user role provides the ability to view, download, and print documents for personal and professional use. Selection boards view many of these documents when considering candidates for retention, advancement, and special programs.

a. Access the system:

(1) Using the Command Access Card (CAC) with a CAC-enabled computer, go to BUPERS Online (BOL) (refer to appendix H.1.1.).

(2) Click OMPF - My Record to review official documents.

b. Required Actions:

(1) At least nine months prior to any selection board, review OMPF, either through OMPF - My Record or by ordering a CD. Take all necessary actions to ensure OMPF is current, accurate, and complete, especially following reenlistment.

(2) Conduct a thorough record review with the user aid titled, Personnel Record Review, which is located on the NAVPERSCOM (NPC) "Career Toolbox" page.

(3) Use correction procedures provided at NPC > Career Info > Records Management > Military Personnel Records > Document Correction.

(4) Use correction procedures identified via the OMPF > My Record > FAQ hyperlink.

Tip: After documents are scanned to the OMPF they are destroyed. Members should maintain copies of all official documents. Additionally, members should periodically order and retain a CD for emergency situations (such as backup for document loss due to system-file corruption). The CD contains personal and private information, and should be kept in a secured place.

3. Performance Summary Record (PSR) is a three-part report that summarizes the member's personnel data and performance history.

a. The three parts are:

(1) PSR Part I: Personnel Data Summary (previously titled Enlisted Summary Record);

(2) PSR Part II: Evaluation Summary (Pre-1996 Form);
and

(3) PSR Part III: Evaluation Summary (1996-Present).

Tip: Generally, the Personnel Data Summary (PSR Part I) is the very first document the selection board reviews when evaluating the member's record.

b. Access the system:

(1) Using CAC with CAC-enabled computer, go to BOL.

(2) Click ODC, OSR, PSR to view, download and print copies of the PSR.

(3) Required actions:

(a) View and verify PSR once per year, and at least six months prior to selection board review.

(b) To resolve errors or missing evaluations, contact NAVPERSCOM, Performance Evaluation Branch (PERS-32).

4. Electronic Service Record (ESR) is an online version of some, but not all, service record data. The ESR is available in the connected and disconnected environments. Periodically, ESR data is printed on forms that are submitted for permanent retention in the OMPF. For example, MILPERSMAN 1160-030 states:

a. Servicing personnel offices will ensure the ESR reenlistment closeout function is executed when a member reenlists and the following ESR documents are submitted to the member's OMPF along with the reenlistment contract:

(1) Awards History (NAVPERS 1070/880);

(2) Training, Education, and Qualifications History (NAVPERS 1070/881);

(3) Member Data Summary (NAVPERS 1070/886);

(4) History of Assignments (NAVPERS 1070/605); and

(5) Permanent Administrative Remarks (NAVPERS 1070/613) created at time of reenlistment.

b. Access the system:

(1) Internet - Using CAC with CAC-enabled computer, go to Navy Standard Integrated Personnel System (NSIPS).

(2) Afloat - Go to the NIAPS Career Tools Afloat (CTA) main page for more information on the NSIPS Afloat applications. CAC is not required.

Important: Sailors must establish their ESR account on the internet. Afloat Sailors may create a second ESR account via the shipboard Navy Standard Integrated Personnel System (NSIPS) server.

c. Required Actions:

(1) Review ESR pages and work with supporting personnel representative to ensure data accurately reflects the member's personal and professional achievements.

(2) Conduct a thorough record review with the user aid titled, Personnel Record Review, which is located on the NPC "Career Toolbox" page.

(3) Take all necessary actions to ensure ESR is current, accurate, and complete.

Important: Training data documented in Relational Administrative Data Management (R-ADM) and Advanced Skills Management (ASM) is provided to the NTMPS data warehouse and is viewable in FLTMPs and ETJ. However, R-ADM and ASM data is not accepted by NSIPS and is not documented in the ESR. Sailors should coordinate with their servicing PSD to have training qualifications entered directly into NSIPS. Additionally, those eligible for selection board review should print R-ADM and ASM transcripts for enclosure to their letter to the board.

4. ETJ provides a view of career information documented in other Navy databases, such as training and education (including

Navy eLearning, NECs, and college courses), qualifications and certifications, career history, advancement status, and awards.

a. Access the system:

(1) Internet. Using CAC with CAC-enabled computer, go to NKO. On the LEARNING tab, click Electronic Training Jacket.

(2) Afloat. Go to the Career Tools Afloat (CTA) login page. Log in and then click ETJ Afloat. CAC is not required.

b. Required actions:

(1) Review ETJ pages to verify information accurately reflects personal and professional achievements. Take all necessary actions to ensure ETJ is current, accurate, and complete.

(2) Periodically, afloat Sailors should compare their afloat ETJ with the internet version to ensure the two accounts are synchronized and all data is present in their internet-based ETJ.

Tip: Enlisted warfare qualifications must be documented in the NTMPS data warehouse (viewable via the member's ETJ) before they will display in CMS-ID/BBD. Therefore, members who find qualifications missing from the CMS-ID/BBD Sailor Info page must work with personnel support representatives to ensure proper documentation in NSIPS ESR and FLTMPs ETJ. It is not possible to update CMS-ID/BBD directly.

5. Physical Readiness Information Management System (PRIMS) provides a view of the current and historical results of the member's semi-annual PFA.

a. Access the system:

(1) Using CAC with CAC-enabled computer, go to BOL.

(2) Click PRIMs.

b. Required Actions. Verify PRIMs for accuracy in medical waivers and past Physical Readiness Test (PRT) results.

6. U.S. Navy Awards web site provides online access to Navy awards information and help. The web site is divided into five

separate sections: Home, Personal, Unit, Veteran Awards, and Awarding Authorities.

a. Access the system:

(1) Go to U.S. Navy Awards (CAC is not required).

b. Required Actions:

(1) Conduct personal awards query to verify all awards are present.

