

CIMS HOW TO: Sponsorship Program Guide



Navy Standard Integrated Personnel System



Useful Navigation Tools

- **View Prospective Gain's (PG)**

- Questionnaire
- Contact Information

PG Quest	PG Info	C
		
		01
		
		01

- **Tabs**

- Sponsor Criteria, Sponsor assignment, Command contact
- Orders, Sponsor or, “Show all Columns”

Sponsor Criteria | **Sponsor Assignment** | Command Contact

Active Enlisted USN/FTS Sponsor Assignment Listing

Orders Data | **Sponsor Data** | 

Rank/Rate	Name	PG Quest	PG Info	C

- **Filters**

- Export to Excel

Personalize | Find | View 100 | 

- **Multiple pages**

- Scroll w/ arrows or
- First and Last

First  1-50 of 126  Last

Add/Change

Assignment of Sponsors



Sponsor Criteria | Sponsor Assignment | Command Contact

Active Enlisted USN/FTS Sponsor Assignment Listing Personalize | Find | View 100 | First 1-50 of 126 Last

Rank/Rate	Name	Ord#	DNEC	ULT	ULT ACC	SPI	Detach UIC	Estimated Detach Date	Actual Detach Date	Estimated Arrival Date	View Orders	PG Quest	PG Info	CO Letter Sent	Sponsor Letter Sent	Spouse Letter Sent	Modify Data	Accepted	Sponsor Assigned	Add/Change Sponsor
ABF2			7022		100						7	View Orders	?		08/29/2016	08/29/2016	Modify Data			1 Add/Change
SN			0000		100						5	View Orders	?	06/24/2016			Modify Data	06/14/2016		Add/Change
GSE2			1141		100						5	View Orders	?				Modify Data			Add/Change
EM3			0000		100						5	View Orders	?	06/24/2016			Modify Data	06/29/2016		Add/Change

- Assigning a sponsor

1. Click "Add/Change" on the "Sponsor Data" or "Show all Columns" tab
2. Search for sponsor using one, or more, of the three choices listed (dropdowns will show when you type in information) , then click "Search"
3. Select the Sponsor you wish to have assigned
4. Click "Apply" and/or "OK" at the bottom of the page.

2

Rank/Rate:

Name begins with:

UIC: LHA/COMUSCANTAS

Rank/Rate	Name	Department	Select
AA			<input type="checkbox"/>
AA			<input type="checkbox"/>
ABHAN			<input type="checkbox"/>
AC2			<input type="checkbox"/>
FC3			<input type="checkbox"/>
SHSA			<input type="checkbox"/>
ABHC			<input type="checkbox"/>
EM2			<input type="checkbox"/>
CS3			<input type="checkbox"/>
ET3			<input type="checkbox"/>
HMC			<input type="checkbox"/>
ABF3			<input type="checkbox"/>

Command Contact Tab



- **List**
 - All the personnel displayed have Access to the CSC section in NSIPS/CIMS
- **Off/Enl and phone**
 - Choose to have access one, both, or none
 - Choose Comm/DSN

[New Window](#)

Sponsor Criteria | Sponsor Assignment | **Command Contact**

Command: 20103 LHA 6 AMERICA

Command Address Find First 1 of 1 Last

UIC:
 Street: _____
 City: FPO
 State: AP ZIP Code: 96660-0000

CIMS/Sponsor Access ID List Personalize | Find | View All | First 1-11 of 11 Last

Current UIC	Rank/Rate	Name	*Officer/Enlisted	*Phone Designator	Phone Area Code	Phone Number	Email Address
20103	IT1		None	Commercial			
20103	NCC		Both	Commercial			
20103	PSC		None	Commercial			
20103	YN1		Both	Commercial			
20103	NCCS		Both	Commercial			
20103	NCCS		Both	Commercial			
20103	NC1		Both	Commercial			
20103	NCCS		Both	Commercial			
20103	AS2		Both	Commercial			
20103	NCC		Both	Commercial			
20103	NC1		Both	Commercial			

Entering Sponsor Data

- **Modify Sponsor Data**
 - Click the Link “Modify Data” to enter Information
- **Enter Sponsor’s**
 - Phone
 - Alt Phone
 - Email

Modify Data	Accepted	Sponsor Assigned	Add/Change Sponsor
Modify Data			<input type="button" value="Add/Change"/>
Modify Data	06/14/2016		<input type="button" value="Add/Change"/>
Modify Data			<input type="button" value="Add/Change"/>
Modify Data	06/29/2016		<input type="button" value="Add/Change"/>

Rank/Rate: NC1

Name:

