



# What's New for You?

## CIMS - Career Development Board Disconnected Operations

WNFY CIMS - CDB Disconnected Operations - Issue 1



**Overview** - The Career Information Management Systems (CIMS) component of the Navy Standard Integrated Personnel System (NSIPS) will deploy a disconnected operations process for conducting Career Development Board (CDB). This will be available with NSIPS Release 1.4.12.0 effective January 29, 2018.

With the new Disconnected Operations process, Command Career Counselors (CCC) will be able to Setup his or her NMCI approved computer by downloading the HTML application from NSIPS. Once the HTML application is loaded, the CCC will be able to download CDB information from the Central NSIPS /CIMS online Web Service. This file will contain all of the data elements from the Individual Career Development Plan (ICDP) and will allow the CCC to generate a CDB Due Listing of CDB's.

Once the Due listing is generated, the CCC will be able to view and update information on the CVS Excel downloaded file and upload the updated information into NSIPS/CIMS upon reconnection to NSIPS/CIMS online Web. The CCC will then be able to validate the accuracy of the uploaded information.



### Highlights of CDB Disconnected Operations

- ◆ Access is limited to Command Career Counselor (CCC).
- ◆ Only Scheduled CDB's will be able to be downloaded for completion (i.e. 6, 12, 18, 24, 48 and 60 months) and C-way CDB's.
- ◆ The CCC will select UIC(s) approved for access and enter date range (only future dates) not to exceed 12 months. No Reporting CDB's will be available for download and must be completed on the NSIPS/CIMS online side prior to deployment.
- ◆ The CCC will select or deselect members to download.
- ◆ Once CDB list has been downloaded, the CDB rows will be created with a status of "Pending."
- ◆ A CSV Excel formatted file is used to store and transfer data.
- ◆ The CCC will view and update data on an HTML overlay giving the look and feel of NSIPS/CIMS online until the upload is complete.
- ◆ Upon restoration of connectivity, the CCC will access NSIPS/CIMS online and upload CDB data.
- ◆ When the upload is complete, the CDB status will be set to "Completed."
- ◆ The CCC will log into the NSIPS/CIMS online and verify all CDB's are complete and accurate from the disconnected period.

# What's New for You?

## Process #1: The HTML Application Download Process - Setup for Disconnected Operations

Step 1. Log into your NSIPS/CIMS Command Career Counselor Account.



### DOD CAC AUTHENTICATION

CIMS Command Career Counselor

LOGON LAST LOGIN: 11-17-2017 07:40 SYSTEM STATUS: **ONLINE** TUESDAY, NOVEMBER 28

Log into CIMS Command Career Counselor Account

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".

### News

# What's New for You?

**Step 2. Navigate to Career Information Management - Use. Select the Disconnected CDB Download Component.**

Navigation path: Favorites > Main Menu > Career Information Management > Use

FOUO - Privacy Sensitive: [ ] Home

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Career Information Management

**Use**

CIMS Use

- Career Development  
Career Development Board Information component.
- Career Information Training  
Career Information Training
- USMAP Information  
USMAP Information page
- Individual Dept/Div CC Assign  
Individual Department Division Career Counsel assignment page
- Disconnected CDB Download  
Disconnected Operations CDB Download

Navigation to: Career Information Management - Use and select the Disconnected CDB Download Component

- Selective Reenlistment Bonus Submit Calculator
- Dept/Div/Shop/Duty Mass Setup  
Dept/Div/Shop/Duty Mass Setup
- Career Dev Team Management  
Career Development Team Management Assignment page
- Disconnected CDB Upload  
Disconnected Operations CDB Upload

- Correspondence Tracking  
Correspondence Tracking Information Component.
- Rating Conversion  
ASVAB Eligibility Rating Conversion Information Component.
- Member Dept/Div/Duty Setup  
Member Dept/Div/Duty Setup
- Mass Career Dev Team Assign  
Mass Career Development Team Assignment page

**Step 3. Select the Download Application Button.**

Navigation path: Favorites > Main Menu > Career Information Management > Use > Disconnected CDB Download

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

**Disc CDB Download**

\*From Date: 11/28/2017 \*To Date: 11/28/2018

Dept Code: [ ] Div Code: [ ]

UIC Access: [ ] Add UIC Add All UICs Remove All UICs

**Disconnected CDB Application**

Download Application

Last Updated: 11/22/17 10:02:25AM

**UIC Process List** Personalize | Find | View All | First 1 of 1 Last

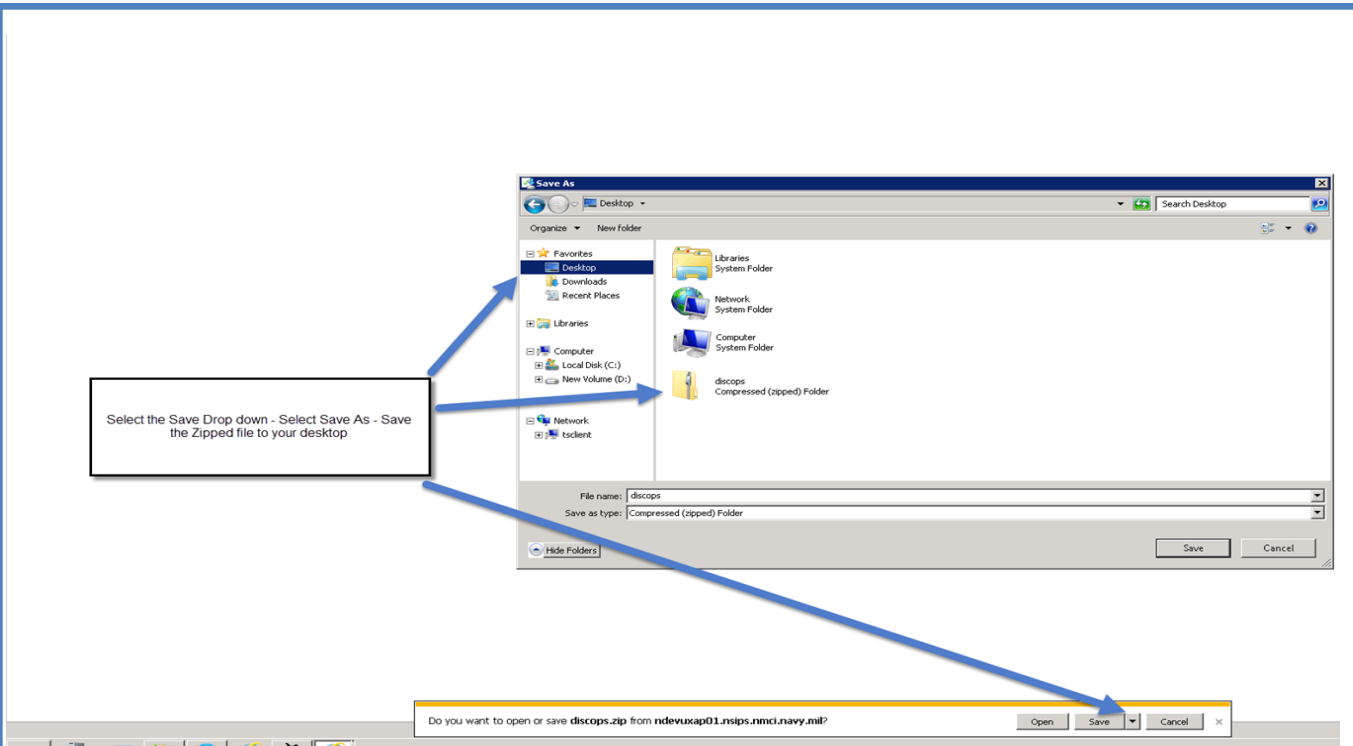
UIC	Description	Activity Long Title

Get CDBs Download CDBs

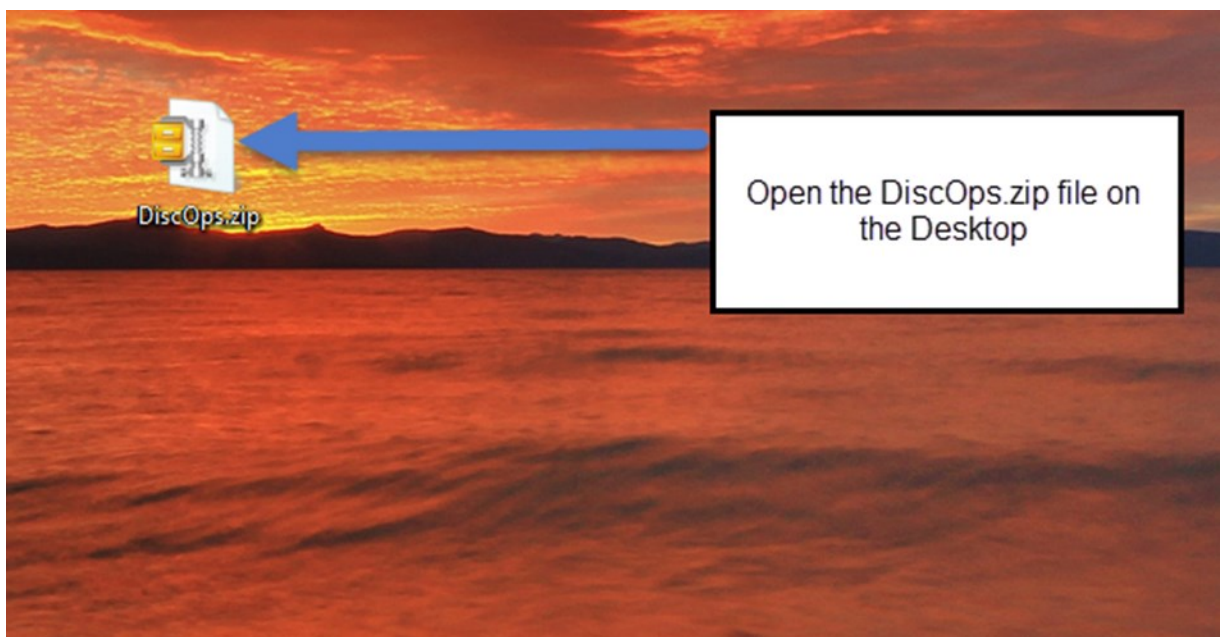
Select the Download Application Button

# What's New for You?

Step 4. Select the Save Drop down > Select Save As > Save the zipped file to your desktop.