(2) Go to Personal Awards > (Personal Awards History) Personal Awards Query.

(3) Conduct unit awards query to identify unit awards received.

(4) Go to Unit Awards > (Unit Awards History) Unit Awards Query.

(5) Use correction procedures provided.

(6) Go to U.S. Navy Awards. Click Personal Awards > (REFERENCES) Updating Personal Awards.

7. Navy eLearning (NeL) and NeL Afloat delivers computer-based learning designed to enhance professional and personal growth. Complete NeL courses in the connected environment provided by the internet or in the disconnected (afloat) environment provided by NIAPS.

Note: NeL ashore and NeL Afloat look and perform differently. However, courses completed in either system should replicate between ship and shore and course completion records should be synchronized.

a. Access the system:

(1) Internet. Using CAC with CAC-enabled computer, go to NKO. On the LEARNING tab, click Navy e- Learning > Online courses.

(2) Afloat. Go to the Career Tools Afloat login page. Log-in and then click Navy eLearning 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.

b. Required actions:

(1) Complete NeL to enhance professional knowledge, skills and abilities.

(2) Verify course completions are documented in the ETJ.

8. Navy Credentialing Opportunities On-Line (COOL) explains how Sailors can meet civilian certification and licensure requirements related to the member's rating, job, designator, and occupation.

a. It also provides the ability to accomplish the following:

(1) Get information about civilian licensure and certification.

(2) Learn how to fill gaps between Navy training and experience and civilian credentialing requirements.

(3) Discover resources that help members gain civilian job credentials.

(4) Identify resources to fund credentialing exams, such as the Navy-funded credentialing program and GI Bill.

b. Access the system. Go to Navy COOL CAC is not required.

c. Required actions:

(1) Identify and earn national certification, and or Federal and State licensure.

(2) Identify rating-related apprenticeship trades and then enroll in United States Military Apprenticeship Program (USMAP) to earn a nationally recognized "Certificate of Completion" from the U.S. Department of Labor.

(3) Verify certificates and achievements are documented in ETJ, ESR, Joint Services Transcript (JST), and OMPF.

9. USMAP is a formal military training program that provides Sailors the opportunity to improve job skills and to complete civilian apprenticeship requirements while on active duty. USMAP is free, requires no off-duty hours, and can use the member's military experience to grant up to one half of the required on-the-job training. Upon completion of the program, Sailors become registered apprentices with the U.S. Department of Labor.

a. Access the system. Go to USMAP no CAC required.

b. Required actions:

(1) Identify and earn national certification, and/or Federal and State licensure.

(2) Identify apprenticeship trades related to rating and earn a nationally recognized "Certificate of Completion" from the U.S. Department of Labor.

(3) Verify certificates and achievements are documented in ETJ, ESR, JST, SMART, and OMPF.

10. JST documents college courses, degrees, and certifications completed on active duty through tuition assistance (TA) or the Navy College Program for Afloat College Education (NCPACE), and all other college courses completed at institutions accredited by a regional, national or professional accrediting agency recommended by the U.S. Department of Education. JST provides recommended college credit for the member's military occupational experience and training. Recommendations are made by the American Council on Education.

a. Access the system. Using CAC with CAC-enabled computer, go to JST.

b. Required Actions:

(1) Review JST to verify data accurately reflects training and education data.

(2) Take all necessary actions to ensure JST is current, accurate, and complete.

(3) Use correction procedures identified on the JST Welcome page. See "How to Make Updates or Corrections to your JST."

(4) Use JST to facilitate degree planning.

11. Sailor/Marine Online Academic Advisor (SMOLAA) is an online tool that works in conjunction with JST to help members explore options for earning a college degree. Using SMOLAA, Sailors can access their academic history as recorded in JST, and then apply all applicable college and military courses to degree plans offered by various colleges and universities. Depending on the college degree plan selected, SMOLAA will indicate the total credit hours that must be completed to earn that degree.

a. Access the system:

(1) Using CAC with CAC-enabled computer, go to JST.

(2) On the Welcome page, click Degree Shop/SMOLAA.

b. Required Actions:

(1) Use SMOLAA to identify available rating-related degree plans.

(2) Use SMOLAA to determine credits that may be earned through academic testing programs.

(3) Meet with a Navy College representative.

(4) Discuss future plans, create your educational plan, JST enroll in courses or a degree plan.

(5) Select College Level Examination Program (CLEP) test(s) to be taken.

(6) Select course(s) to be taken.

(7) Apply for tuition assistance.

12. Career Management System-Interactive Detailing (CMS-ID/BBD) provides the ability to explore Navy job opportunities, identify career-enhancing jobs that meet your professional and personal goals, identify the specific skills and abilities required to perform the jobs you desire, and submit job applications. Information on the CMS-ID/BBD Sailor Info tab is reviewed by prospective commands when considering the Sailor's job application, and detailers use this information to determine whether or not Sailors will be detailed to the desired job.

- a. Access the system. Using CAC with CAC-enabled computer.
- b. Required actions:
 - (1) Review personal and professional data 18 months prior to PRD.
 - (2) Determine reenlist requirement.
 - (3) Update User Profile and My Duty Preferences.
 - (4) Verify My Personnel Detail and My History.
 - (5) Take all necessary actions to ensure personnel and career data is current, accurate, and complete.

Tip: Enlisted warfare qualifications must be documented in NSIPS (viewable on the Member Data Summary page) and the NTMPS data warehouse (viewable on the member's ETJ) before they will display in CMS-ID/BBD. Therefore, members who find qualifications missing from the CMS-ID/BBD Sailor Info page must work with personnel support representatives to ensure proper documentation in NSIPS ESR and NTMPS ETJ. It is not possible to update CMS-ID/BBD directly.

13. C-WAY supports PACT designation, reenlistment, rating conversion, and transition between AC and RC. C-WAY provides an assessment of the member's eligibility and qualification for enlisted ratings. It considers needs of the Navy and rating opportunities based on the member's aptitude for a specific rating. It uses ASVAB score, data from other Navy systems, and information entered by the CCC (security clearance eligibility, moral and legal information, citizenship, and current medical and physical status).