DSC: 100

SPONSOR ASSIGNED DATA Personalize | Find | View All |  First 1 of 1 Last

PG Data	Sponsor Contact Info			Sponsor Letters			Sponsor End Date	Reason	Description
Acceptance Date	Sponsor Primary Phone	Sponsor Alternate Phone	Email ID	Sponsor Letter Sent Date	CO Letter Sent Date	Spouse Letter Sent Date			
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Ensure to enter dates for letters as they are sent to the gaining member.**

Sponsor Agreements

- Have the Sponsor log onto their “Self Service Record” in NSIPS
 - Click in order
 - Employee Self Service
 - Electronic Service Record
 - Tasks
 - Sponsor Agreement

The screenshot displays the NSIPS web application interface. The top navigation bar includes 'Favorites', 'Main Menu', and a search field. A 'Search Menu' dropdown is open, showing a list of folders: EDM, User Release Information, Career Information Management, Employee Self Service, Manager Self Service, Reporting Tools, My Profile, NSIPS Report Manager, Change My Password, and DMR Link. The 'Employee Self Service' folder is selected, and its sub-menu is open, showing 'Electronic Service Record' and 'View'. The 'Electronic Service Record' folder is selected, and its sub-menu is open, showing 'Tasks' and 'View'. The 'Tasks' folder is selected, and its sub-menu is open, showing a list of tasks: e-Leave, EDM, Personal Information Links, Emergency Contact, Address and Phone, Official Email Address, Personal Information, PCS Travel, Education Data, Civilian Employer Information, E7 Worksheet Verification, Sponsor Agreement, Member Screening, and Survey Requests. The 'Sponsor Agreement' task is highlighted with a red box. The main content area shows various sections: Personal Information, Training, Education, and Qualifications, Performance, Administrative Remarks, and Summary of Changes.

Sponsor Agreements



- **Search**

- Enter PG's Last name
- Or just click Search to show all assignments that have been assigned
- If no results come back, contact your CSC or CCC

- Select the PG you want to view by clicking on any section in that PG's line.

Sponsor Agreement

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Name

UIC

Limit the number of results to (up to 300):

Search

Clear

Basic Search



Save Search Criteria

Search Results

Rank/Rate	Name	Sponsor Start Dt	ULT UIC	EDA	Sponsor Accept Dt
AD1		(blank)	20103	03/20/2014	10/29/2014
LN1		09/04/2016	20103	12/12/2016	09/24/2016
(blank)		(blank)	20103	03/20/2014	08/10/2014



Sponsor Agreements (cont)



Sponsor Assignment Agreement

Prospective Gain Information

Prospective Gain:
UIC:
Command Address:

Estimated Transfer Date: 10/31/2016
Estimated Arrival Date: 12/12/2016

Sponsor Responsibilities

I will write a personal welcoming letter to LN1 Patty within ten working days of acknowledging this assignment and I will forward it to the Sponsor Coordinator(CSC) when complete.

I will make myself available via phone and email. Accordingly, I understand that I must update / verify my contact information to be accepting this assignment.

I will offer my assistance to this Sailor and their family in every way possible.

I understand that I will be providing this Sailor and their family with the first impression my command. This individual assessment attitude toward this command and the Navy.

I will provide this Sailor and their family with assistance until they have become familiar with the local area and this command.

I will immediately advise the Command Sponsor Coordinator (CSC) of any issue which would prevent me from carrying out my responsibilities.

I must verify that my Contact Information is correct [here](#) before accepting this assignment. **1**

By clicking on the "Accept" button, I certify that I have attended sponsor training and that I accept the responsibilities associated with this assignment above.

3
[View Orders](#)
[Prospective Gain Questionnaire](#)
(Links are only accessible once sponsorship is accepted)

2

4

- **To accept the Sponsorship**
 1. Update your contact information (if Needed)
 - This action will open a new window (see next slide for details)
 2. Click "Accept"
 3. Now you have the options to view the orders and questionnaire of the new member
 4. "Print" for your commands and your record
- **Ensure you read the agreement**

Personal Information



- **Sponsors/Members Contact Info**

- This information is utilized to contact Sponsors and/or PG
- Entering contact information
 - For best results all personnel should populate all entries shown below
 - More entries are possible using the dropdown windows and + / - buttons

The screenshot displays a web interface for entering contact information, divided into two main sections: 'Phones' and 'Email Addresses'. Both sections are highlighted with red boxes.