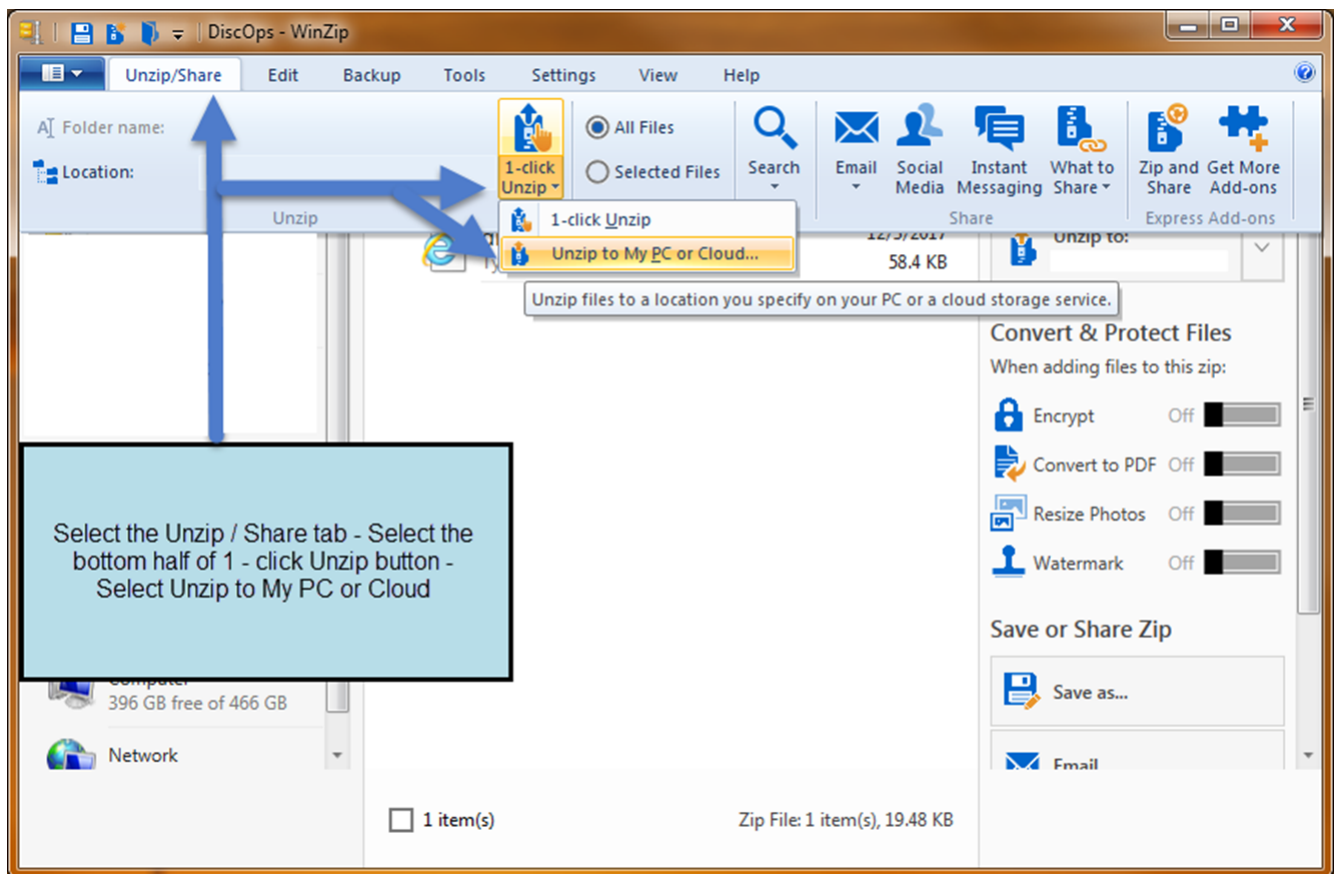


Step 5. Open the Disc Ops zip file on your Desktop.

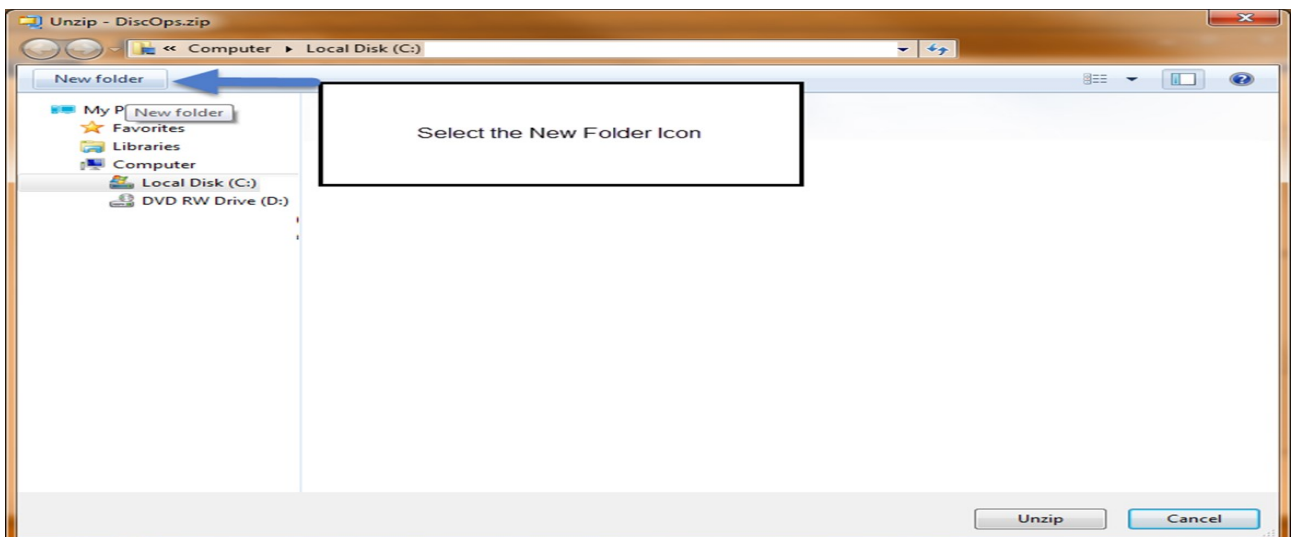


# What's New for You?

Step 6. Select the Unzip/Share tab > Select the bottom half of “1 - click unzip” button > Select Unzip to my PC or Cloud.



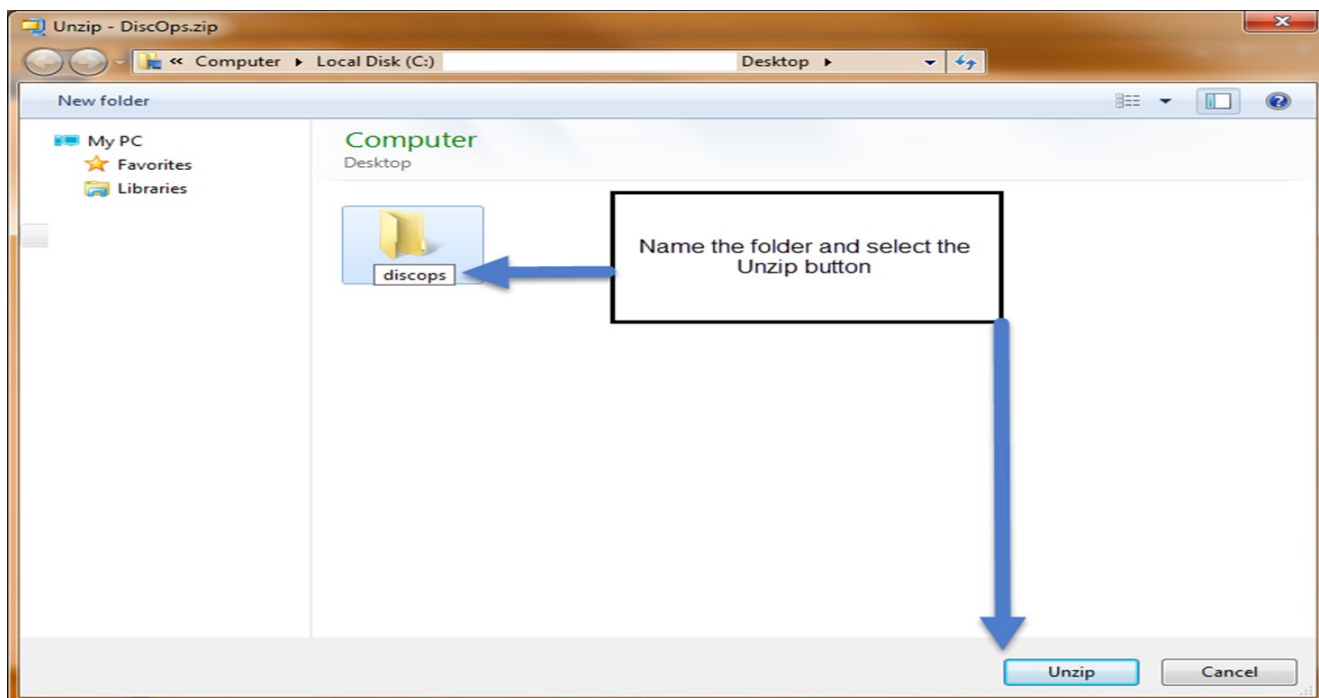
Step 7. Select the New Folder Icon.