- a. C-WAY-Reenlistment (C-WAY-REEN) module automatically generates most reenlistment applications based on the member's PRD or proximity to the Expiration of Active Obligated Service (EAOS), as extended (SEAOS). The screening process is based on the Sailor's reenlistment eligibility and competitive ranking among other Sailors in the same rating and year group. The system ranks individuals based on pay grade, performance evaluations, and critical NEC. Sailors who advance sooner are more likely to receive a quota. Approval to reenlist in-rate is not guaranteed for Sailors in competitive ratings, and they should review conversion opportunities with their command retention team during CDBs.

b. Access the system - currently, the CCC is responsible for submitting the member's C-WAY-REEN application and delivering monthly results. Sailors should request a printout of their application to ensure accuracy.

c. Required actions:

(1) For PACT Sailors: Maintain PACT Program eligibility.

(2) For all rated Sailors: Prior to the end of current enlistment, members must document their intention to reenlist or separate using the C-WAY-REEN module.

(3) Reenlistment requests for SEAOS-based applications begin at 13 months prior to SEAOS.

(4) Members have eight opportunities to remain on active duty (13 to 6 months from SEAOS).

(5) Results are based on current Navy manning levels and individual performance.

F.4. CCC Toolbox

1. Eight online applications form the basic CCC Toolbox. It is the CCC's responsibility to use these tools to ensure Sailors are afforded the opportunity to achieve a successful Navy career and subsequent transition to civilian life.

a. Required actions:

(1) Use applications identified in the CCC Toolbox to support Sailor careers and manage command career information programs.

(2) Direct Sailors to the Sailor Career Toolbox and be prepared to instruct them on how to use their toolsets to develop and manage their careers.

(3) Use resources provided by command personnel, including the CMC, Training Officer, and ESO.

(4) Use information provided by web sites, including NAVPERSCOM; Manpower, Personnel, Training, and Education (MPT&E) portal; Navy College; and Navy Fleet and Family Support Center (FFSC).

(5) Use resources, including the Sailor Career Toolbox, BUPERS Career Handbook, Learning and Development Roadmaps (LaDR), and the annual All Hands Owners and Operators' Manual.

(6) Use personnel SOP providing detailed guidance on who should do what and when (including Sailor, CPC, and CCC responsibilities when initiating and verifying personnel transactions).

2. Career Information Management System (CIMS) automates career counselor office procedures and simplifies processes supporting the command's career information program. Using CIMS, the CCC can create and maintain CCC records, prepare for CDBs, view ASVAB scores, access SRB and retirement calculators, obtain a variety of lists and reports, and print certificates for reenlistment and retirement.

a. Access the system:

(1) Internet - Using CAC with CAC-enabled computer, go to CIMS.

(2) Afloat - Go to the NIAPS Career Tools Afloat (CTA) main page for more information on the NSIPS Afloat applications. CAC is not required.

b. Required actions:

(1) Establish CIMS account for CCC, as well as department and division career counselors.

(2) Use the Career Information Management System (CIMS) to manage the Command Career Information Program.

(3) Review Sailor personnel and professional data when preparing for CDBs, personal interviews, and individual counseling sessions. Input and verify permanent CDBs.

(4) Track Sailor EAOS, PRD, and CDB status by generating individual reports, then exporting them into the CCC tickler.

(5) Generate Individual Career Development Plan (ICDP).

(6) Assign command sponsor; track sponsor information.

(7) Generate reports for command leadership review.

(8) Update contact information for prospective losses.

(9) Input Sailor ESR Administrative Remarks (NAVPERS 1070/13), as necessary. (See CIMS User's Guide, section 19, for guidance.)

3. Career Management System - Interactive Detailing/Billet-Based Distribution (CMS-ID/BBD) provides Sailors the ability to explore future job opportunities, identify career enhancing jobs that meet professional and personal goals, and identify the specific skills and abilities required to perform jobs they desire.

a. Access the system. Using CAC with CAC-enabled computer, go to CMS-ID/BBD.

b. Required Actions:

(1) Ensure Sailors review data on the CMS-ID/BBD Sailor Info tab beginning 18 months prior to PRD. Support Sailor efforts to update personnel and career data.

(2) Download and post the CMS-ID/BBD schedule 4-6 months ahead of time to support Sailors' future planning.

(3) When CMS-ID/BBD is unavailable to Sailors, obtain current requisition data, submit job applications, and obtain application results on their behalf.

(4) Using CCC role:

(a) View Sailor personnel and career data; view Sailor career intentions; monitor Sailor applications; provide assistance, if required.

(b) Validate automatic C-WAY-REEN application submission for Sailors who are 12 months from PRD. Ensure the corporate data inputted is correct and accurately reflects the Sailor entering the negotiation window.

(c) Use CMS-ID/BBD reports (e.g., career intentions) to inform and update command leadership.

(5) Using CMD role:

(a) Support command review of incoming Sailor applications and submit comments to detailers.

(b) Enter contact information for key personnel at your command and provide a link to your command's web site. This information is viewable by all CMS-ID/BBD users and supports Sailor job search and decision making.

4. C-WAY provides a comprehensive assessment of Sailors and their eligibility and or qualification for Navy enlisted ratings or jobs. Using C-WAY, counselors screen Sailors for ratings based on individual aptitude (ASVAB/AFQT scores), moral and legal status, and medical and physical status, while taking into account needs of the Navy.

a. C-WAY supports key Sailor decisions during career management processes including:

- (1) Reenlistment;
- (2) PACT designation;
- (3) Rating conversion; and
- (4) Transition between AC and RC.

b. Access the system. Using CAC with CAC-enabled computer, go to C-WAY.

c. Required actions:

(1) Use C-WAY PACT designation module to screen undesignated Sailors prior to requesting RED, apprenticeship change, NWAQ quota, or "A" School assignment.

