# What's New for You?
## CIMS -
## Career Development Board
## Disconnected Operations

**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.

**CIMS CDB Disconnected Operations**

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

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

**CIMS CDB Disconnected Operations**

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



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

**CIMS CDB Disconnected Operations**

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



Select the Save Drop down - Select Save As - Save the Zipped file to your desktop

Do you want to open or save **discops.zip** from ndevuxap01.nsips.nmci.navy.mil?   Open   Save   Cancel
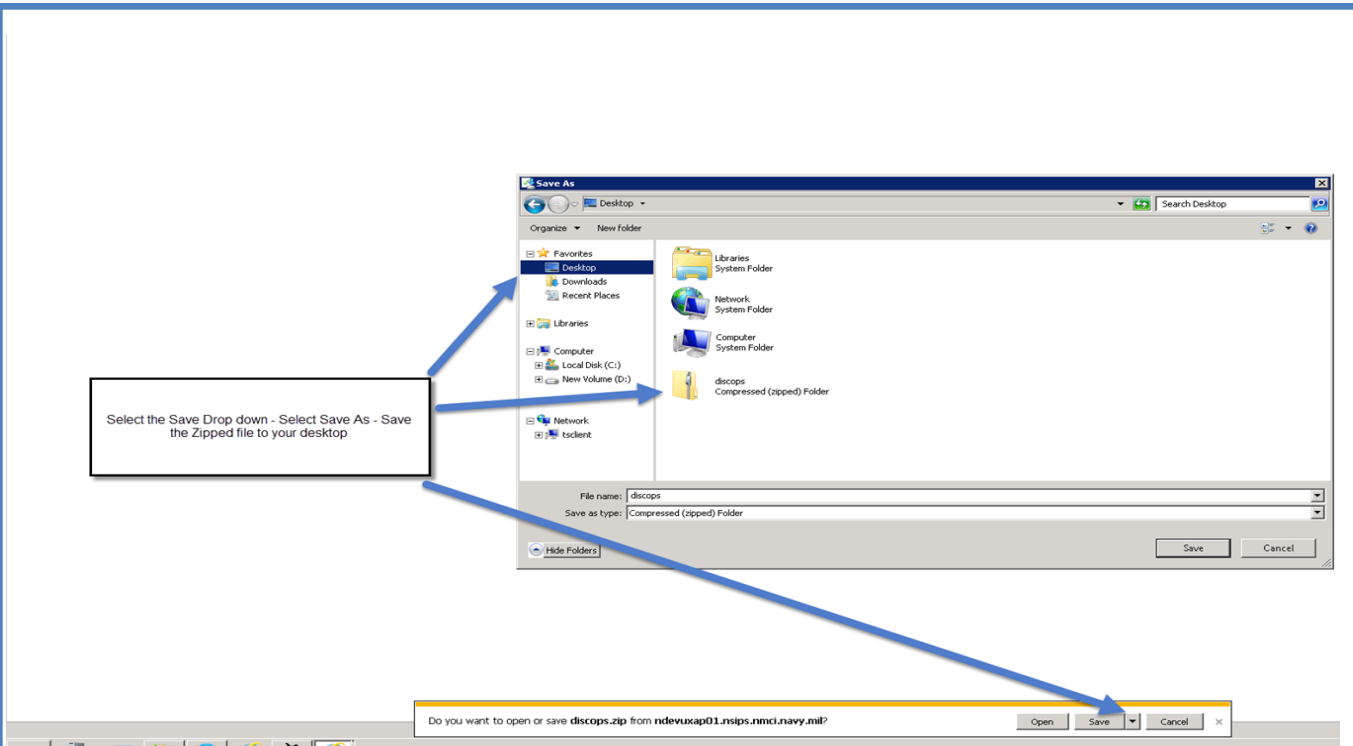
**Step 5.** Open the Disc Ops zip file on your Desktop.
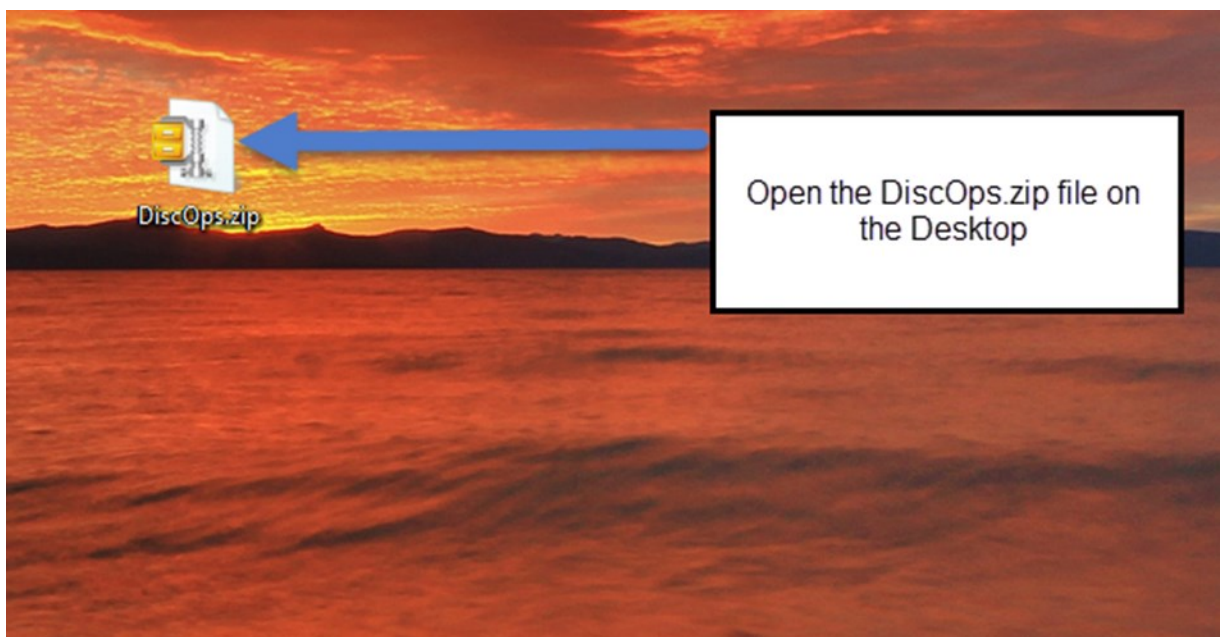