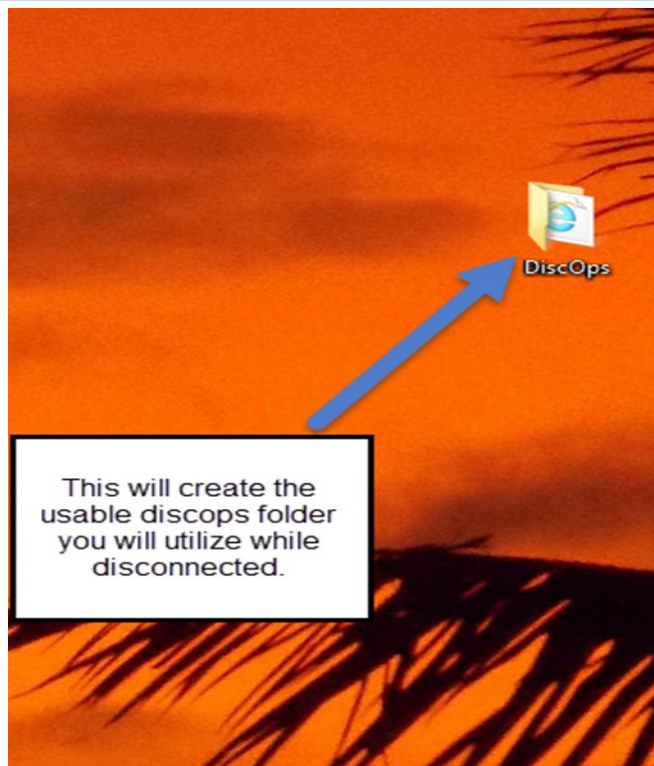


# What's New for You?

Step 8. Name the folder and select the Unzip button.



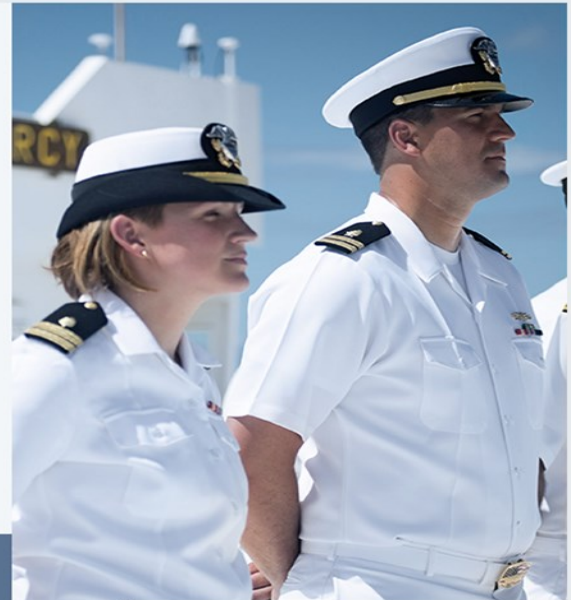
This will create the usable disc ops folder you will utilize while disconnected.



# What's New for You?

## Process #2: Generate a CDB Due Listing of CDB's

**Step 1. When you are ready to download your Disconnected CDB Due listing, log into your NSIPS/CIMS Command Career Counselor Account.**



### DOD CAC AUTHENTICATION

CIMS Command Career Counselor

LOGON

LAST LOGIN: 11-17-2017 07:40

SYSTEM STATUS: **ONLINE**  
TUESDAY, NOVEMBER 28

When you are ready to download your Disconnected CDB Due listing: Log into CIMS Command Career Counselor Account

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.

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- 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".

**Step 2. Navigate to Career Information Management > Use. Select the Disconnected CDB Download Component.**

Navigation path: Favorites Main Menu > Career Information Management > Use

FOUO - Privacy Sensitive: [ ] Home

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Career Information Management

**Use**

CIMS Use

Career Development  
Career Development Board Information component.

Career Information Training  
Career Information Training

USMAP Information  
USMAP Information page

Individual Dept/Div CC Assign  
Individual Department Division Career Counselor Assignment page

Disconnected CDB Download  
Disconnected Operations CDB Download

Selective Reenlistment Bonus Submit Calculator

Dept/Div/Shop/Duty Mass Setup  
Dept/Div/Shop/Duty Mass Setup

Career Dev Team Management  
Career Development Team Management Assignment page

Disconnected CDB Upload  
Disconnected Operations CDB Upload

Correspondence Tracking  
Correspondence Tracking Information Component.

Rating Conversion  
AS/AB Eligibility Rating Conversion Information Component.

Member Dept/Div/Duty Setup  
Member Dept/Div/Duty Setup

Mass Career Dev Team Assign  
Mass Career Development Team Assignment page

Navigate to: Career Information Management - Use and select the Disconnected CDB Download Component

# What's New for You?

## CIMS CDB Disconnected Operations

Step 3. Enter the date parameters and the UIC for which you have access.

Enter Date Parameters - Enter UIC that you have access to - Select Add UIC

Disc CDB Download

\*From Date: 11/29/2017 \*To Date: 01/31/2018  
 Dept Code: Div Code:  
 UIC Access: Add UIC Add All UICs Remove All UICs

Disconnected CDB Application  
 Download Application  
 Last Updated: 11/22/17 10:02:25AM

UIC Process List  
 Personalize | Find | View All | First 1 of 1 Last

UIC	Description	Activity Long Title
12345	FF 1092	USS Thomas C. Hart

Get CDBs Download CDBs

CDB Data  
 Personalize | Find | First 1-6 of 6 Last

UIC	Rank/Rate	Name	Dept	Div	Required Date	Reason	CDB Date	CDB Status
<input checked="" type="checkbox"/>	HM2		DELT		01/04/2018	60 Month		
<input checked="" type="checkbox"/>	EN1		HQ		01/12/2018	Biennial 7yr		
<input checked="" type="checkbox"/>	SM2		BRAY		01/12/2018	C-War		
<input checked="" type="checkbox"/>	HN		DELT		01/18/2018	48 Month		
<input checked="" type="checkbox"/>	QM3		DELT		01/12/2018	24 Month		
<input checked="" type="checkbox"/>	EN2		CHAR		01/26/2018	24 Month		

Selecting the Get CDBs Button will generate a list of CDB's due during the time period entered.

Step 4. When a CDB due list is generated, any pre-existing records in Pending or Completed status will display with a hyperlink. Selecting the hyperlink will take you to that CDB page in order to Verify the record and clear it off the list.

FOUO -

Disc CDB Download

\*From Date: 12/05/2017 \*To Date: 02/28/2018  
 Dept Code: Div Code:  
 UIC Access: Add UIC Add All UICs Remove All UICs

Disconnected CDB Application  
 Download Application  
 Last Updated: 12/04/17 12:05:50PM

UIC Process List  
 Personalize | Find | View All | First 1 of 1 Last

UIC	Description	Activity Long Title

Get CDBs Download CDBs

CDB Data  
 Personalize | Find | First 1-5 of 5 Last

UIC	Rank/Rate	Name	Dept	Div	Required Date	Reason	CDB Date	CDB Status
<input type="checkbox"/>	HM2		DELT		01/04/2018	60 Month	11/28/2017	<a href="#">Completed</a>
<input type="checkbox"/>	SW1		CHAR		02/14/2018	48 Month	12/04/2017	<a href="#">Completed</a>
<input type="checkbox"/>	CM3		ALFA		02/21/2018	48 Month	11/29/2017	<a href="#">Completed</a>
<input checked="" type="checkbox"/>	HN		DELT		01/18/2018	48 Month	01/18/2018	<a href="#">Pending</a>
<input checked="" type="checkbox"/>	CM3		ALFA		02/21/2018	48 Month	02/21/2018	<a href="#">Pending</a>

When a CDB due list is generated, any pre existing CDB records in Pending or Completed status will display with a hyper link.

Selecting the hyper link will take you to that CDB page in order to Verify the record and clear it off of the list.



# What's New for You?

**Step 5. Users have the ability to deselect records they do not wish to download. After verifying records to download, select the Download CDBs button.**

Favorites Main Menu > Career Information Management > Use > Disconnected CDB Download

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Disc CDB Download

\*From Date: 11/28/2017 \*To Date: 01/31/2018  
 Dept Code: Div Code:  
 UIC Access: Add UIC Add All UICs Remove All UICs  
 Last Updated: 11/22/17 10:02:25AM

**Disconnected CDB Application**  
 Download Application

**UIC Process List** Personalize | Find | View All | First 1 of 1 Last  
 UIC Description Activity Long Title  
 12345 FF 1092 USS Thomas C. Hart

Get CDBs Download CDBs

After verifying records to download, Select Download CDBs button

**CDB Data** Personalize | Find | First 1-6 of 6 Last  

UIC	Rank/Rate	Name	Dept	Div	Required Date	Reason	CDB Date	CDB Status
<input checked="" type="checkbox"/>	HM2				01/04/2018	60 Month		
<input checked="" type="checkbox"/>	EN1		HQ		01/12/2018	Biennial 7yr		
<input checked="" type="checkbox"/>	SM2				01/12/2018	C-Way		
<input type="checkbox"/>	HN				01/18/2018	48 Month		
<input checked="" type="checkbox"/>	QM3				01/12/2018	24 Month		
<input checked="" type="checkbox"/>	EN2				01/28/2018	24 Month		

Users have the ability to De Select records they do not wish to download.