(2) Use C-WAY-REEN module to validate Sailor qualifications and to submit applications as directed by current policy directives.

(3) Ensure CDBs are conducted (15-24 months prior to PRD/SEAOS).

(4) Ensure C-WAY-REEN applications are completed when generated by the system.

(5) Review C-WAY-REEN monthly results and update Sailor applications as necessary to increase retention opportunities.

(6) Ensure counseling is conducted for Sailors who have not been selected for INRATE/Conversion approval after two reviews/looks.

(7) Ensure Sailors not selected for reenlistment are provided counseling on the benefits of Reserve affiliation.

(8) Validate automatic C-WAY application submission for Sailors who are 12 months from PRD and have less than 24 months contract remaining. Ensure corporate data is correct and accurately reflects the Sailor entering the negotiation window.

(9) When counseling Sailors, use the enlisted community managers' rating health slides to determine whether conversion or rating entry is advantageous based on rating health and year group.

5. Fleet Training Management and Planning System (FLTMPS) integrates MPT&E information into a single reporting system. FLTMPS enables access to numerous reports to assist in monitoring and managing training requirements, unit manning, Sailor personnel records, and Sailor training status.

a. Using FLTMPS, counselors can view the member's administrative data, NECs, career history, education, language skills, and qualifications and certifications. Available reports include advancement, time in rate eligible, projected gains and losses, career status bonus, education summary, and dependent care plan, among others. All reports can be printed and or downloaded into Excel documents for viewing at a later date.

b. Access the system:

(1) Internet - Using CAC with CAC-enabled computer, go to FLTMPS.

(2) Afloat - Go to the Career Tools Afloat (CTA) login page. Log-in and then click FLTMPS Afloat** located in the TRAIN TOOLS section. CAC is not required.

c. Required actions:

(1) Review Sailor personnel and professional data when preparing for CDBs, personal interviews, and individual counseling sessions.

(2) Monitor gains and losses.

(3) Use reports to monitor and support Sailor advancement.

(4) Use report data to inform and update command leadership.

6. Navy Retention Monitoring System (NRMS) provides counselors the ability to report and analyze retention data.

a. Access the system. Using CAC with CAC-enabled computer.

b. Required actions:

(1) Provide retention statistics report to command leadership.

(2) Review statistical data every quarter for errors, as this will affect eligibility for the annual Retention Excellence Award.

7. Officer Personnel Information System (OPINS) allows counselors to input Sailor requests for SRB, STAR, CSB, and transfer to the Fleet Reserve.

a. Access the system. Using CAC with CAC-enabled computer, go to OPINS.

b. Required Actions. Use OPINS to view member's career history and other information.

8. Transaction Online Processing System (TOPS) enables designated command personnel to communicate safely and efficiently with PSD representatives via the internet. Customer commands submit, track, and receive feedback on pay and personnel related transactions. TOPS uses secure network protocol to protect Sailors' personal identifying information when transferring personnel documents used to update NSIPS.

a. Access the system. Using CAC with CAC-enabled computer, go to TOPS.

b. Required Actions:

(1) Use TOPS to submit personnel documents to PSD, customer service desk, or Navy Operational Support Center (NOSC) to support NSIPS data entry and or update of OMPF documents.

(2) Direct Sailors to monitor OMPF and ESR and verify documentation of personal, personnel, and career data.

9. Transition Assistance Program (DD 2648). To ensure Sailors fully understand their eligibility and how to access services and benefits, CCs provide a legally mandated, pre-separation counseling session to transitioning Sailors who have been on active duty for more than 180 days. Counseling is conducted no later than 90 days prior to projected separation or retirement date.

a. Access the system. Using CAC with CAC-enabled computer, go to TAP.

b. Required Actions. Per NAVADMIN 053/13, CCs/transition counselors will use Defense Manpower Data Center (DMDC) web-based Transition and Assistance Program (TAP) application tool to document completion of counseling.

F.5. Web sites For Career Information

1. The internet provides multiple resources for career information. Counselors are cautioned to use only official web sites to obtain current information, policy, and documents.

2. Required Actions. Bookmark online resources and references as necessary to support Sailor career counseling and command career information programs. See appendix I.1 for links to most pertinent online resources and programs.

APPENDIX G

DEFENSE MANPOWER DATA CENTER (DMDC)

TABLE OF CONTENTS

| APPENDIX/ ARTICLE | SUBJECT | PAGE |
|----------------------|---|------|
| G.1. | Login Method..... | G-1 |
| G.2. | Technical Requirements..... | G-1 |
| G.3. | User Permissions..... | G-1 |
| G.4. | Using the Transition Assistance Program (TAP) Web Application..... | G-2 |

DEFENSE MANPOWER DATA CENTER (DMDC)

G.1. Log-in Method. Transition Assistance Program (TAP) supports secure login authentication for Department of Defense (DoD) Common Access Card (CAC) holders who have been approved by their Service's site security manager for authorized access.

G.2. Technical Requirements

1. The log-in to TAP is protected by secured socket layer technology, and requires an internet browser that supports JavaScript, such as Microsoft Internet Explorer (version 8.0 or higher recommended).

2. To allow all pop-up windows the opportunity to properly launch, recommend the interface 'pop-up blocker' be temporarily disabled while using TAP.

3. For CAC log-in authentication, a CAC reader and associated software is required.

G.3. User Permissions

1. TAP currently consists of one user permission type of "Transition Assistance Operators", which has the following capabilities:

a. Report, search for, edit, or delete module and track sessions.

b. Submit, delete, and view module and track completion data for previously reported modules or tracks.

c. Report, search for, edit, and complete "In Progress" transition checklist (DD 2648 Pre-separation/Transition Counseling and Career Readiness Standards EFORM for service members separating, retiring, released from active duty (REFAD), or being deactivated.

d. Search for and view "Completed" transition checklist (DD 2648).

e. Access Verification of Military Experience and Training (VMET) documents (DD-2586 and cover letter).

f. Access transition checklist reports.

