



CIMS MODERNIZATION: 7 STEP SAILOR GUIDE

“Be Your Own Advocate”
Access, Empowerment, Ownership



Access Individual Career Development Plans (ICDPs) - STEP 1

Personalize Content | Layout

Home Add to Favorites Sign Out

My NSIPS Task/Notifications

Menu

- My Favorites
- EDM
- RED/DA
- User Release Information
- Career Information Management
- Employee Self Service
- Electronic Service Record
- Retirements & Separations
- Manager Self Service
- Reporting Tools
- My Profile
- DDO ID Look Up
- NSIPS Report Manager
- Notification Inbox
- DMR Link

Click on "Employee Self Service"

ESR Home Page

Personal Information

Review member address and phone, manage, and personal information.

View Personal Information

Update member address, phone, e-mail, emergency contacts, religion, race, ethnicity and civilian employer information.

Update Personal Information

Professional History

Review member history of assignments.

View Professional History

Service Obligations and Agreements

Review member service obligations and agreements.

View Service, Obligations, and Agreements

Administrative Remarks

Review member administrative remarks.

View Administrative Remarks

Summary of Changes

NSIPS Summary of Changes

Summary of Changes

RED/DA

Recent of Emergency Data Dependency Application

Training, Education, and Qualifications

Review member training, education, and qualifications.

View Training, Education, and Qualifications

Performance

Review member performance information.

View Performance

e-Leave

Request, Review, Submit, Cancel Leave Request(s).

e-Leave

UNCLASSIFIED



Access Individual Career Development Plans (ICDPs) - STEP 2

Resources Home Menu Employee Self Service

NSIPS
NAVY STRATEGIC INTEGRATED PERSONNEL SYSTEM

Add to Favorites Sign Out

Employee Self Service

Employee Self Service
Employee Self Service transactions, includes Tax Reporting, Personal Information, Payroll and Compensation, Benefits, Stock Activity, Training and Development, and employee Recruiting Activities.

Electronic Service Record
View
Tasks

Retirements and Separations
Retirements and Separation Self Service
Blended Retirement System
Delayed Home
Check Eligibility
Request Retirement/Separation
Assigned Letter(s)
Checklist
Get or Upload Form SDC14

Click on "Tasks"



Access Individual Career Development Plans (ICDPs) - STEP 3

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Employee Self Service

Tasks

Tasks

- e-Leave
 - e-Leave Home
 - e-Leave Home
 - e-Leave Request
 - & More...

Officer CDB Input
Officer Career Development Board Input

EDM
Enhanced Drill Management

- EDM Home

Address and Phone
Address and Phone

Education Data

Sponsor Agreement
Sponsor Agreement

Survey Requests
Survey Requests

Individual Career Develop Plan
Individual Career Development Plan

Officer CDB Request
Officer Career Development Board Request

EAW
Enlisted Advancement Worksheet

- EAW Home

Official Email Address
Official Email Address (for Self Service Users)

Civilian Employer Information
Civilian Employer Information

Gain Questionnaire
Prospective Gain Questionnaire

Montgomery GI Bill - Election
Montgomery GI Bill - Election

Personal Information Links
Personal Information Links

Emergency Contact

Personal Information
Personal Information

NSW AFMS E7 Work/Profile Sheet
NSW AFMS E7 Work/Profile Sheet

Member Screening
Member Screening

Add to Favorites

Sign Out

Click on "Individual Career Development Plan"





Access Individual Career Development Plans (ICDPs) & Request Career Development Board (CDB) - STEP 4

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Individual Career Development Plan | Individual Career Develop Plan2

Individual Career Development Plan

Date Last CDB Conducted: 02/28/2025 Date of Next Scheduled CDB: 02/13/2027

General Information

Name: [REDACTED]

Report Date: 02/13/2023 ADSD: 16/02/2009 DIEMS: 00/02/2009 PEBD: 16/28/2009 EAOS: 10/27/2028 SEAOS: 10/27/2028 PRD: 02/01/2027

Monitor Name:
NEC1: 854A NEC2: 8MT8 NEC3: 8CPL Home of Record City & State: ALBANY, GA
NEC4: 791F NEC5: 8LDC

Do you want to request a CDB prior to the next scheduled? ☒ Yes ☐ No

CDB Request Reason: [REDACTED]

50 characters remaining

Restrictions/Career Intentions (Select one):
☐ Reenlist in Rate ☐ Selected Reserves ☐ Rating Conversion ☐ Separate ☐ Retire or Fleet Reserve ☐ Undecided

Why did you join the Navy? [REDACTED]

Explanation if other chosen: [REDACTED]

Describe your ideal Naval Career: [REDACTED]

100 characters remaining

250 characters remaining

LEADERSHIP DEVELOPMENT CONTINUUM

Date Advanced: 05/10/2024 Eligible Advancement Date: 07/01/2023 # of Times Up for Next Paygrade: 1

Complete ICDP by clicking all boxes applicable and filling in all entries.