**Step 6. A message will appear stating that "Downloading new CDBs will create pending records" and ask if you wish to continue. Select "Yes" to continue or "No" to return to previous screen to make changes.**

1-26 of 26 Last

**Message**

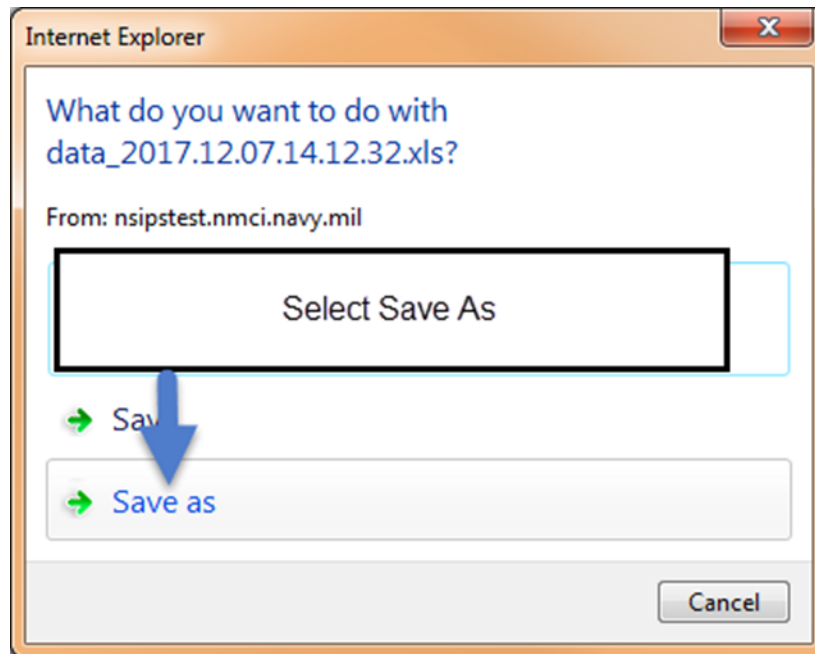
Downloading new CDBs will create pending records. Do you wish to continue? (0,0)

Yes No

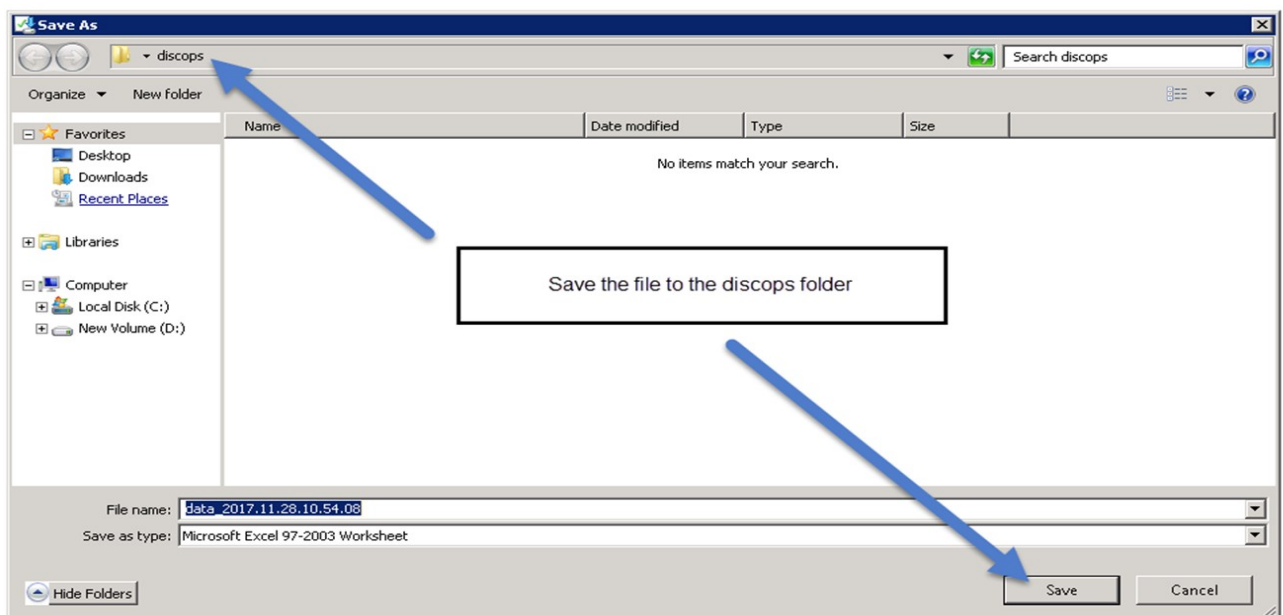
Select Yes to continue or No to return to previous screen to make changes.

# What's New for You?

Step 7. A message will appear asking what you would like to do with the data file. Select "Save As."



Step 8. Save the file in the disc ops folder you created in Process #1.




# What's New for You?

## CIMS CDB Disconnected Operations

**Note: If an error occurred during the download process and the file did not download properly, click the link to attempt the save process again without having to rerun the entire list. The link provides only the latest list generated.**

[Favorites](#)
[Main Menu](#)
[Career Information Management](#)
[Use](#)
[Disconnected CDB Download](#)


FOUO - I

**Disc CDB Download**

\*From Date: 11/29/2017 
 \*To Date: 11/29/2018

Dept Code: 
 Div Code:

UIC Access: 
[Add UIC](#)
[Add All UICs](#)
[Remove All UICs](#)

**Disconnected CDB Application**  
[Download Application](#)  
 Last Updated: 11/22/17 10:02:25AM

**UIC Process List**
[Personalize](#)
[Find](#)
[View All](#)
[First](#)
[1 of 1](#)
[Last](#)

UIC	Description	Activity Long Title

[Get CDBs](#)
[Download CDBs](#)
[data\\_2017.11.28.10.54.08.csv](#)

If an error occurred during the download process and the file did not download properly, click the link to attempt the save process again without having to re run the entire list. The link provides the latest list generated only.

**Note: All records are now downloaded and are ready to be worked off line. You can log out of NSIPS/CIMS Central.**

Disconnected CDB Download

[Home](#)
[Worklist](#)
[Add to Favorites](#)
[Sign out](#)

[New Window](#)
[Personalize Page](#)

**Disconnected CDB Application**  
[Download Application](#)  
 Last Updated: 11/22/17 10:02:25AM

[Download All UICs](#)

1 of 1 [First](#) [Last](#)

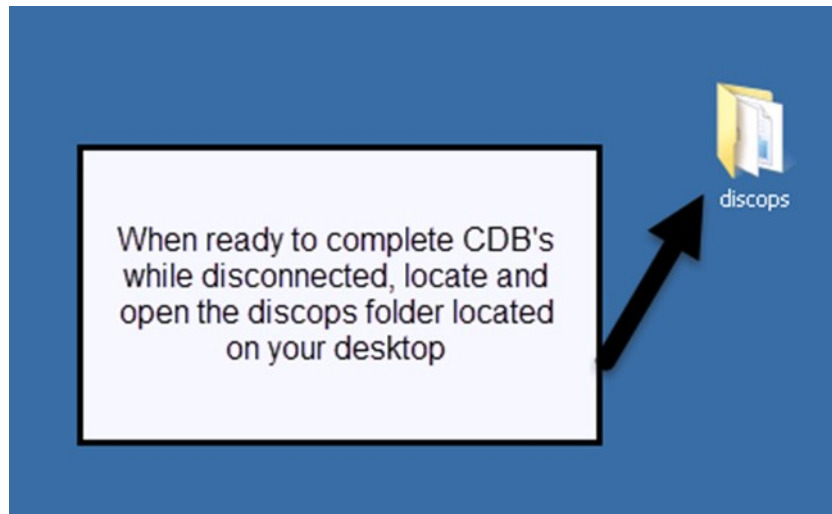
Required Date	Reason	CDB Date	CDB Status
1/04/2018	60 Month		
1/12/2018	Biennial 7yr		
1/12/2018	Biennial 7yr		
1/18/2018	48 Month		
1/12/2018	Biennial 7yr		
1/28/2018	Biennial 7yr		

All records are now downloaded and are prepared to be worked off line. You can log out of CIMS Central

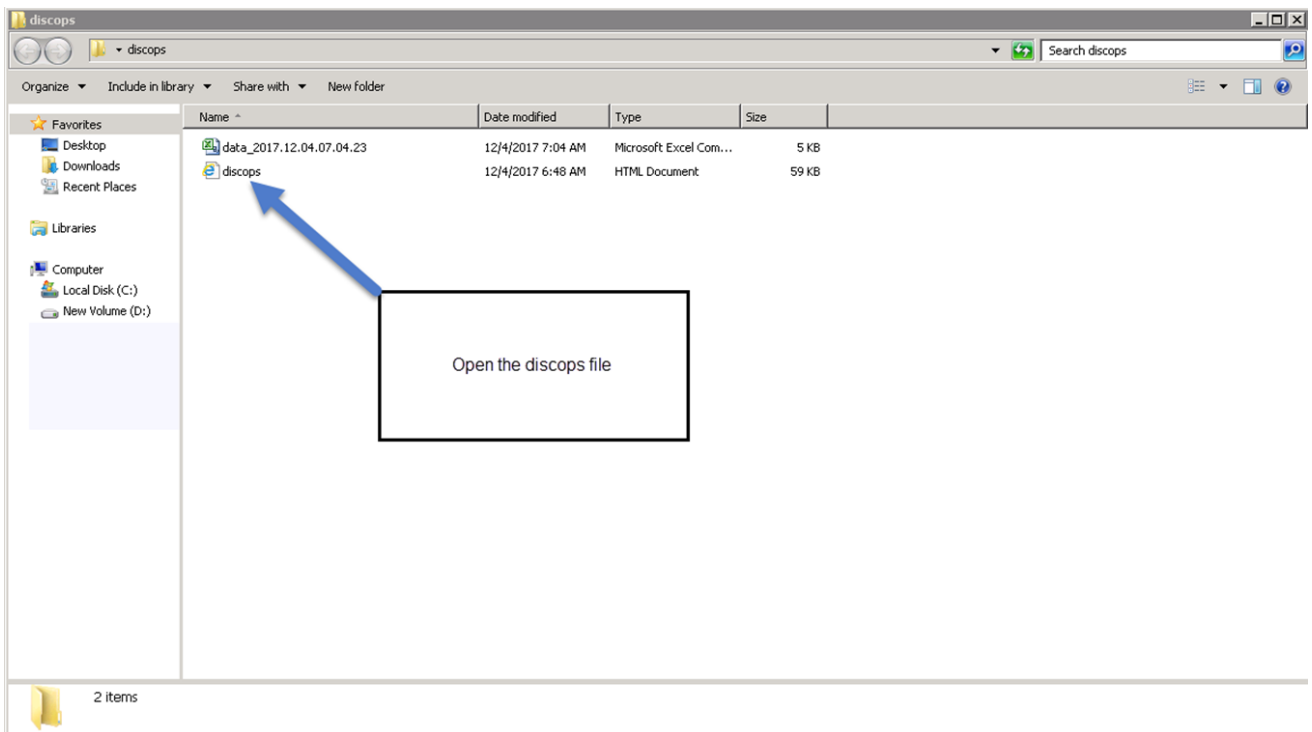
# What's New for You?