Phones Section: This section is titled 'Phones' and includes a search bar with 'Find', a grid icon, and a 'Last' button. It features a table with columns for 'Phone Type', 'Telephone', and 'Phone Type'. The 'Phone Type' columns contain dropdown menus with options: Cellular, Office, Leave Phone, Home, Domestic Phone, and International. To the right of each dropdown menu are '+' and '-' buttons for adding or removing entries. The 'Telephone' column contains empty text input fields.

Email Addresses Section: This section is titled 'Email Addresses' and includes a search bar with 'Find', a grid icon, and a 'Last' button. It features a table with columns for 'Email Type' and 'Email Address'. The 'Email Type' column contains dropdown menus with options: Business and Home. The 'Email Address' column contains a redacted field (indicated by a red bar) and an empty text input field. To the right of each row are '+' and '-' buttons for adding or removing entries.

Closing Sponsorship's



- From “Sponsor Assignments” tab
 - Click “Modify Data” of selected PG
 - Sponsor End Date
 - Choose a date once checked on board or wait till member has also been gained by Personnel Support Detachment (PSD)
 - Reason
 - Click on spyglass if code unknown, pop-up window will appear
 - “Reported” will be the normal reason unless BUPERS has changed their order
 - Windows will appear asking if you want to remove member from your tracker, click appropriate answer
 - **Warning - Do not close out sponsorship prior to member checking-in on board**

CO Letter Sent Date	Spouse Letter Sent Date	Sponsor End Date	Reason	Description
06/08/2016	06/08/2016			

Calendar

September 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Current Date

CO Letter Sent Date	Spouse Letter Sent Date	Sponsor End Date	Reason	Description
06/08/2016	06/08/2016			

Look Up Reason

Sponsor Reason Code begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Sponsor Reason Code	Description
C	Cancelled Orders
M	Modified Orders
R	Reported

Updating Losses



- From the main sponsorship page Select “Projected Transfers (PRD)”
 - Filters
 - “Personnel with Orders” From here you will be able to
 - Check on their Sponsor’s information from their new command
 - Ensure their contact info is updated
 - “PRD”
 - Will give you a date range to select

Selection	
<input type="radio"/> Sponsor Assignment	<input type="radio"/> Sponsor Training
<input type="radio"/> Sponsor History	<input checked="" type="radio"/> Projected Transfers (PRD)
Filter	
<input checked="" type="radio"/> USN/FTS	<input type="radio"/> AC to RC
Filter	
<input type="radio"/> Personnel with Orders	<input checked="" type="radio"/> PRD
Date Parameter	
From <input type="text" value="08/01/2016"/>	To <input type="text" value="10/31/2016"/>
UIC Access	Personalize Find View All First 1 of 1 Last

Updating Losses (cont)

- **“Contact Info”** (this view is only under “Personnel with Orders”)
 - Click on the Icon to view if the member has updated their information in their ESR (CSC and CCC cannot enter information here)

Sponsor Criteria | **USN/FTS PRD** | Command Contact

Active Enlisted Personnel with Orders PRD Listing Personalize | Find | View All | First 1-36 of 36 Last

UIC	Rank/Rate	Name	Contact Info	Dept	Div	ULT UIC	ULT CMD	Est Detach Date	Sponsor Assigned	Sponsor PRI Phone	Sponsor ALT Phone	Sponsor Email	View Orders
20103	PR2			AIMD	IM-1	44329	FRC NORTHWEST	10/31/2016					View Orders



Phone

Type	Number	Locality
-	-	-

EMAIL

Type	Address
-	-

- **Gaining Commands sponsorship information will show if entered**
- **The CCC or CSC may also view the members orders**
- **The member should be removed by the system when the Gaining Command ends the sponsorship**

Gain Questionnaires

- **CSC's view from sponsor tracker**

Actual Detach Date	Estimated Arrival Date	View Orders	PG Quest	PG Info	CO Letter Sent	Sponsor Letter Sent
	11/15/2016	View Orders	?		07/22/2016	
	12/29/2016	View Orders	?		07/22/2016	

- **Sponsors may view their PG's Questionnaire from "Sponsor Agreement" page once they accept.**

I will immediately advise the Command Sponsor Coordinator (CSC) of any issue which v

I must verify that my Contact Information is correct [here](#) before accepting this assignm

By clicking on the "Accept" button, I certify that I have attended sponsor training and th
 above.