Open the DiscOps.zip file on the Desktop

DiscOps.zip

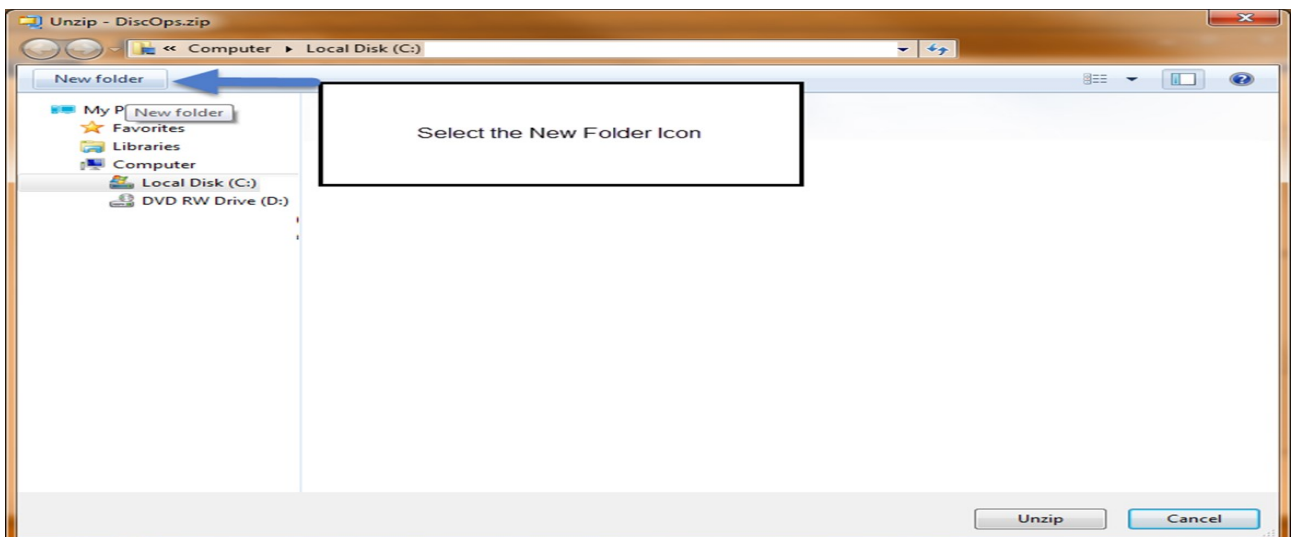**Step 6. Select the Unzip/Share tab > Select the bottom half of "1 - click unzip" button > Select Unzip to my PC or Cloud.**

**CIMS CDB Disconnected Operations**
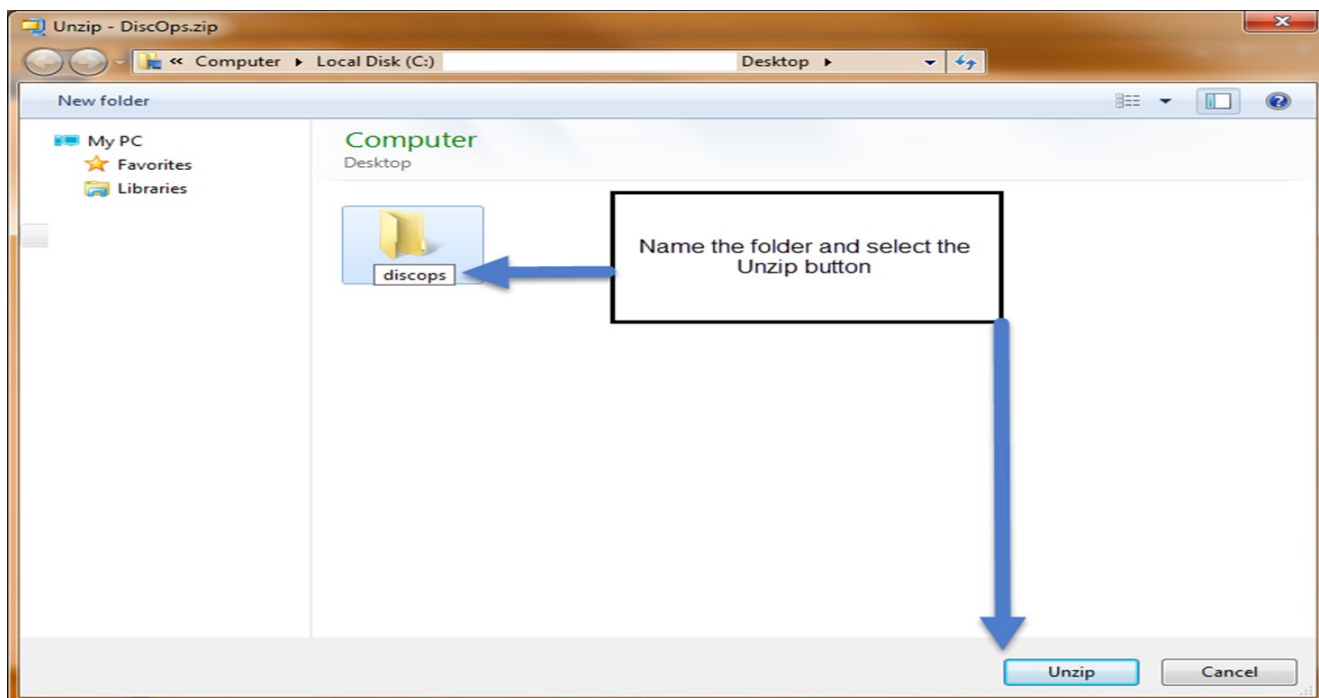


Select the Unzip / Share tab - Select the bottom half of 1 - click Unzip button - Select Unzip to My PC or Cloud