## Process #3: View and Update data in CVS Excel downloaded file.

Step 1. When ready to complete CDB's while disconnected, locate and open the disc ops folder located on our desktop.

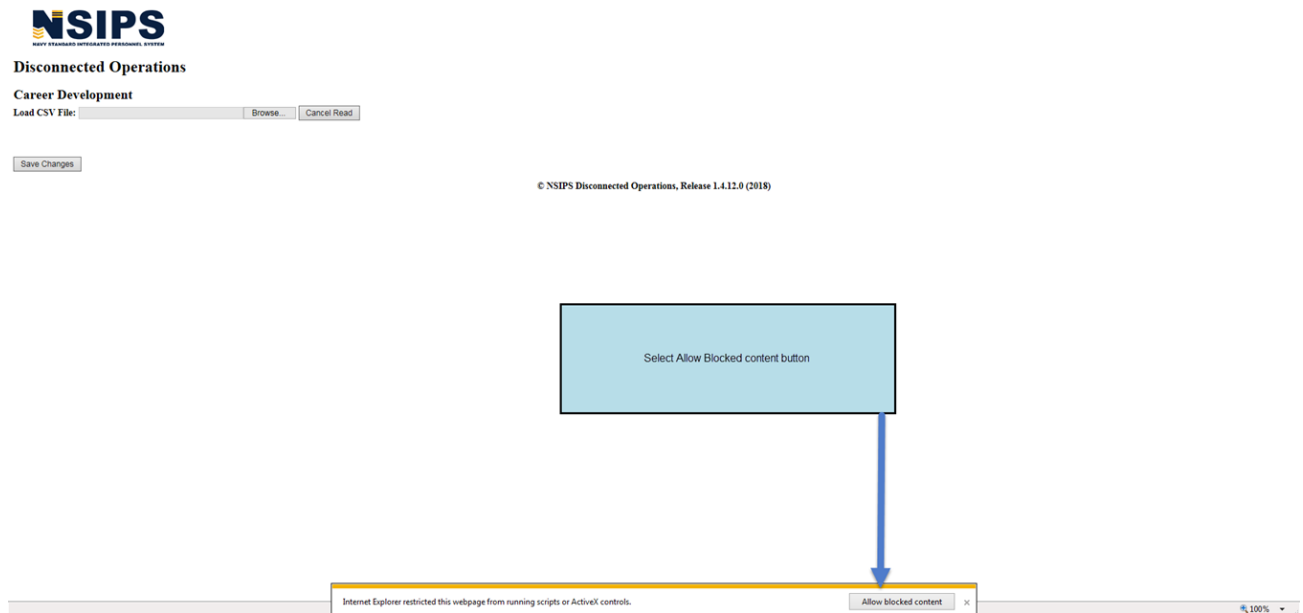


Step 2. Open the disc ops file.

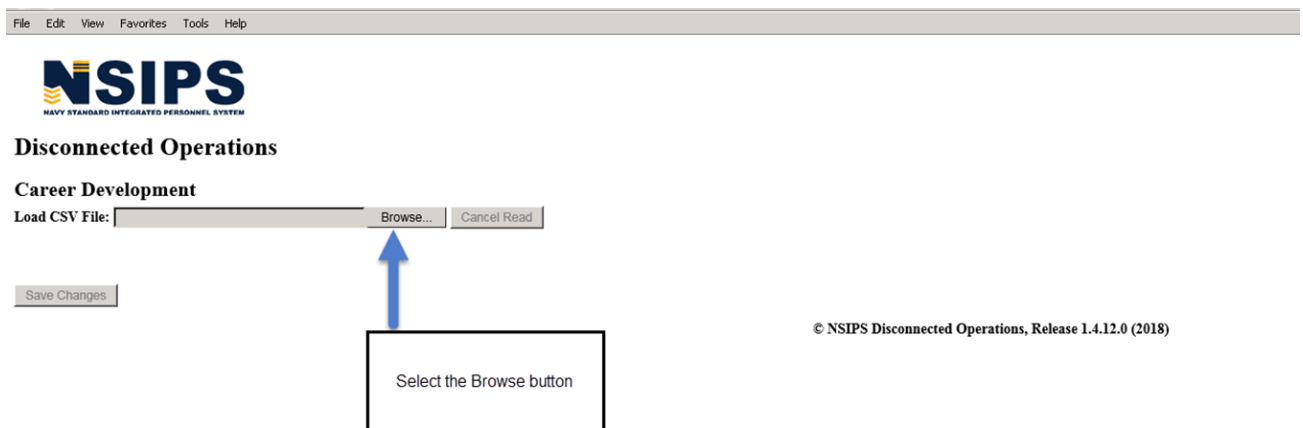


# What's New for You?

### Step 3. Select allow blocked content button.



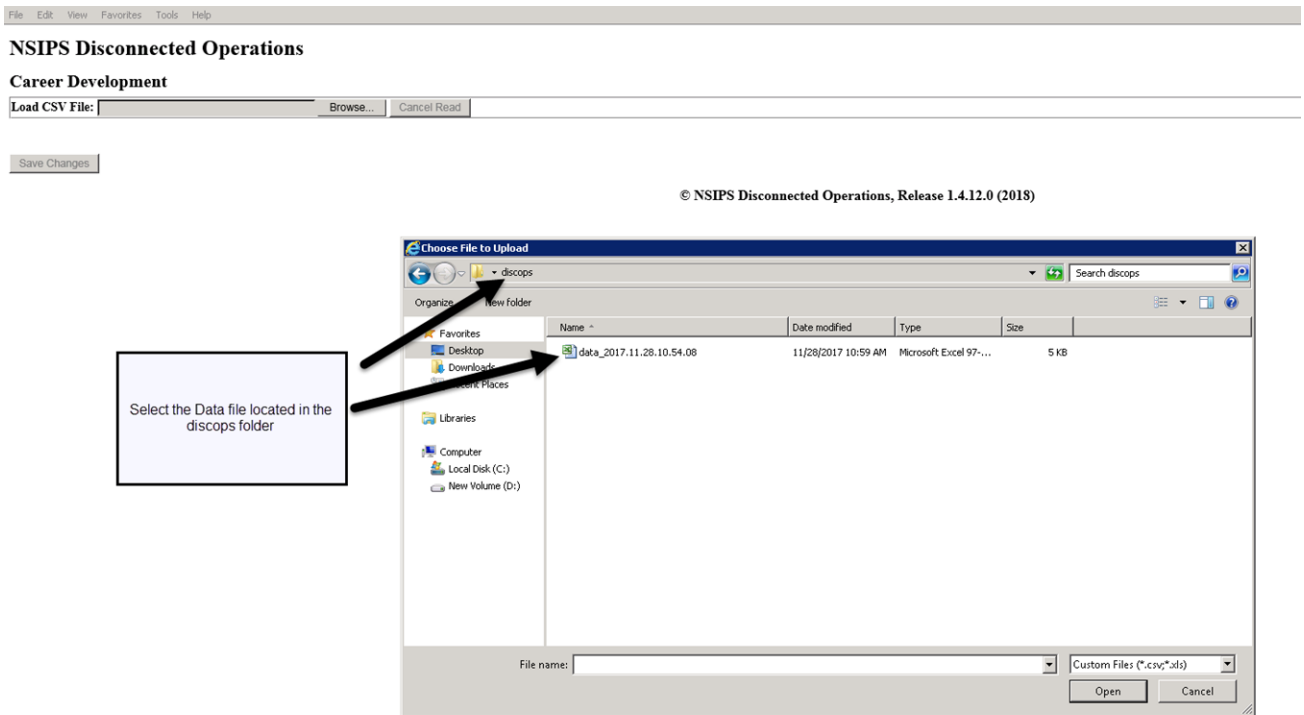
### Step 4. Select the Browse button.



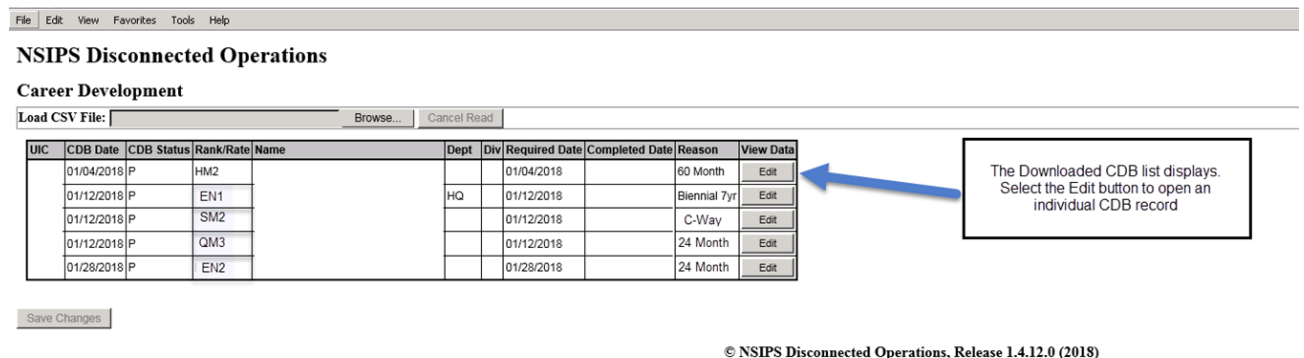


# What's New for You?

### Step 5. Select the data file located in the disc ops folder.



### Step 6. The downloaded CDB file displays. Select the Edit button to open an individual CDB record.



# What's New for You?

Step 7. On the individual record, select the field of information to be viewed or updated. In this case, we selected the date the CDB was completed.