At this point, Sailor can request CDB, click "yes" or "no" and state reason for CDB request if applicable.



Access Individual Career Development Plans (ICDPs) - STEP 5

Resources | Main Menu | Employee Self Service | Electronic Service Record | Tools

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Programs: [dropdown]
100 characters remaining

PROFESSIONAL MILITARY EDUCATION

Are you interested in or would like more information about military education to include "R" and "C" schools or other formal military training? ☐ Yes ☐ No

If yes, which program: [dropdown]
100 characters remaining

OFF-DUTY VOLUNTARY EDUCATION

Highest education level completed: ☐ Associates Degree

University/College currently enrolled: [dropdown] Are you familiar with Tuition Assistance benefits? ☐ Yes ☐ No

Degree currently working toward: [dropdown] Are you familiar with your Joint Service Transcript? ☐ Yes ☐ No

Degree start date: [dropdown] Are you familiar with the benefits of CLER/DANTES? ☐ Yes ☐ No

Projected completion date: [dropdown]

NAVY COOL & USMAP

USMAP Currently Enrolled: [dropdown]

Credential Currently Working Toward via Navy COOL: [dropdown]
50 characters remaining

PHYSICAL READINESS

Physical PFA cycle result: [dropdown] Your PFA Goal for the next PFA cycle: [dropdown]

Individual Career Develop Plan | Individual Career Develop Plan2

Once all entries are completed, ensure to click "save" button



Access Individual Career Development Plans (ICDPs) - STEP 6

Navigation: [Home](#) > [Main Menu](#) > [Employee Self Service](#) > [Electronic Service Record](#) > [Tasks](#)

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

[Individual Career Develop Plan](#) | **Individual Career Develop Pln2**

MILITARY LIFE CYCLE

Do you have a current spending plan? ☐ Yes ☐ No

Are you interested in converting to another rating? ☐ Yes ☐ No

If yes, which one(s)?

Are you currently experiencing any pay or entitlement issues (household goods, BAH, BAS, GTCC, SDAP, etc.)? ☐ Yes ☐ No

If yes, explain:

Do you have any areas of concern regarding your current rank or housing situation? ☐ Yes ☐ No

If yes, explain:

Do you know how and when to transfer your Post 9/11 GI Bill education benefits? ☐ N/A ☐ Yes ☐ No

Retirement Plan Enrolled in:

Are you familiar with the benefits of the Blended Retirement System and the timeline for Continuation Pay? ☐ N/A ☐ Yes ☐ No

Are you familiar with the 4-2-2 Military Service Obligation (MSO) for first term Sailors? ☐ Yes ☐ No

Are you interested in any special programs (USS Constitution, RDC, Embassy, Personnel Exchange Program, etc.)? ☐ Yes ☐ No

Are you familiar with your active duty federal and state VA Benefits? ☐ Yes ☐ No

Date your Record of Emergency Data and Dependency Application (Page 2) was last verified/updated: 07/22/2023

Date your DD Form 2386 (Montgomery GI Bill Act of 1954 Basic Enrollment) was signed:

SPECIFIC, MEASURABLE, ATTAINABLE, REALISTIC, AND TIME-BOUND (SMART) GOALS

Career SMART goals over the next 12 months:

Goal Completion Date:

Click "Individual Career Develop Pln2"

Complete entries as applicable



Access Individual Career Development Plans (ICDPs) - STEP 7

Favorite Main Menu Employee Self Service Electronic Service Record Tasks

NSIPS
NAVY SERVICES INFORMATION PERSONNEL SYSTEM

Home Add to Favorites Sign Out

4.

Personal SMART goals over the next 12 months:

1.

2.

3.

4.

Career SMART goals for the next 5/5+ years:

1.

2.

3.

4.

Personal SMART goals for the next 5/5+ years:

1.

2.

3.

4.

Individual Career Develop Plan | Individual Career Develop Plan2

Once all entries are completed, ensure to click "save" button