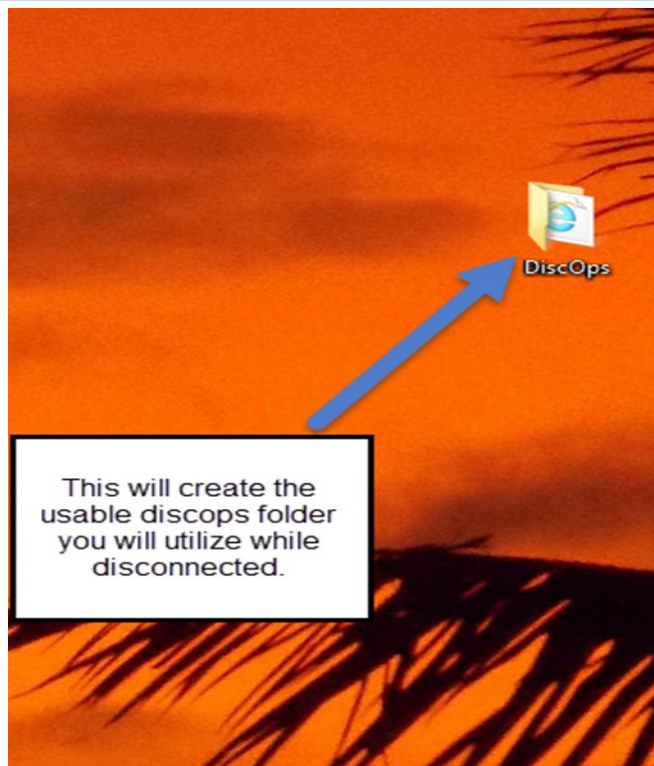**Step 7. Select the New Folder Icon.**



Select the New Folder Icon

**CIMS CDB Disconnected Operations**
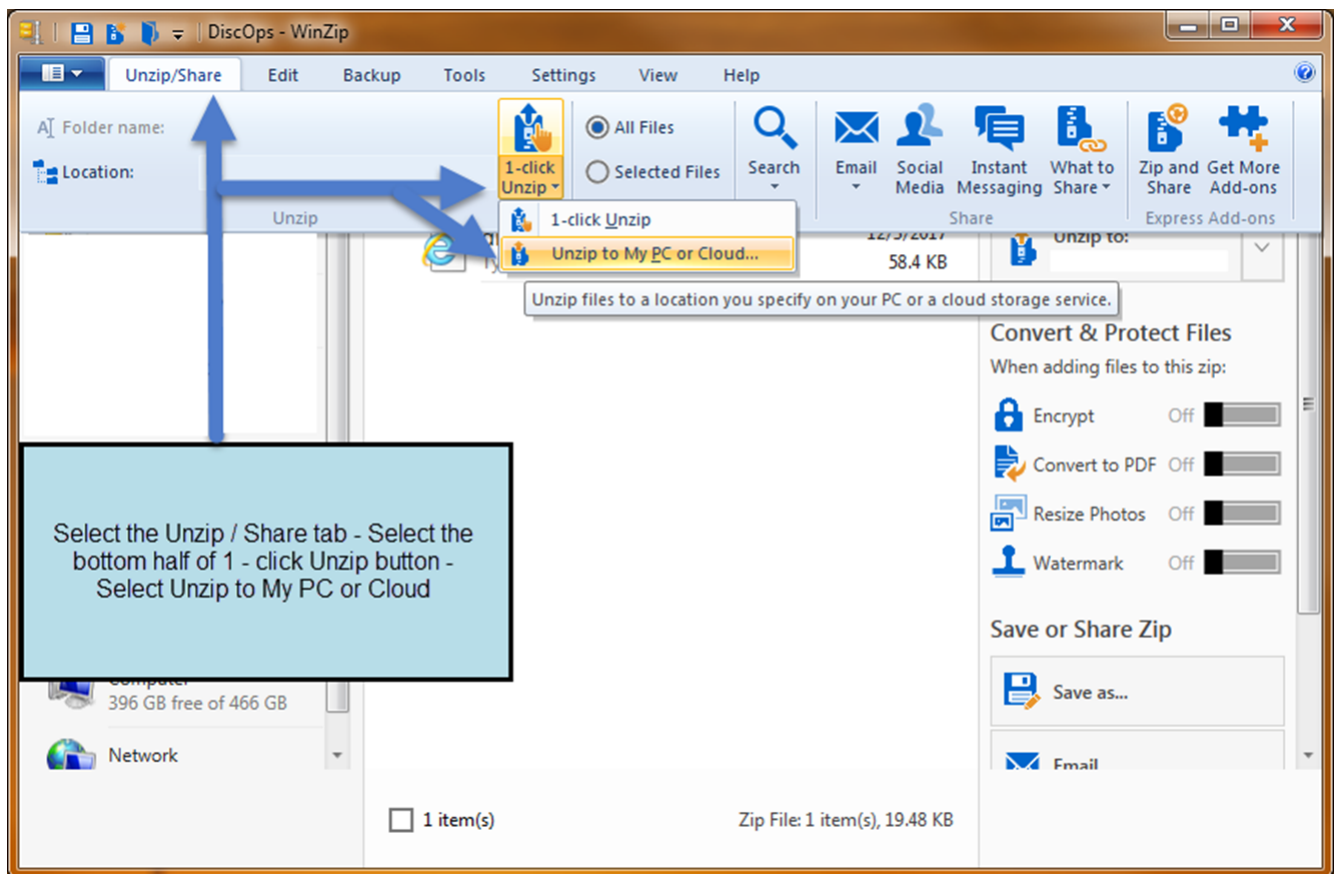
**Step 8. Name the folder and select the Unzip button.**



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

**CIMS CDB Disconnected Operations**

## 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.
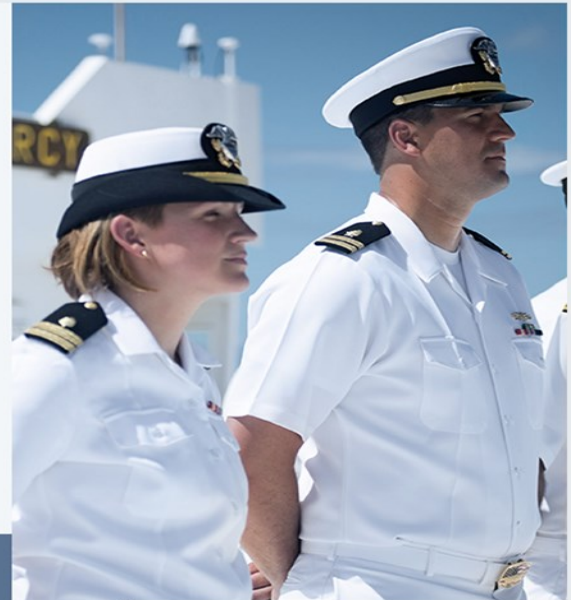


**DOD CAC AUTHENTICATION**

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.

- 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".

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



Favorites    Main Menu    >    Career Information Management    >    Use

FOUO - Privacy Sensitive:    Home

Career Information Management

**Use**
CIMS Use

**Career Development**
Career Development Board Information component.

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

**Correspondence Tracking**
Correspondence Tracking Information Component.

**Career Information Training**
Career Information Training

Selective Reenlistment Bonus Submit Calculator

**Rating Conversion**
ASVAB Eligibility Rating Conversion Information Component.

**USMAP Information**
USMAP Information page

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

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

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

**Career Dev Team Management**
Career Development Team Management Assignment page

**Mass Career Dev Team Assign**
Mass Career Development Team Assignment page

**Disconnected CDB Download**
Disconnected Operations CDB Download

**Disconnected CDB Upload**
Disconnected Operations CDB Upload

**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

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.**



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.