UIC	12345
CDB Date	01/04/2018
CDB Status	P
Rank/Rate	HM2
Name	SAILOR JOHN DOE
Dept	DELT
Div	
Required Date	01/04/2018
Completed Date	11/28/2017
Reason	60 Month
ADSD	07/28/2006
PRD	01/01/2016
EAOS	10/30/2016
Soft EAOS	10/30/2016
Report Date	01/04/2013
CDB Type 2	
CDB Type 3	
CDB Type 4	
C-Way Year Group	2006
Paygrade	E05
Date of Rank	12/16/2010
Advancement Timeline E02	
Advancement Timeline E03	
Advancement Timeline E04	
Advancement Timeline E05	
Advancement Timeline E06	07/01/2013
Advancement Timeline E07	07/01/2016
Advancement Timeline E08	
Advancement Timeline E09	
Degree Working Toward	
Degree Start Date	MM/DD/YYYY
USMAP Enrollment Date	
Warfare Working Toward	SCW
Warfare Start Date	03/01/2013
Warfare Target Date	MM/DD/YYYY
Highest Education Level	L

Enter date the CDB was completed

Step 8. Complete all applicable allowable fields and click "Save Changes."

Complete all applicable fillable fields and click Save Changes

Save Changes

PRT Overall Category1

PRT Overall Category2

PRT Overall Category3

PRT Overall Category4

PRT Overall Category5

PRT Overall Category6

PRT Overall Category7

PRT Overall Category8

Personal Goals Set

Reenlistment Intent

C-Way Status

PCS Orders Received

Welcome Aboard Pkg Received

Transition Reason

GPS Required

DoL Workshop Exemption

Exemption Reason

Pre-Sep Completed

DD 2648 Completed

DoL Workshop Completed

Workshop Completed

C-Way Status

Short Term Goals

Long Term Goals

Board Members

Board Comments

Leadership Title

Leadership Comments

OUTSTANDING

OUTSTANDING

OUTSTANDING

OUTSTANDING

EXCELLENT

EXCELLENT HIGH

OUTSTANDING MEDIUM

OUTSTANDING LOW

OUTSTANDING

REENLIST

Approved - Executed

10/01/2011

Make HM1, Start College Degree

Become MCPON, Complete Masters Degree

CCC, CFO, LFO

Well on your way to becoming MCPON! Keep following your dreams, take care of your Junior Sailors! Enrolled in first College classes at Harvard online.

CO

Concur with Board Comments

© NSIPS Disconnected Operations, Release 1.4.12.0 (2018)

# What's New for You?

Step 9. Note that the status has changed to completed and the completed date is updated on the individual CDB record. Select Save Drop Down and select "Save As."

## NSIPS Disconnected Operations

### Career Development

UIC	CDB Date	CDB Status	Rank/Rate	Name	Dept	Div	Required Date	Completed Date	Reason	View Data
	01/04/2018	C	HM2				01/04/2018	11/28/2017	60 Month	Edit
	01/12/2018	P	EN1				01/12/2018		Biennial 7yr	Edit
	01/12/2018	P	EN2				01/12/2018		C-Way	Edit
	01/12/2018	P	QM3				01/12/2018		24 Month	Edit
	01/28/2018	P	EN2				01/28/2018		24 Month	Edit

Save Changes

The CDB Status has changed to Completed and the completed date is updated for tracking purposes

© NSIPS Disconnected Operations, Release 1.4.12.0 (2018)

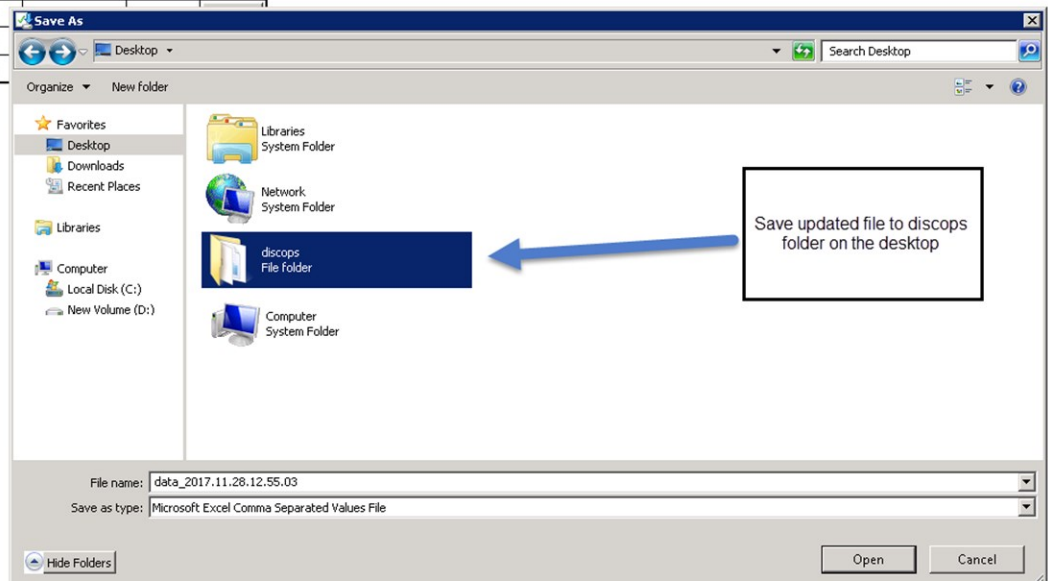
Select Save Drop Down and Save as

Do you want to save data\_2017.11.28.12.55.03.csv (4.09 KB) from NRESWNAP14?

Save  
Save as  
Save and open

Step 10. Save the updated file to the disc ops folder on the desktop.


	HQ	01/12/2018		Biennial 7yr	Edit
	BRAV	01/12/2018			
	DELT	01/12/2018			
	CHAR	01/28/2018			



# What's New for You?

## Process #4: Upload CDB Information Upon Reconnection to NSIPS/CIMS online Web.

### Step 1. Log into your NSIPS/CIMS Command Career Counselor Account.



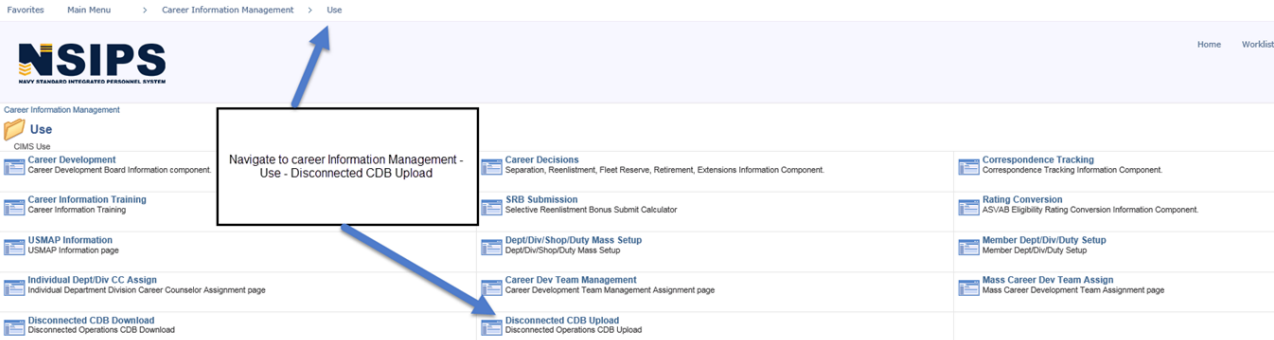
The screenshot shows the NSIPS login interface. On the left is the NSIPS logo with the text "NAVY STANDARD INTEGRATED PERSONNEL SYSTEM". Below the logo is a "DOD CAC AUTHENTICATION" section with a dropdown menu set to "CIMS Command Career Counselor", a "LOGON" button, and a "LAST LOGIN: 11-17-2017 07:40" timestamp. To the right of the login section, a blue arrow points from a callout box to the "LOGON" button. The callout box contains the text "Log into CIMS Command Career Counselor Account". To the right of the login section is a photograph of two sailors in white uniforms. Below the login section, there is a paragraph of text regarding FOUO (For Official Use Only) information and a list of three bullet points.

**Log into CIMS Command Career Counselor Account**

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.
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### Step 2. Navigate to Career Information Management > Use. Select Disconnected CDB upload.