G.4. Using the Transition Assistance Program (TAP) Web Application

1. After ensuring you have the minimum web browser requirements and your account was approved, you can access the TAP web site following the below steps.
2. Logging into TAP:
 - a. Refer to appendix I.1 for the web link.
 - b. The TAP log-in page displays.
 - c. Click the "Log-in" button, as displayed below.



d. The standard mandatory DoD notice and consent page displays.

e. Read the consent to monitor information and click the "OK" button.

f. The Registered User Logon page displays.

g. Click the "Continue" button to logon using your CAC (select non-email certificate).

h. The TAP home page will be displayed.

3. The Home tab is the default landing page when you log-in to the application. Below the introductory paragraph are boxes that support the primary goals of TAP - Sessions, Transition Documents, VMET documents, and Transitions Reports. You can click on any box to take you to that section of TAP or alternatively, you can select the applicable tab in the blue ribbon bar on top to navigate to the desired section.

a. A "News" section is provided on the right side to publish important and relevant information.

b. A "Resources" section in the lower right corner provides downloadable documents you may find useful as a transition assistance operator or counselor. Also provided within the "Resource" section is a link to this TAP user's guide and the barcode scanner software.



DoDTAP
Transition Assistance Program
For Managers and Counselors

Home Sessions Transition Documents VMET Reports Person Search Logout

DoD Transition Assistance Program (DoDTAP) for Managers and Counselors

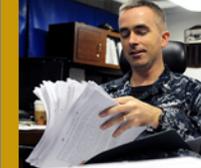
Welcome to DoDTAP for Managers and Counselors, Transition to Veterans Program Office's (TVPO's) Transition Assistance application for Transition Instructors, Counselors, and other operator users who support transitioning Service members. The DoDTAP for Managers and Counselors web application integrates several tools to help operators perform tasks related to transitioning Service members and their families.



Sessions

The Sessions component is a course-management tool that allows operators to:

- Add new sessions of Transition GPS modules & tracks
- Record attendance of Transition GPS modules & tracks



Transition Documents

The Transition Document component is a tool that allows operators to create, edit, and view electronic eForms, DD2648. This eForm replaced the older version of the Preseparation Counseling Checklist (PSCC) DD2648/-1 and the Individual Transition Plan (ITP) DD2958 in late 2016. The older forms can still be viewed in a read-only PDF format using the 'Person Search' feature. For questions about the eForm process, please review the FAQs on [DODTAP](#).



Verification of Military Experience and Training (VMET)

The VMET component is a tool that allows operators to:

- View a Service member's VMET Document (DD2586)
- View a Service member's VMET Cover Letter (Service Specific)



Transition Reports

The Transition Reports component is a tool that allows operators to:

- Access reports that can be customized using many available filters
- Access reports for DD2648/-1 PSCC and DD2958 ITP Checklists forms
- Access reports for Session and Attendance information

News

- **11/15/2016**
VMET Data Delay: The VMET Update that should have occurred in October (which would change the date in block 5 to "July 1") is delayed, so block 5 may still say "April 1". The VMET Team is aware and working the issue; we apologize for the inconvenience.
- **11/06/2016**
Welcome to DODTAP for Managers & Counselors v9, where you can initiate and complete an eForm for the Pre-Separation Counseling and Capstone Review phases, as well as notify the Commander for their approval (and they can login electronically to

Resources

- User Guide
- Barcode Scanner Software
- Transition GPS Participant Assessment Screenshots
- Transition GPS Participant Assessment Facilitator Information Sheet
- Disconnected Operations eForm Instructions
- Disconnected Operations eForm Worksheet
- eForm PPT Training
- eForm Overview Webinar
- eForm Training Webinar
- eForm Pre-Sep Job Aid
- eForm Capstone Review Job Aid

NAVPERS 15878L
17 Jan 17

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX H

FORMS INDEX

TABLE OF CONTENTS

| APPENDIX/ ARTICLE | SUBJECT | PAGE |
|----------------------|---|------|
| H.1. | Forms Index..... | H-1 |
| H.2. | Split Tour Request..... | H-2 |
| H.2.1. | Split Tour Checklist..... | H-2 |
| H.2.2. | 1306 Request Standard Phraseology..... | H-3 |
| H.2.3. | Special Program Screening..... | H-4 |
| H.2.4. | Reenlistment..... | H-5 |
| H.2.5. | Reenlistment Checklist..... | H-6 |
| H.2.6. | Overseas Tour Extension Incentive Program (OTEIP)..... | H-7 |
| H.2.7. | Overseas Screening Checklist..... | H-8 |
| H.2.8. | OTEIP Checklist..... | H-9 |
| H.2.9. | Fleet Reserve Request..... | H-9 |
| H.2.10. | Expiration of Active Obligated Service (EAOS) Extension Request Checklist..... | H-10 |
| H.2.11. | CMS/ID Application Procedures..... | H-10 |
| H.2.12. | Frequently Used Manuals And Instructions.... | H-12 |
| H.2.13. | Frequently Used MILPERSMAN References..... | H-13 |

FORMS INDEX

H.1. FORMS INDEX

1. The following Department of Defense forms are available at:
<http://www.dtic.mil/whs/directives/forms/index.htm>

a. DD 2648 Service Member Pre-separation/Transition Counseling and Career Readiness Standards EFORM for service members separating, retiring, released from active duty (REFAD). Or being deactivated.

b. DD 2839 Career Status Bonus Elections.

c. DD 2875 System Authorization Access Request (SAAR).

2. OPNAV 5239/14 System Authorization Access Request Navy (SAAR-N) is available at:
<https://navalforms.documentservices.dla.mil/web/public/forms>.

3. The following NAVPERS forms are available at:
<http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

a. NAVPERS 1040/2 Command Information Program Review;

b. NAVPERS 1040/3 Career Counselor Initial Tour Feedback;

c. NAVPERS 1040/4 Career Waypoints Application;

d. NAVPERS 1330/3 Distribution System Access Request; and

e. NAVPERS 1336/3 Special Request/Authorization.