**CIMS CDB Disconnected Operations**

**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.



**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.

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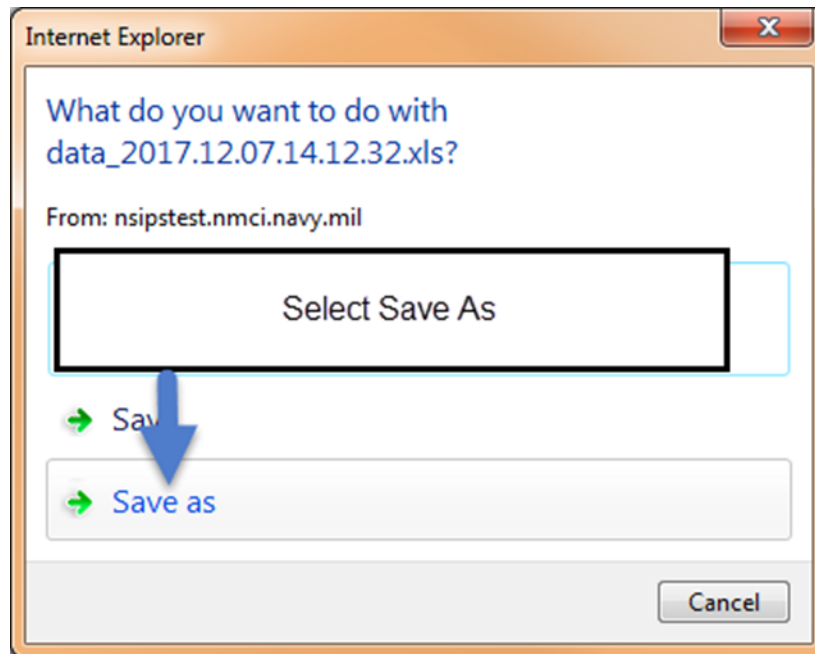
**Step 7.** A message will appear asking what you would like to do with the data file. Select "Save As."



**Step 8.** Save the file in the disc ops folder you created in Process #1.
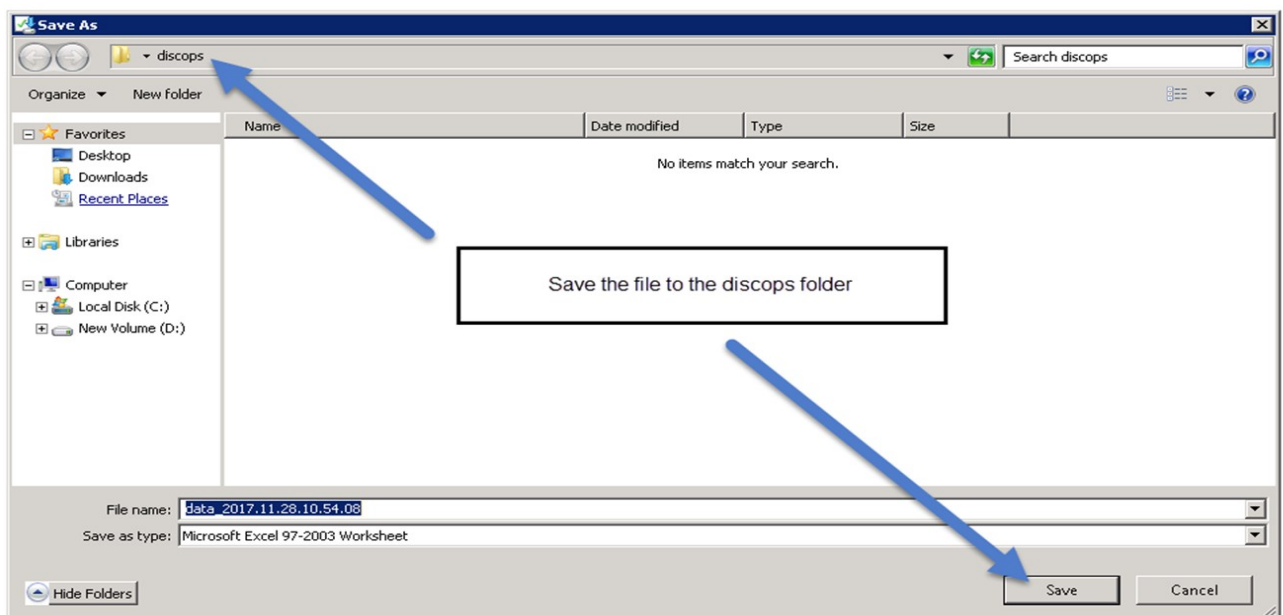
**CIMS CDB Disconnected Operations**

**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.**



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.**



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

**CIMS CDB Disconnected Operations**

**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.**



When ready to complete CDB's while disconnected, locate and open the discops folder located on your desktop