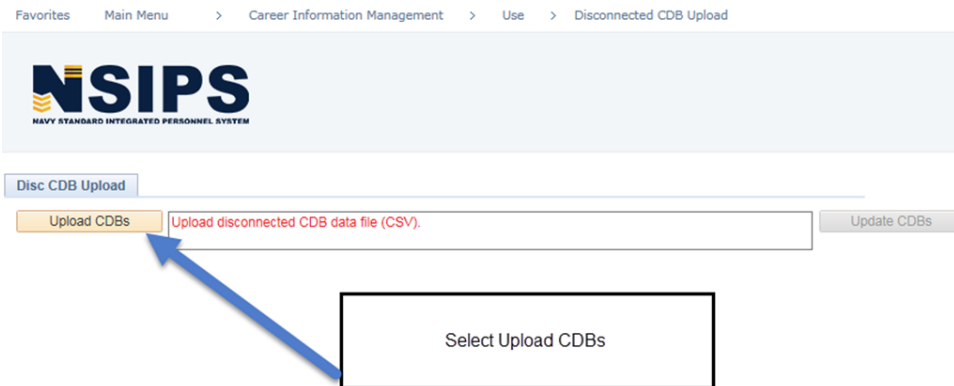
The screenshot shows the "Career Information Management - Use" page in the NSIPS system. The page has a breadcrumb trail: "Favorites Main Menu > Career Information Management > Use". Below the breadcrumb trail is the NSIPS logo. The main content area is divided into two columns. The left column contains links to "Career Development", "Career Information Training", "USMAP Information", "Individual Dept/Div CC Assign", and "Disconnected CDB Download". The right column contains links to "Career Decisions", "SRB Submission", "Dept/Div/Shop/Duty Mass Setup", "Career Dev Team Management", "Disconnected CDB Upload", "Correspondence Tracking", "Rating Conversion", "Member Dept/Div/Duty Setup", and "Mass Career Dev Team Assign". A blue arrow points from a callout box to the "Disconnected CDB Upload" link in the right column. The callout box contains the text "Navigate to career Information Management - Use - Disconnected CDB Upload".

**Navigate to career Information Management - Use - Disconnected CDB Upload**

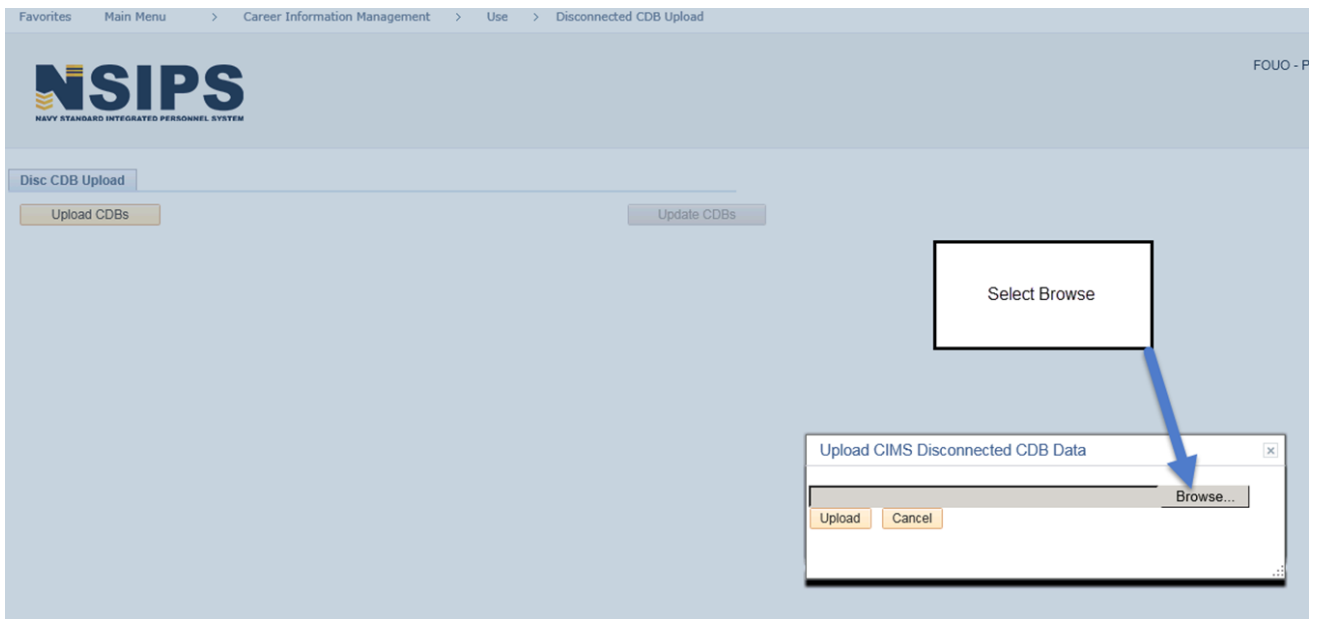
# What's New for You?

## CIMS CDB Disconnected Operations

### Step 3. Select Upload CDBs.



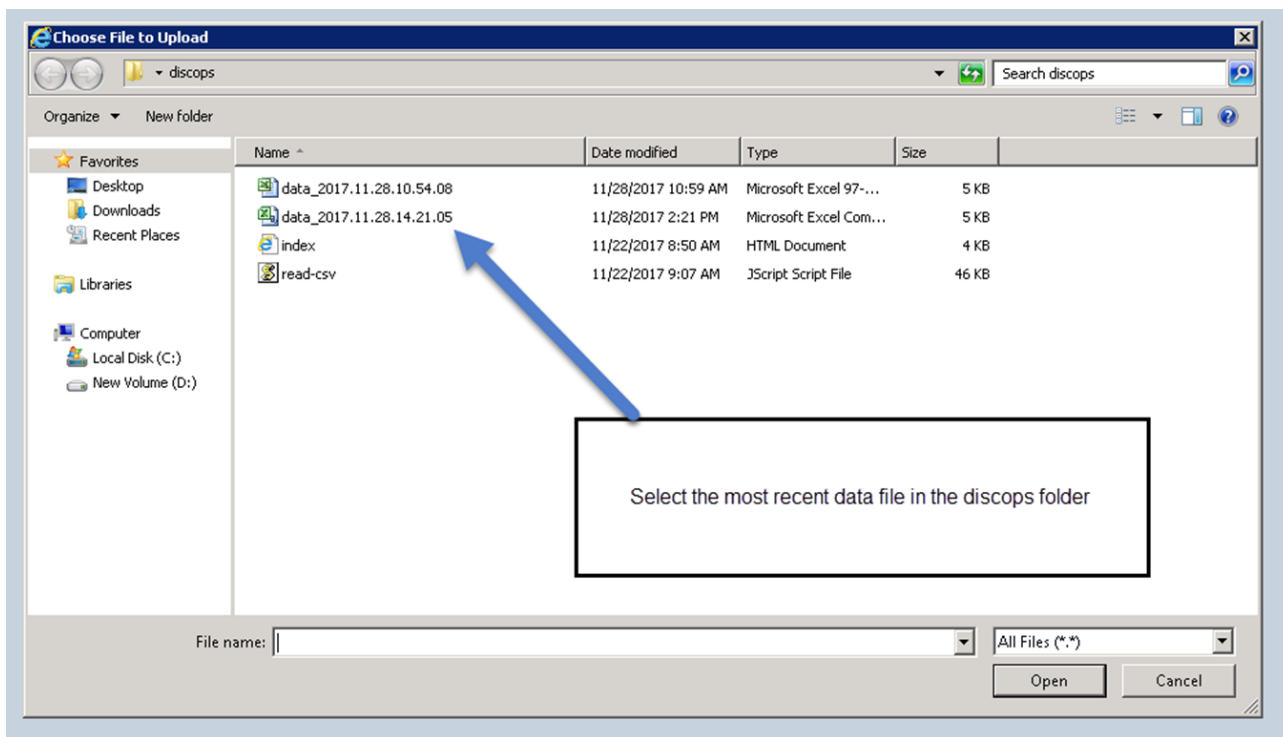
### Step 4. From the Disc CDB Upload page, Select Browse.



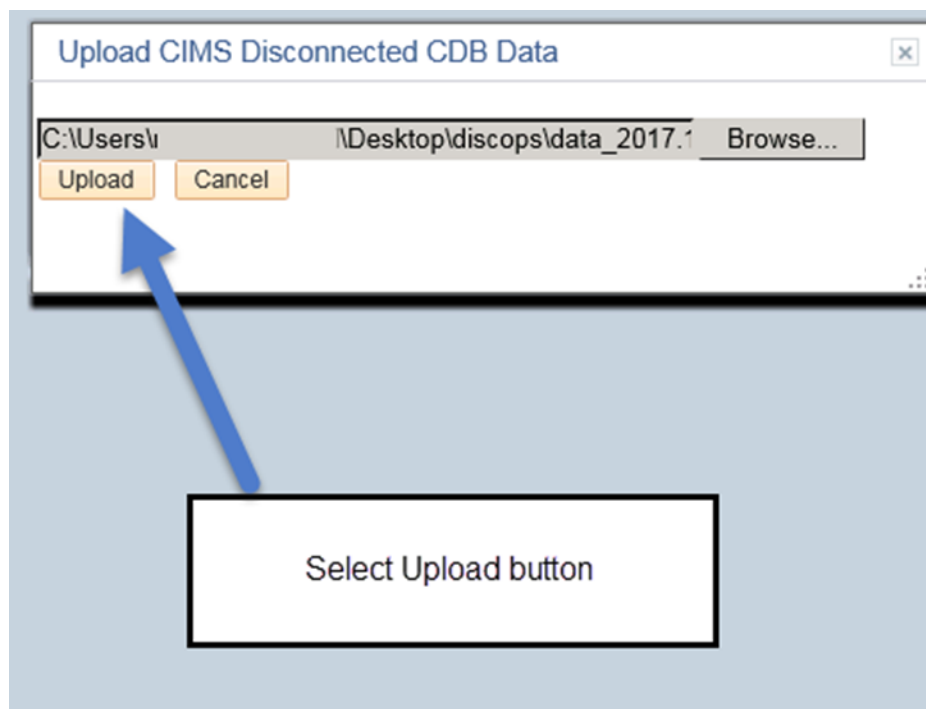


# What's New for You?

Step 5. Select the most recent data file in the disc ops folder.



Step 6. Select the Upload button.



# What's New for You?

Step 7. This will bring you to the CDB Data page for the individual being uploaded. Note that for this individual, there are no errors and the record is ready to be uploaded. If errors exist, they will be highlighted in RED. Unless the errors are corrected, this record will not update NSIPS/CIMS Central.