H.2. Split Tour Request

Ref: Naval Military Personnel Manual (MILPERSMAN 1306-124)

1. Sailors requesting a split tour must submit a NAVPERS 1306/7 Enlisted Personnel Action Request after they have completed 24 months onboard.
2. Sailors may only split tour to a ship that is stationed in same geographic location.
3. Split tour requests are contingent upon manning level at present command and availability of billet requested.
4. Members requesting a split tour must meet the following requirements prior to submission of request:
 - a. Overall evaluation of no lower than 3.0 for the past 24 months;
 - b. No mark below 3.0 in the past 24 months;
 - c. No non-judicial punishment during the previous 24 months; and
 - d. Recommended for advancement and retention.

H.2.1. Split Tour Checklist

1. NAVPERS 1336/3 Special Request Chit.
2. Memorandum from Department Head/DIVO/LCPO (if required).
3. Copy of MILPERMAN 1306-124.
4. NAVPERS 1306/7 Enlisted Personnel Action Request.
5. Last two evaluations (if required).

H.2.2. 1306 Request Standard Phraseology

1. Projected Rotation Date (PRD) Adjustments:

a. Respectfully request a (# of months) early separation. My current EAOS is YYMM. I am requesting to separate YYMM.

b. Respectfully request to adjust PRD from YYMM to YYMM to meet a minimum 36 month DOD area first term tour.

c. Respectfully request to adjust PRD from YYMM to YYMM for command sponsorship of dependents.

d. Respectfully request to adjust PRD from YYMM to YYMM to meet sea/shore flow requirements for a first tour rate.

e. Respectfully request to adjust PRD from YYMM to YYMM to meet sea/shore flow requirements for a third tour rate.

2. Spousal co-location:

a. Respectfully request to be spouse co-located with PO1 Joe Navy station onboard USS HAZE GREY.

3. Choice of coast:

a. Respectfully request east/west coast as my choice of coast per BUPERS orders.

H.2.3. Special Program Screening

Ref: MILPERSMAN 1306-900

1. If a member has been released by his or her respective rating assignment detailer for a special program, whether sea or shore, command must conduct screening on the member via guidelines set forth in the screening message sent from the special programs detailer.

2. The following checklist will be adhered to when routing a special program screening package:

a. Completed special screening forms must be signed by Commanding Officer.

b. Reference of screening message/MILPERSMAN article of program.

c. Copies of EVALS/FITREPS.

d. Copies of PRIMS data (as required).

3. Notes to be addressed:

a. Section A of the form must only be filled out by a CPO or senior in the personnel office.

b. Section A7 can only be initialed by the department CFL coordinator.

c. Section D2 can only be initialed by the department security manager.

d. Medical/Dental must sign if applicable.

e. CFS must sign if applicable.

f. CO must sign the forms.

g. All forms must be routed through the CCC prior to CMC.

h. After XO signs, the forms must be sent to Personnel Office/PSD for release of the screening message (as applicable).

H.2.4. Reenlistment

Ref: (a) MILPERSMAN 1160-030
(b) OPNAVINST 1160.8A

1. C-WAY-REEN applies to active duty Sailors serving with 14 years or less of active duty service between Active Duty Service Date (ADSD) and Expiration of Active Obligated Service as extended (SEAOS).
2. Must be recommended for retention on last two consecutive performance evaluations.
3. Sailors must request to reenlist via a formal request chit or form (PSD or command forms).
4. The number of years requesting to reenlist may not exceed high year tenure limitations per MILPERSMAN 1160-120.
5. Members that desire to reenlist must be medically qualified and have a current periodic health assessment.
6. Sailors whose spouses are active duty or that are single parents must have a current Family Care Plan certificates on file. This must be verified by personnel or the CCC.
7. Request must be received within 45 days prior to reenlistment date in order to process the SRB and required documents in a timely manner.
8. Sailors that are SRB eligible must have the SRB worksheet included with the package from the CCC/Dept CC/Div CC found on the NAVPERSCOM web site and submitted NLT 45 days prior to the reenlistment date.
9. The CCC will process all SRB requests and will include a print out of the for the SRB input in the folder for Personnel.
10. The CCC, Dept CC, or Div CC will prepare the honorable discharge certificate, reenlistment certificate, and the certificate for the spouse. The member will also receive a benefit book (if applicable).

H.2.5. Reenlistment Checklist

The following checklist will be utilized for all reenlistment requests:

1. Completed Reenlistment Interview Sheet.
2. Copies of last two Evaluations/FITREPS.
3. Copies of last 3 years of PRIMS data.
4. Copy of SRB precert.
5. Completed Individual Medical Readiness (IMR) Status.
6. Approved C-WAY quota (as applicable).
7. Family Care Plan on file (as applicable).
8. Reenlistment must be conducted in uniform.
9. Reenlistment oath must be given by a commissioned officer.

H.2.6. Overseas Tour Extension Incentive Program (OTEIP)

Ref: MILPERSMAN 1306-300

1. Sailors will utilize the OTEIP request form (locally prepared).
2. CO, XO, and department heads will have approving authority for all OTEIP requests. OTEIP requests for CPO and senior must be routed to the CMC and XO for approval (per command procedures).
3. OTEIP requests must be received within 9-18 months prior to PRD. Requests submitted within member's negotiation window will be looked at on a case by case basis.
4. The CCC will determine eligibility requirements utilizing the OTEIP checklist. (Note: OTEIP cannot be used to extend PRD to request command sponsorship for dependents).
5. NAVPERSCOM will notify command through message traffic or BOL of the final status of OTEIP request.
6. For cancellation of OTEIP request or change requests, follow procedures outlined in MILPERSMAN 1306-300.
7. Sailors that are serving in Zones B and C (with the exception of E-7 and above) must have an approved C-WAY quota on file before requesting OTEIP.