discops

**Step 2. Open the disc ops file.**



Open the discops file

**CIMS CDB Disconnected Operations**
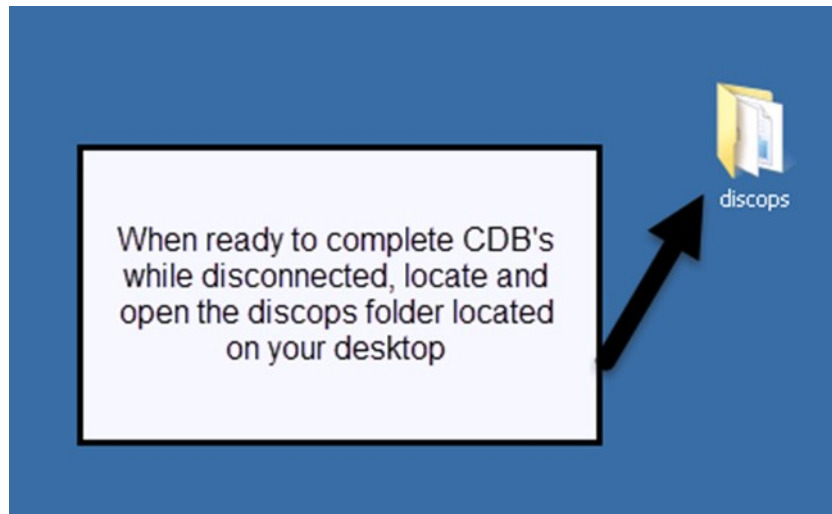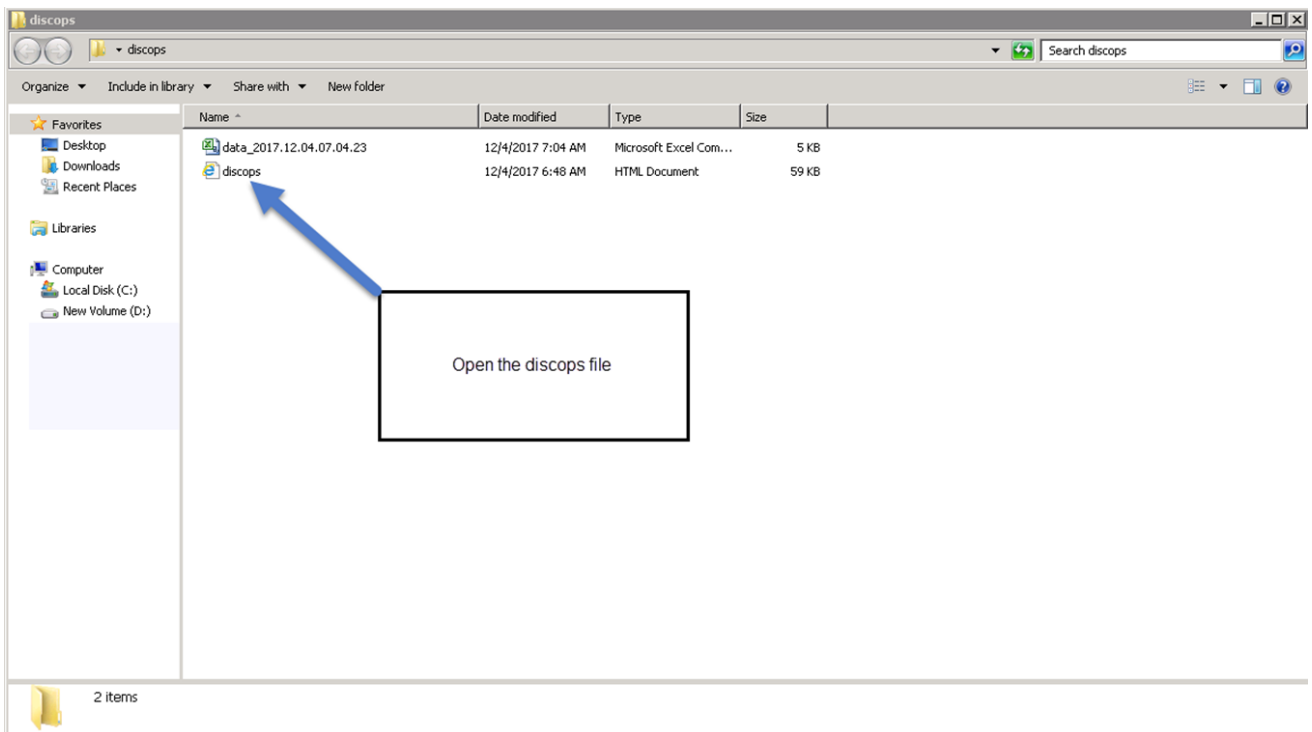
## Step 3. Select allow blocked content button.



## Step 4. Select the Browse button.

**CIMS CDB Disconnected Operations**

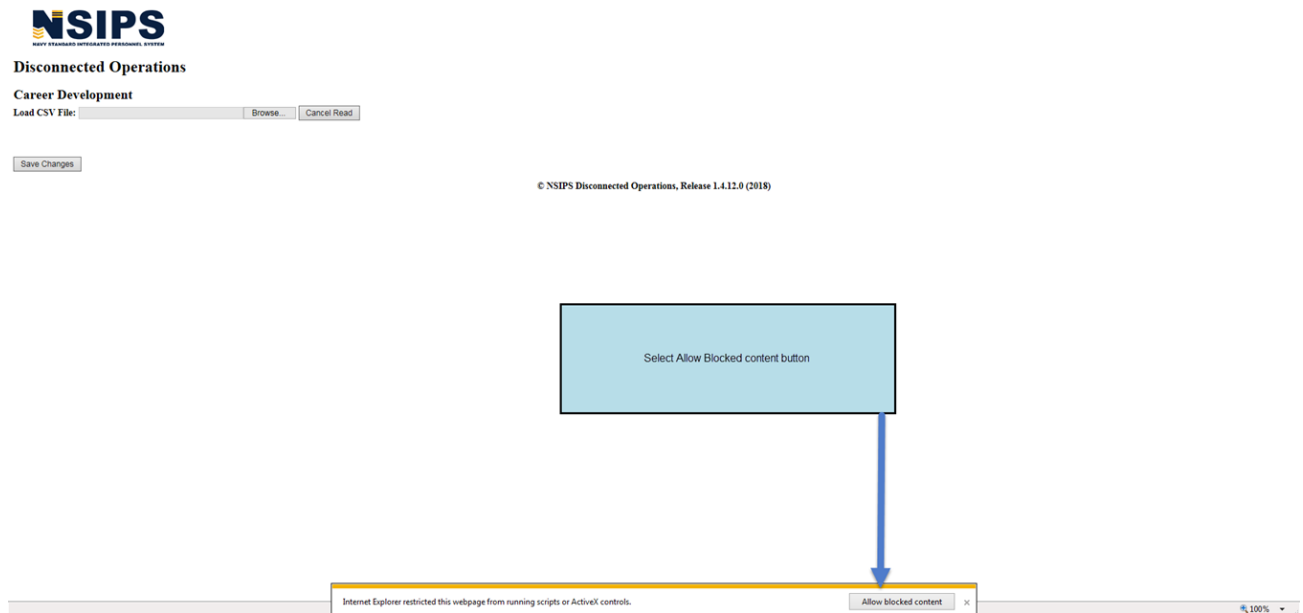### Step 5. Select the data file located in the disc ops folder.
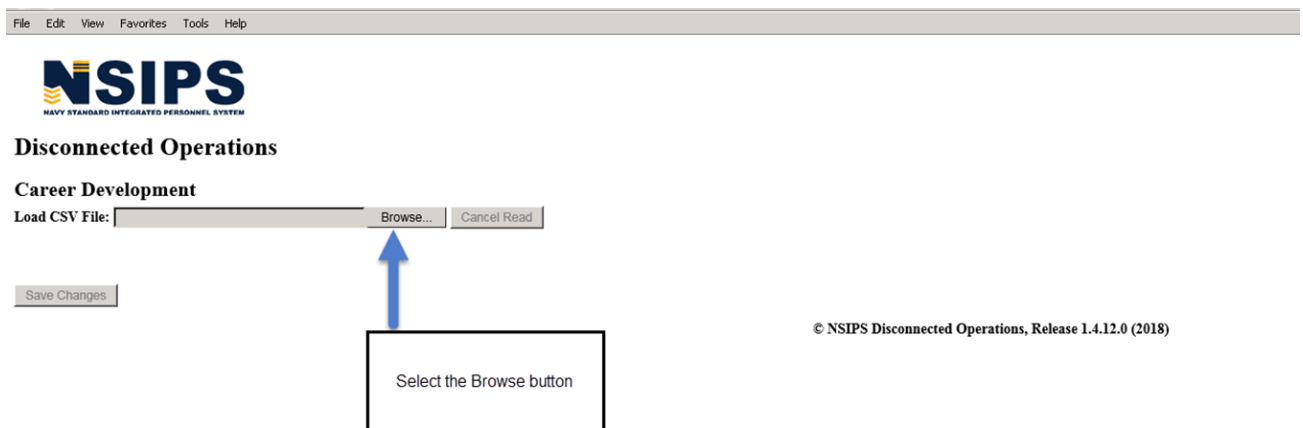