[Accepted](#)

[View Orders](#)

[Prospective Gain Questionnaire](#)

(links are only accessible once sponsorship is accepted)

Gain Questionnaires (cont)



- **Personnel entering information**

- Click in order

- Employee Self Service
- Electronic Service Record
- Tasks
- Gain Questionnaire

- Data

- Ensure to fill out as much information as possible, fill in blanks or edit information when available
- Update Contact info if not completed prior
- Click “Verify”
- Note; You may return to this form at anytime for updates

Family Members / Pets Information			
	Yes	No	N/A
1. I am married:	<input type="radio"/>	<input checked="" type="radio"/>	
2. I have children:	<input checked="" type="radio"/>	<input type="radio"/>	
3. Children's Names / Ages:			<input type="text"/>
4. I have other family members:	<input type="radio"/>	<input checked="" type="radio"/>	
5. Other family Names / Relation:			<input type="text"/>
6. I have family members enrolled in the EFM:	<input type="radio"/>	<input checked="" type="radio"/>	
7. EFM special needs as follows:			<input type="text"/>
8. My family is accompanying me to my new duty station:	<input checked="" type="radio"/>	<input type="radio"/>	
9. My family is travelling with me:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. I have received passports for my family:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
11. I have pets:	<input checked="" type="radio"/>	<input type="radio"/>	
12. Pet Types / Number:			<input type="text"/>
Household Goods Information			
13. I am Shipping a POV:	<input type="radio"/>	<input checked="" type="radio"/>	
14. I am Shipping Household Goods:	<input type="radio"/>	<input checked="" type="radio"/>	
15. Date of Packout:			<input type="text"/>
16. Date Shipment Scheduled:			<input type="text"/>
Move / Contact Information			
17. Arriving via:	<input checked="" type="radio"/> POV	<input type="radio"/> Government Air	<input type="radio"/> Commercial Air <input type="radio"/> Other
18. On arrival, I intend to live:	<input checked="" type="radio"/> On Base	<input type="radio"/> Local Economy	<input type="radio"/> Other
19. Planned Detach Date:			<input type="text"/>
20. Expected Arrival Date:			<input type="text"/>
21. Phone while in transit:			<input type="text"/>
22. Email address while in transit:			<input type="text"/>
23. Name / Phone of other person to contact:			<input type="text"/>
Verification			
25.	I must ensure that my Contact Information is correct here before verifying this questionnaire.		
26.	Clicking on the "Verify" button below signifies that all contact information and the information on this form is correct.		
	<input type="button" value="Verify"/>		

Recommended Actions

- **Command Retention Team (CRT)**
 - Senior Enlisted Leader (SEL)
 - Acquire CIMS “View Only” access to maintain program oversight
 - Empower your Career Development Team (CDT) and hold accountable
 - Contact member gaining command when they do not have a sponsor assigned several months prior to transferring
 - Command Sponsor Coordinator (CSC)
 - Acquire CIMS “CSC” access and regularly check/update/gather information
 - Keep command informed monthly and Sponsors at least weekly
 - Provide Pers-455 with The CSC’s contact information
 - email: mill_pers-455inbox@navy.mil
 - Command’s generic sponsor email (example: nfecnw_sponsor@navy.mil)
 - Command phone number
 - Arrange training for new Sponsors
 - Contact Fleet and Family Support Centers (FFSC)
 - Record training dates in CIMS



Recommended Actions (cont)



- **Command Retention Team (cont)**
 - Counselors
 - CCC's may view, track and edit information as needed from their access
 - Dept/Div CC's may not
 - Assist CSC when needed
 - Sponsors
 - Update PG as often as needed and provide letters, information, requests, etc are received in a timely manner
 - Responsibilities do not end once the PG has checked on board
 - Stay involved with PG until they are settled in entirely
 - Update CSC with any information concerning the PG
 - Arrival plans
 - Letters sent and received
 - Berthing and meals (if needed)
 - Questions from PG that you are not be able to answer



Sponsorship Program References



- Navy Personnel Command, www.npc.navy.mil
 - Access tabs
 - Career Info
 - Career Counseling
 - CIMS
 - » Perform Sponsorship Tasks
 - » Sponsor Coordinator
 - Support & Services
 - 21st Century Sailor
 - Sponsorship and Indoc
- OPNAVINST 1740.3C Command Sponsor and Indoctrination Programs
- OPNAVINST 1040.11D Navy Enlisted Retention and Career Development Program
- NAVPERS 15878K Bureau of Naval Personnel Career Counselor Handbook
- Navy Standard Integrated Personnel System (NSIPS) <https://nsips.nmci.navy.mil/>
 - Career Information Management System (CIMS)
 - Member Self Service Record



Sponsorship Program



- Questions? Contact Randy Miller
 - email randy.miller@navy.mil or nsipshelpdesk@navy.mil
 - Or NSIPS Help Desk:
 - Toll Free: (877) 589-5991
 - Comm: (504) 697-5442
 - DSN: (312) 647-5442