The screenshot shows the NSIPS CDB Data page. The record is for a sailor with the following details:

- UIC: [Blank]
- Rank/Rate: HN
- Name: [Blank]
- Dept: DELT
- Div: [Blank]
- Required Date: 01/18/2018
- Reason: 48 Month
- CDB Status: Completed
- Completed Date: 12/05/2017
- Degree Working Toward: [Blank]
- Warfare Working Toward: SW
- Warfare Start Date: 01/20/2017
- Degree Start Date: [Blank]
- Warfare Target Date: 01/30/2018
- Personal Goals Set: SCORE AN OUTSTANDING
- Reenlistment Intent: [Blank]
- Short Term Goals: Make Rank
- Long Term Goals: Retire, Get Degree
- Board Members: CMC, CPO, LPO, CCC
- Board Comments: 232 characters remaining, Continue on Track
- Leadership Title: CO
- Leadership Comments: Concur with Board, 233 characters remaining

Annotations on the screenshot:

- A box labeled "Select to scroll through additional records" points to the "First 5 of 6 Last" pagination controls.
- A box labeled "No fields Highlighted in Red, no error messages in display box, Update CDB box is checked. This record passed all import validations and is ready to be uploaded." points to the "Update CDB" checkbox, which is checked.

Step 8. Once any errors are corrected, select the Update CDB check box to perform upload validation on the record.

The screenshot shows the NSIPS CDB Data page for a different record. The record has several errors highlighted in red:

- Rank/Rate: CM3
- Name: [Blank]
- Dept: ALFA
- Div: [Blank]
- Required Date: 02/21/2018
- Reason: 48 Month
- CDB Status: Completed
- Completed Date: 12/05/2017
- Degree Working Toward: [Blank]
- Warfare Working Toward: SW
- Warfare Start Date: 02/21/2014
- Degree Start Date: [Blank]
- Warfare Target Date: 08/31/2015
- Personal Goals Set: Score an overall good on the PFA
- Reenlistment Intent: [Blank]
- Short Term Goals: [Blank]
- Long Term Goals: [Blank]
- Board Members: CCC
- Board Comments: 247 characters remaining, This Sailor is a Super Star!
- Leadership Title: CO
- Leadership Comments: Concur, 244 characters remaining

Annotations on the screenshot:

- A box labeled "When all errors are corrected, Select the Update CDB check box to perform upload validation on this record." points to the "Update CDB" checkbox, which is currently unchecked.

# What's New for You?

Step 9. Select the Update CDBs button to upload the records into NSIPS/CIMS Central.

Favorites Main Menu > Career Information Management > Use > Disconnected CDB Upload

NSIPS  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

FOUO -

Disc CDB Upload

Upload CDBs Select CDB data records for update. Make any required corrections before updating. Update CDBs

CDB Data Find | View All First 6 of 6 Last

☒ Update CDB

UIC: Rank/Rate: CM3 Name: Dept: ALFA Div: Required Date: 02/21/2018 Reason: 48 Month CDB Status: Completed Completed Date: 12/05/2017 Degree Working Toward: Warfare Working Toward: SW Warfare Start Date: 02/21/2014 Warfare Target Date: 08/31/2015 Personal Goals Set: Score an overall good on the PFA Reenlistment Intent: Short Term Goals: Long Term Goals: Board Members: CCC Board Comments: 247 characters remaining This Sailor is a Super Star!! Leadership Title: 971 characters remaining CO Leadership Comments: Concur 244 characters remaining

When all records have passed upload validation, select the Update CDBs button to upload records into CIMS central.

Step 10. Verify pending records to upload are correct. Select "Yes" if Correct. Select "No" to go back and make changes.

NSIPS  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Disc CDB Upload

Upload CDBs Select CDB data records for update. Make any required corrections before updating. Update CDBs

CDB Data Find | View All First 3 of 3 Last

☒ Update CDB

UIC: Rank/Rate: CMCN Name: Dept: Div: Required Date: 01/07/2018 Reason: Career Waypoint CDB Status: Completed Completed Date: 12/05/2017 Degree Working Toward: Warfare Working Toward: Warfare Start Date: Warfare Target Date: Personal Goals Set: xxx Reenlistment Intent: xxx Short Term Goals: xxx Long Term Goals: xxx Board Members: xxx Board Comments: 247 characters remaining xxx Leadership Title: 997 characters remaining xxx Leadership Comments: xxx 247 characters remaining

Verify pending records to upload is correct. Select yes if correct, Select no to go back and make changes.

Message  
3 pending CDB record(s) will be updated. Do you wish to continue? (0,0)  
Yes No

# What's New for You?

## Process #5: Verify CDB Uploaded Information.

Step 1. All Uploaded records are now in a Completed Status. To pull the verified listing of that UIC, navigate to Career Information Management > Verify > Career Development. Enter the UIC.

Favorites Main Menu > Career Information Management > Verify > Career Development

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

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

Find an Existing Value

Search Criteria

Empl ID begins with   
Name begins with   
UIC begins with

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

Search Clear Basic Search Save Search Criteria

All uploaded records are now in a Completed status. To pull the Verified listing of that UIC, Navigate to Career Information management - Verify - Career development and enter the UIC

Step 2. Select the first record on the Verify listing.

Favorites Main Menu > Career Information Management > Verify > Career Development

**NSIPS**  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

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

Find an Existing Value

Search Criteria

Empl ID begins with   
Name begins with   
UIC begins with

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

Search Clear Basic Search Save Search Criteria

Search Results

View All

Rank/Rate	Name	Empl Record	DSC	UIC	Career Plan Date	CDB Status
0		100		02/17/2011	Completed	
0		100		05/24/2011	Completed	
0		100		07/21/2011	Completed	
0		100		07/27/2011	Completed	
0		100		03/08/2013	Completed	

Select the first record on the Verify listing

# What's New for You?

Step 3. After ensuring all fields uploaded correctly, on the CDB Data Tab change status to Verified.

NSIPS  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Career Development > CDB Data

Rank/Rate: Name: Current DSC: 100

ADSD: 02/01/2010 PEBD: 02/01/2010 EAOs: 01/31/2015 Soft EAOs: 01/31/2015

REPORT DT: 01/12/2011 PRD: 01/01/2015 DIEMS: 07/17/2008 DIERF:

**Career Development Comments** Find | View All First 1 of 1 Last

CDB Type: ☒ Biennial ☐ 07 Year CDB Type 3: CDB Type 4:

CDB Date: 11/28/2017 CDB Rank/Rate:

DEPT: BRAV DIV:

Status: ☐ Pending ☒ Completed ☐ Verified

Paygrade: E04 Date of Rank: 09/16/2013

Projected Advancement Date E5: 07/01/2014 E6: 07/01/2017 E7: 07/01/2020

Total Times Exam Taken: 2 Total Exam Fails: Total Exam PNA's: 2

Highest Education Level: L High School Diploma

Warfare Qual Working Toward: Start Date: Target Date:

Degree Working Toward: Degree Start Date: USMAP Enrollment Date:

PRT DATA:

1 2014	PARTICIPANT	GOOD
2 2013	PARTICIPANT	GOOD
1 2013	PARTICIPANT	GOOD
2 2012	DEP/OP	
1 2012	DEP/OP	
2 2011	PARTICIPANT	GOOD
1 2010	PARTICIPANT	GOOD MEDIUM

Personal Goals Set: Reenlistment Intent: Year Group: 2010

On the CDB Data Tab, change status to Verified

Step 4. Select the Save button. Select Next in List to repeat the process for all remaining completed CDB's.

NSIPS  
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

1 2009 PARTICIPANT OUTSTANDING LOW

Personal Goals Set: OUTSTANDING

Reenlistment Intent: REENLIST

Year Group: 2006 C-WAY Last Review: OCT 2011 Status: Approved - Executed

PCS Orders Received: Welcome Aboard Package Received:

Fleet Reserve Application: Fleet Reserve Approved:

Transition Reason: DoL Workshop Exemption:

GPS Required: DoL Workshop Completed:

Pre-Sep Completed: VA Briefing Completed:

DD 2648 Completed:

Short Term Goals: Make HM1, Start College Degree

Long Term Goals: Become MCPON, Complete Masters Degree

Board Members: CCC, CPO, LPO

Board Comments: 237 characters remaining  
Well on your way to becoming MCPON! Keep following your dreams, take care of your Junior Sailors! Enrolled in first College classes at Harvard online.

Leadership Title: CO

Leadership Comments: Concur with board Comments

224 characters remaining

Select the Save Button then select Next in List to repeat the process for all remaining Completed CDBs

Save Return to Search Previous in List Next in List Previous tab Next tab

Ensure all fields uploaded correctly



# What's New for You?

## Points of Contact

- ◆ NSIPS Help Desk
    - ⇒ Toll Free: 877-589-5991
    - ⇒ Commercial: 504-697-5442
    - ⇒ DSN: 312-647-5442
    - ⇒ Email: [nsipshelpdesk.fcm@navy.mil](mailto:nsipshelpdesk.fcm@navy.mil)
  - ◆ BUPERS-32
    - ⇒ Email: [CIMS\\_Admin.fct@navy.mil](mailto:CIMS_Admin.fct@navy.mil)
    - ⇒ 901-874-3194 DSN 882
- PC Configuration, network issues or connectivity
- ◆ Ships Navy 311
    - ⇒ Commercial: 855-NAVY-311 (855-628-9311)
    - ⇒ DSN: 510-NAVY-311 (510-628-9311)
    - ⇒ Email: [Navy311@Navy.mil](mailto:Navy311@Navy.mil)
  - ◆ All Others, Contact NMCI

*Distribution Statement C: Distribution authorized to U. S. Government Agencies and their contractors. Other requests for this document shall be referred to PMW 240 Enterprise Change Management.*

*This communications product is prepared by the PMW 240 Enterprise Change Management (ECM) team.*

*As always feel free to contact us directly with any questions or comments.*

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