Select the Data file located in the discops folder
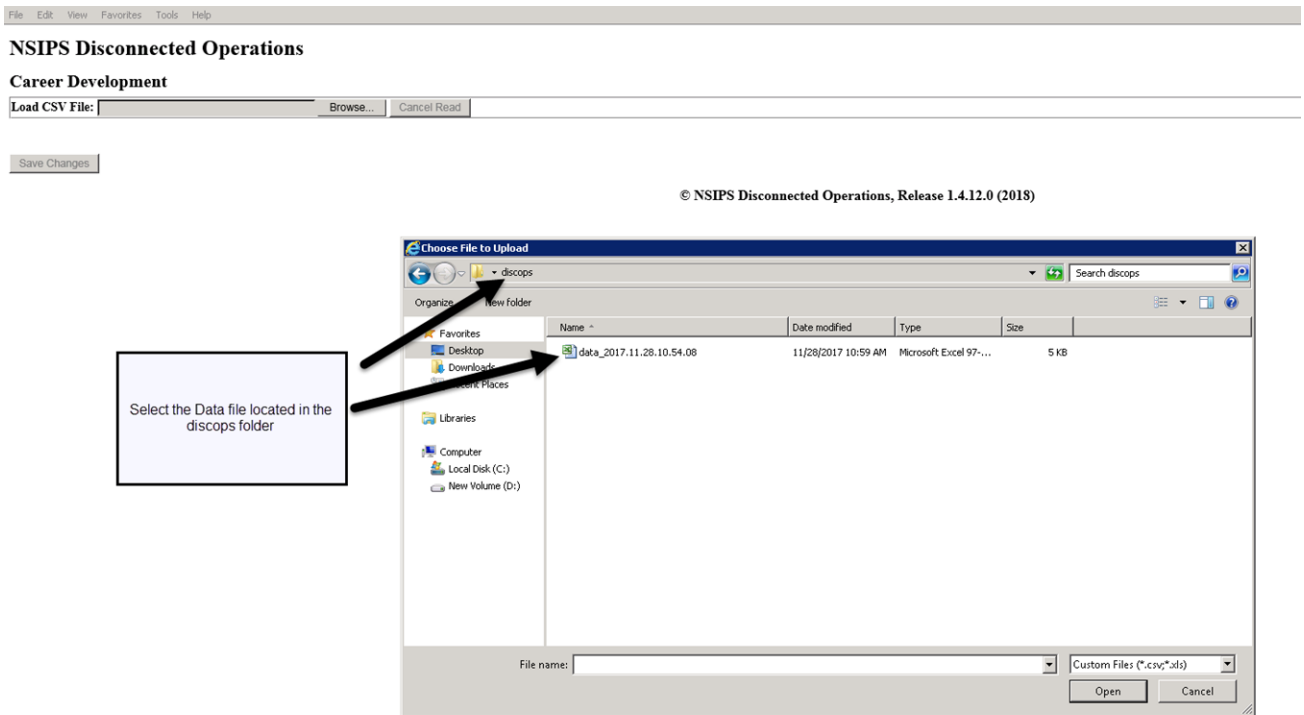
### Step 6. The downloaded CDB file displays. Select the Edit button to open an individual CDB record.



The Downloaded CDB list displays. Select the Edit button to open an individual CDB record

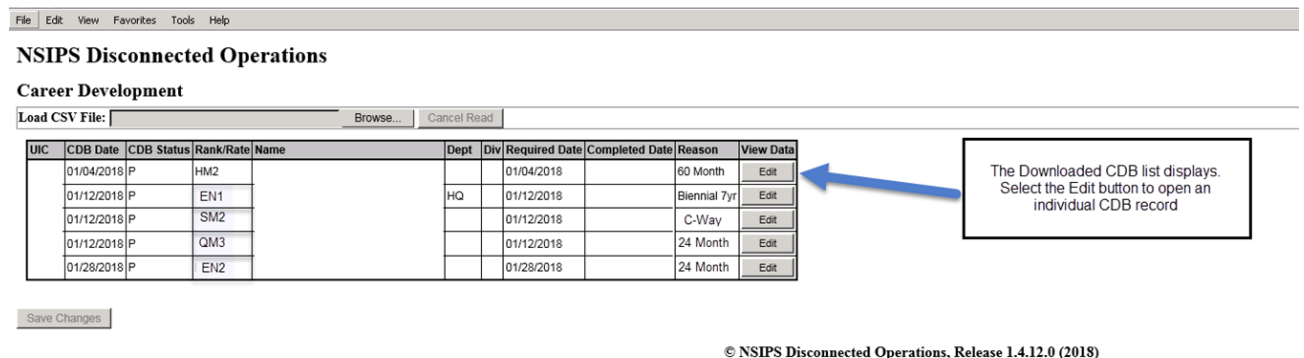**CIMS CDB Disconnected Operations**

**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 Code | 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

| PRT Overall Category1 | OUTSTANDING |
|---|---|
| PRT Overall Category2 | OUTSTANDING |
| PRT Overall Category3 | OUTSTANDING |
| PRT Overall Category4 | OUTSTANDING |
| PRT Overall Category5 | EXCELLENT |
| PRT Overall Category6 | EXCELLENT HIGH |
| PRT Overall Category7 | OUTSTANDING MEDIUM |
| PRT Overall Category8 | OUTSTANDING LOW |
| Personal Goals Set | OUTSTANDING |
| Reenlistment Intent | REENLIST |
| C-Way Status | Approved - Executed |
| 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 | |
| VA Briefing Completed | |
| C-Way Status Month | 10/01/2011 |
| Short Term Goals | Make HM1, Start College Degree |
| Long Term Goals | Become MCPON, Complete Masters Degree |
| Board Members | CCC, CPO, LPO |
| Board Comments | 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 |