H.2.7. Overseas Screening Checklist

Ref: MILPERSMAN 1300-302

1. If a member has been nominated to go to an overseas duty assignment, commands must conduct a screening on the member via guidelines set forth in the screening message sent from NAVPERSCOM, Distribution Operations Management (PERS-455).

2. The following checklist will be adhered to when routing an overseas screening package:

a. Completed screening form to be signed by the CMC or XO (as applicable).

b. Reference of screening message/Orders/MILPERSMAN article of program.

c. Copies of last three EVALs/FITREPS (if applicable).

d. Copies of PRIMS data (if applicable).

3. Notes to be addressed:

a. Part 1 of the form must only be filled by a CPO or senior personnel in the personnel office. (Annotate on routing sheet if eligible or not eligible).

b. Part II must be signed by Health Services.

c. All forms must be routed through the CCC's prior to CMC.

d. Upon completion of overseas screening, update via BOL (as applicable).

H.2.8. OTEIP Checklist

1. A completed and signed OTEIP request form.
2. Member completed the prescribed DoD tour (accompanied for those taking family members, unaccompanied for those who do not take family members before being eligible for OTEIP).
3. No major offenses, family advocacy issues, or host nation law violations.
4. No history of unsatisfactory performance (any marks below 3.0) in the last two years.
5. No history of court-martial or NJP in the last two years.
6. Last three EVALs/FITREPs.
7. 48 months of PRIMs/BCA data.

H.2.9. Fleet Reserve Request

Ref: MILPERSMAN 1830-040

1. Submitting a Fleet Reserve request via special request and Fleet Reserve form are formal request chits from Navy Service members to the Navy Personnel Command, Enlisted Separations Branch (PERS 832).
2. All special requests must be routed with a command routing sheet.
3. The member's chain of command should make any comments and recommendations for approval or disapproval in the comments section on the routing sheet.
4. Fleet Reserve requests will include a minimum of the following documents:
 - a. NAVPERS 1336/3 Special Request Chit;
 - b. Command Fleet Reserve form (if applicable); and
 - c. Copy of ESR/EDVR showing ADSD and time eligible (if applicable).

H.2.10. Expiration of Active Obligated Service (EAOS) Extension Request Checklist

Ref: MILPERSMAN 1160-040

1. Special Request/Authorization NAVPERS 1336/3 Bottom-lined by Department Head.

2. Extension Checklist.

3. Last Two EVALs/FITREPs.

4. PRIMS Data.

5. Notes to be addressed:

a. All extension agreements are conditional for a specified reason. Extensions will be executed in monthly increments of 1 to 23 months.

b. All conditional extension requests for Sailors serving in competitive ratings require approval from BUPERS.

c. Extensions must be per MILPERSMAN 1160-040.

d. All E-6 and below extension requests require department head approval.

e. All CPO extension requests must be routed through the CMC and XO.

f. All extension requests recommended for disapproval must be bottom-lined by the CO.

H.2.11. Active Duty CMS-ID/BBD Application Procedures

1. CMS-ID allows a Sailor to see what jobs/duty stations are available for selection.

2. When Sailors are within 12 months of their PRD they are required to log on to the CMS-ID/BBD web site and update their duty preference sheet.

3. Sailors are eligible to begin applying for orders when they are within nine months of their PRD.

17 Jan 17

4. Sailors have the ability to log-on to the CMS-ID/BBD web site from a CAC-enabled computer for VIEW ONLY access.
5. Once logged-in, the Sailor selects the appropriate pay grade, rate and NEC and the type duty requested: sea, shore, or an Individual Augmentation (IA)/Overseas Contingency Operations Support Assignment billet (OSA).
6. Sailors must submit an application to for up to five choices.
7. Sailors may only submit applications for their current pay grade.
8. Sailors should review the most recent sea/shore flow NAVADMIN to ensure they have completed all required sea time prior to submitting a request for shore duty.
9. All applications will be applied for through the Sailor's divisional and departmental career counselor via CMS-ID/BBD application request (if required).
10. Departmental/divisional career counselors that do not have their own access to submit CMS-ID/BBD applications electronically will take requests to the career counselor's office for processing.
11. Sailors have three months to negotiate for orders through CMS-ID. Once a Sailor is under their 6-month window, Sailor is subject to be detailed to a "Needs of the Navy" assignment.

H.2.12. Frequently Used Manuals and Instructions

SECNAVINST 5210.1 - Department of the Navy, Records Management Program Records Management Manual

SECNAVINST 5216.5D - Department of the Navy Correspondence Manual

OPNAVINST 1040.11D - Navy Enlisted Retention and Career Development Program

OPNAVINST 1160.8A - Selective Reenlistment Bonus (SRB) Program

OPNAVINST 1420.1B - Enlisted to Officer Commissioning Programs Application Administrative Manual

OPNAVINST 1740.3C - Command Sponsor and Indoctrination Programs

BUPERSINST 1001.39F - Administrative Procedures for Navy Reservists

BUPERSINST 1150.1 - Policies and Administrative Procedures for the Hometown Area Recruiting Program (HARP), Officer Hometown Area Recruiting Program (OHARP), Blue Jacket Hometown Area Recruiting Program (BJHARP) and Senior Minority Assistance to Recruiting Program (SEMINAR)

BUPERSINST 1430.16F - Advancement Manual for Enlisted Personnel of the U. S. Navy and U. S. Navy Reserve OPNAVINST 1900.2C - Transition Assistance Program