Save Changes

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**CIMS CDB Disconnected Operations**

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**

Load CSV File: [ ]   Browse...   Cancel Read

| 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 | M2 | | | | 01/12/2018 | | C-Way | Edit |
| | 01/12/2018 | P | QM3 | | | | 2/12/2018 | | 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

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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 | | | |

**Save As**

Desktop ▾   Search Desktop

Organize ▾   New folder

★ Favorites
  ▪ Desktop
  ▪ Downloads
  ▪ Recent Places

▪ Libraries

▪ Computer
  ▪ Local Disk (C:)
  ▪ New Volume (D:)

Libraries — System Folder
Network — System Folder
discops — File folder
Computer — System Folder

Save updated file to discops folder on the desktop

File name: data_2017.11.28.12.55.03
Save as type: Microsoft Excel Comma Separated Values File

Hide Folders        Open     Cancel

# 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.**



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

**CIMS CDB Disconnected Operations**

## Step 3. Select Upload CDBs.

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

**NSIPS**
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Disc CDB Upload

| Upload CDBs | Upload disconnected CDB data file (CSV). | Update CDBs |

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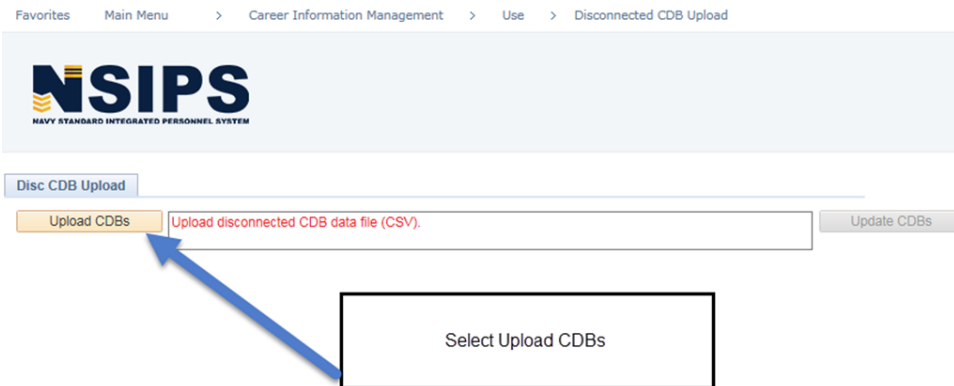
## Step 4. From the Disc CDB Upload page, Select Browse.

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

**NSIPS**
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

FOUO - P

Disc CDB Upload

| Upload CDBs | | Update CDBs |

Select Browse

Upload CIMS Disconnected CDB Data                                    [x]

Browse...

Upload    Cancel

**CIMS CDB Disconnected Operations**

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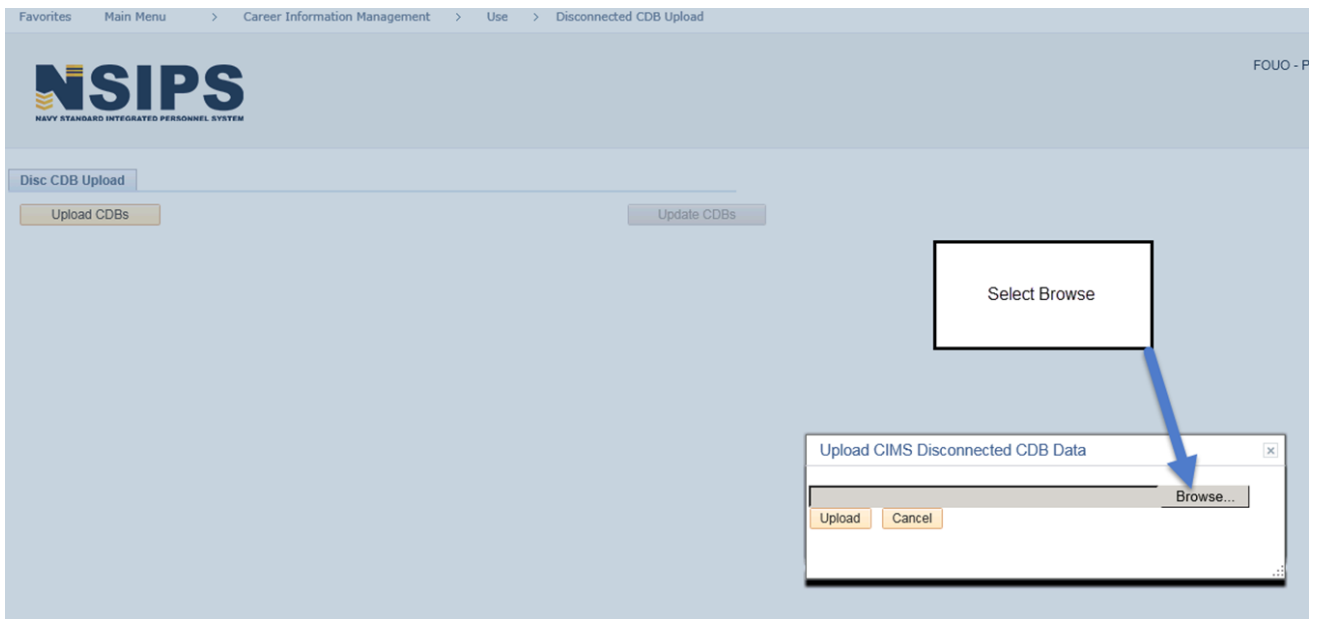


Select the most recent data file in the discops folder
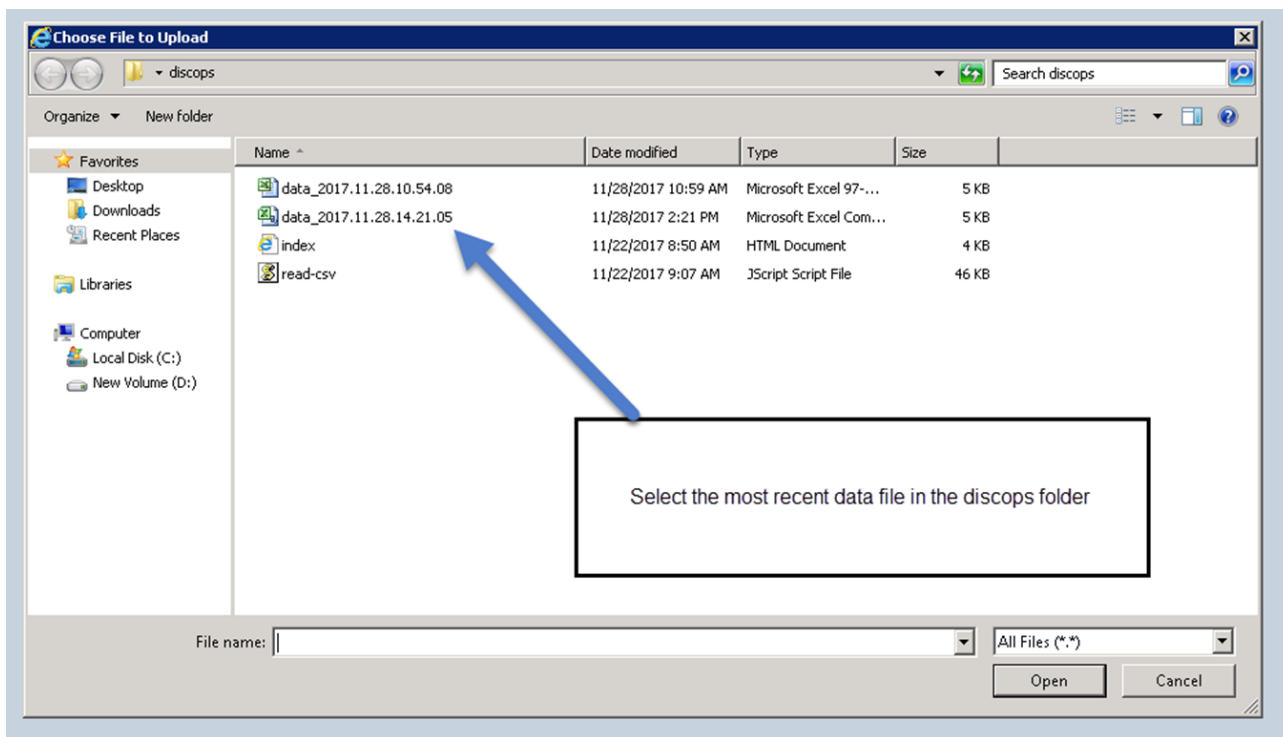
**Step 6. Select the Upload button.**



Select Upload button

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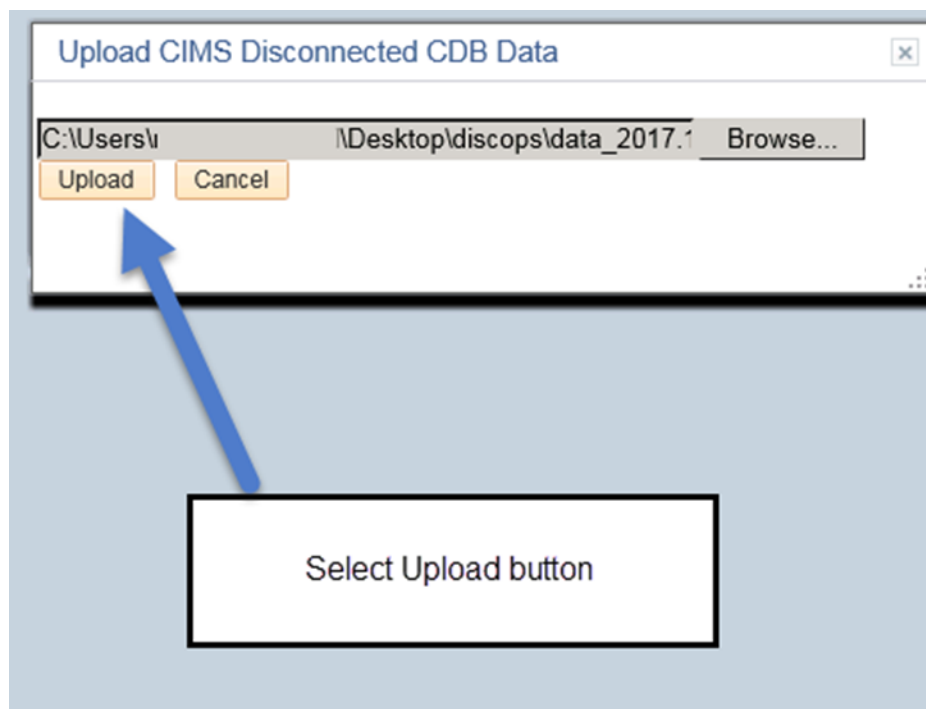
**Step 7.** This will bring you to the CDB Data page for the individual being uploaded. Note that for this individual, there are no errors and the record is ready to be uploaded. If errors exist, they will be highlighted in RED. Unless the errors are corrected, this record will not update NSIPS/CIMS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



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

**CIMS CDB Disconnected Operations**

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



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

**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): 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 ▢ 12345
Limit the number of results to (up to 300): 300

Search    Clear    Basic Search    Save Search Criteria

Select the first record on the Verify listing

**Search Results**

View All                                              First ◄ 1-5 of 5 ► Last

| 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 |

**CIMS CDB Disconnected Operations**

**Step 3.** After ensuring all fields uploaded correctly, 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.

**CIMS CDB Disconnected Operations**

## Points of Contact

♦ NSIPS Help Desk
   ⇒ Toll Free: 877-589-5991
   ⇒ Commercial: 504-697-5442
   ⇒ DSN: 312-647-5442
   ⇒ Email: nsipshelpdesk.fcm@navy.mil

♦ BUPERS-32
   ⇒ Email: 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

♦ All Others, Contact NMCI

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*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.*

*Ms. Kristie Thomas, PMW 240 Enterprise Change Management Manager*
   *Email: kristie.thomas@navy.mil*
   *Phone: 504-697-4535*

Sea Warrior
PROGRAM
PMW 240

PEO EIS
ENTERPRISE INFORMATION SYSTEMS
DEPARTMENT OF THE NAVY