H.2.13 Frequently Used MILPERSMAN References

- 1160-030 - Certain Enlistments and Reenlistment Under Continuous Service Conditions
- 1160-040 - Extension of Enlistments
- 1160-100 - Selective Training and Reenlistment (STAR) Program
- 1160-120 - High Year Tenure
- 1160-140 - Career Waypoints-Reenlistments
- 1220-010 - Aircrew Program
- 1300-300 - Overseas/Remote Service General Information
- 1300-500 - Reassignment for Humanitarian (HUMS)
- 1300-1000 - Military Couple and Single Parent Assignment Policy
- 1300-1100 - Immediate Family Member Assignment or Reassignment Policy
- 1306-102 - Type Duty Assignment Codes
- 1306-104 - Projected Rotation Date (PRD)
- 1306-106 - Time on Station (TOS) and Retainability/Obligated Service (OBLISERV)
- 1306-116 - Prescribed Sea Tour (PST)/Normal Shore Tour (NST)
- 1306-124 - Tour Extensions, Split Tours, and Inter-Fleet Transfers
- 1306-126 - First-Term Personnel Assignment Policy
- 1306-300 - Overseas Tour Extension Incentive Program (OTEIP)
- 1306-608 - Class "A" School Opportunities
- 1306-611 - Professional Apprenticeship Career Track (PACT) Program

1306-700 - Exchanges of Duty (SWAPS)

1306-618 - Class "A" School and Rating Entry Requirements

1306-904 - Brig/Transient Personnel Unit (TPU) Staff

1306-905 - Command Career Counselor Program

1306-907 - Navy Ceremonial Guard

1306-912 - Seabee Underwater Construction Technician (UCT)
Program

1306-913 - Flag Writer (NEC 2514)

1306-916 - Naval Drug and Alcohol Counselor and Intern

1306-917 - Navy Equal Opportunity Advisor (EOA)

1306-919 - Navy Flight Demonstration Squadron (NAVFLIGHTDEMRON)
(Blue Angels)

1306-920 - USS Constitution

1306-927 - Navy Harbor Pilot Program

1306-925 - Senior Enlisted Academies (SEAs)

1306-928 - Navy Music Program (MU)

1306-935 - Command Master Chief (CMC) Program

1306-939 - White House Communication Agency (WHCA)

1306-942 - USS Arizona Memorial

1306-945 - Flag Officer (Staff) Duty

1306-951 - Assignments Outside the Department of Defense (DOD)

1306-953 - Instructor Duty

1306-954 - Recruit Division Commander (RDC) Duty

1306-964 - Recruiting Duty

- 1306-965 - Career Recruiter Force (CRF)
- 1306-966 - Enlisted Rating Detailer
- 1306-968 - Camp David (Naval Support Facility, Thurmont, MD)
- 1306-1006 - Assignment to School as a Reenlistment Incentive
- 1306-1200 - Limited Duty (LIMDU)
- 1306-1500 - Full Time Support (FTS) Program
- 1306-1505 - Enlisted Reserve Component to Active Component
(RC2AC) Procedures
- 1440-010 - Conversion Authorization
- 1440-011 - Forced Conversion
- 1830-040 - Transfer to Fleet Reserve and Release from Active
Duty
- 1910-108 - Separation by Reason of Convenience of the Government
- Early Release to Further Education
- 1910-110 - Separation by Reason of Convenience of the Government
- Hardship
- 1910-112 - Separation by Reason of Convenience of the Government
-Pregnancy
- 1910-124 - Separation by Reason of Convenience of the Government
- Parenthood
- 1910-156 - Separation by Reason of Unsatisfactory Performance

APPENDIX I

WEB SITES

TABLE OF CONTENTS

| APPENDIX/ ARTICLE | SUBJECT | PAGE |
|------------------------------|---------------------------------------|-------------|
| I.1. | Web sites for Career Information..... | I-1 |

WEB SITES

I.1. Web sites for Career Information

1. The internet provides multiple resources for career information. Counselors are cautioned to use only official web sites to obtain current information, policy, and documents.
2. Required Actions. Bookmark online resources and references as necessary to support Sailor career counseling and command career information programs.

BUPERS Online

<https://www.bol.navy.mil/defaultpub.aspx/>

Career Management System-Interactive Detailing/Billet-Based Distribution (CMS-ID/BBD)

<https://www.cmsid.navy.mil/>

Career Waypoints

<https://careerwaypoints.sscno.nmci.navy.mil/>

Command Information Program Review - NAVPERS 1040/2 & 1040/3

<http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>

DoD TAP (Transition Assistance Program)

<https://www.dmdc.osd.mil/tacl/>

Fleet and Family Support Center (FFSC)

http://www.cnic.navy.mil/ffr/family_readiness.html

Fleet Training, Management and Planning System (FLTMPS)

<https://ntmpsweb.ncdc.navy.mil/fltmpls/>

Navy College

<https://www.navycollege.navy.mil>

Navy Directives (instructions/notices/manuals/publications)

<http://doni.daps.dla.mil/default.aspx>

Navy Enlisted Advancement System (NEAS)

<https://prod.neas.netc.navy.mil/ConsentBanner.htm>

Navy Homepage

<http://www.navy.mil>

Navy Knowledge Online
<https://wwa.nko.navy.mil/>

Navy Personnel Command
<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>

Navy Reserve Homeport
<https://www.navyreserve.navy.mil/Pages/default.aspx>

Navy Standard Integrated Personnel System (NSIPS)
<https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp>

OPINS (DISA-MIAP)
<https://miap.csd.disa.mil/>

PERS-2 (MPT&E)
<https://mpte.portal.navy.mil/sites/NPC/pers2/Lists/Standard%20Operatings%20Procedures/AllItems.aspx>.

Recruiting (USN & USNR)
<http://www.navy.com/>

Transaction Online Processing System
<https://twms.navy.mil/TOPS/>

U.S. Citizenship and Immigration Services
<http://www.uscis.gov/portal/site/uscis>

U.S. Navy Awards
<https://awards.navy.mil>

U.S. Navy Credentialing Online (Navy COOL)
<https://www.cool.navy.mil/usn/>

U.S. Military Apprenticeship Program (USMAP)
<https://usmap.cnet.navy.mil/usmapss/static/banner.jsp>

Job Opportunities in the Navy (JOIN)
<https://join.sscno.nmci.navy.mil/>