

# **Navy Standard Integrated Personnel System (NSIPS), Sustainment**

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## **NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS) CAREER INFORMATION MANAGEMENT SYSTEM (CIMS) USER GUIDE, VERSION 1.7, REVISION 7**



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**Program Executive Office, Enterprise Information System (PEO-EIS)**



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## **Section One – Career Information Management System (CIMS)**

## 1. INTRODUCTION AND PURPOSE

1. This guide is designed to assist Career Information Management System (CIMS) users with step-by-step instructions. CIMS combines the features of the legacy Career Information Management System 1999 (CIPM99) and the functionality of the Navy Standard Integrated Personnel System (NSIPS) using PeopleSoft® Commercial Off-the Shelf (COTS) human resources software.
2. CIMS automates Career Counselor office procedures and simplifies many processes. CIMS assists in creating and maintaining command members' Career Counselor records ashore and afloat, preparing for Career Development Boards (CDBs), Armed Services Vocational Aptitude Battery (ASVAB), Selective Reenlistment Bonus (SRB), and a host of general list type reports and other daily operations of Divisional and Departmental Career Counselors and the Command Career Counselor (CCC).
3. CIMS serves as a reporting and monitoring tool for the CCC and provides the ability to track the status of special commissioning program applications in a transactional application that is separate from the NSIPS data warehouse and its associated data marts.
4. This CIMS Users Guide is geared towards CCCs, Departmental and Divisional Career Counselors (DDCCs), and members of the Command Retention Team. The User's Guide will also provide detailed instructions for accessing, navigating, and using CIMS at all access levels within the Chain of Command.

**NOTE:** Screen shots included in this guide are taken from the test version of CIMS version 1.4.24. (Current as of 22 APR 2021). You may want to download this guide to your workstation for faster access.

### 1.1 Purpose And Intent of the User's Guide

1. The purpose of this guide is to provide the user with information needed to access, navigate, and use CIMS.
2. The guide will first describe the process of accessing CIMS and CIMS functions. It will then provide a description of CIMS functions and how to navigate and use CIMS. This will include viewing reports; completing certificates, adding information on new command members; maintaining CIMS Career Information pages, using CIMS calculators, verifying pages, accessing, using, assigning DDCCs, sponsor assignment, and printing CIMS reports and certificates.

### 1.2 CIMS User Roles

This guide will describe the different CIMS User Roles developed to define CIMS access levels and functional use with regards to required work within CIMS and safeguarding Privacy Act information. CIMS User Roles also restrict unethical use of information and input functions of the product. The User Roles within CIMS are CIMS Functional Area Manager, CIMS Command Career Counselor, CIMS Departmental/Divisional Career Counselor, CIMS Inquiry Role and Sponsor Coordinator. These roles will be defined in Section 2 of this guide.

## **Section Two – User Roles and Privileges**

## 2. USER ROLES, PRIVILEGES, AND LIMITATIONS

This section describes the breakdown of CIMS user roles and defines the functions of these roles. This Section also describes the limitations placed on certain user levels to safeguard Privacy Act information and restrict unethical use of CIMS.

### 2.1 CIMS Functional Area Manager (FAM) Role

1. The CIMS FAM Role is used as currently designed within the NSIPS Application Security process but is set aside to specifically deal with CIMS System Access Authorization Request (SAAR).
2. The FAM may approve SAAR requests for access to CIMS.
3. The FAM authorizes the user the ability to view, update, approve, and manages user access requests for CIMS users.

### 2.2 CIMS Inquiry Role

1. The CIMS Inquiry Role authorizes view-only access based on permissions granted. This role is designed to allow users at different echelon levels to view data for their activity and all activities identified as subordinate to them within the Operational Security Tree. The role may be granted to a single UIC level (e.g., Wing or Surface Squadron Level) or at an echelon level (e.g., Fleet or Force Level).
2. The CIMS Inquiry Role user may access all reports in their UICs as well as reports of all subordinate UICs.
3. The CIMS Inquiry Role user has view only access to CDBs, Career Decisions, Correspondence Tracking, Sponsor Assignment, Rating Conversion, United Services Military Apprenticeship Program (USMAP) data, Reports, and all Lists.

### 2.3 CIMS Departmental/Divisional Career Counselor Role

1. The CIMS Departmental or Divisional CCs role authorizes the user to view, update, add, and correct data, but does not grant final approval by verification or validation for information that will be stored in the NSIPS data warehouse.
2. Departmental and Divisional CCs may access and populate the following CIMS pages for all personnel assigned to them by the Command Career Counselor.
  - a) Career Development
  - b) Career Decisions
  - c) Correspondence Tracking
  - d) Sponsor Assignment
  - e) Rating Conversion
  - f) US Military Apprenticeship Program Information
3. DDCCs can access and populate Worksheets for personnel assigned to them by the Command Career Counselor.
4. Counselors can access the Forms, Certificates, Verify, or Reports Sections within CIMS.

5. Departmental and Divisional CCs may access and use all CIMS calculators.
6. Departmental and Divisional CCs may access reports and lists for their UIC or subordinate UICs.
7. Information added to CIMS CDB pages by DDCCs must be verified and approved by the CCC before data is permanently stored in the NSIPS Enterprise Data Warehouse.
8. Access to modify/update the users' SAAR Request under ERM Security Administration in the Navigation panel, for the purpose of requesting greater access to CIMS/NSIPS or additional UICs.

**NOTE:** These modifications/updates are subject to authorization from the FAM/SUPERFAM and follow the normal verification process.

#### **2.4 CIMS Command Career Counselor Role**

1. The CIMS CCC role authorizes the user to view, update, correct, and approve CIMS items based on access permissions granted within the Operational Security Tree.
2. CCCs may access and populate CIMS pages for all personnel assigned to them. In addition to the CIMS pages accessible by Departmental and Divisional Counselors, the CCC may access the following CIMS pages:
  - a) Career Counselor Manage Assign.
  - b) Individual Department/Division Assignment
  - c) CCCs may access and complete all Certificates for personnel assigned to them.
  - d) CCCs may access and use all CIMS calculators.
  - e) CCCs may modify Departmental and Divisional CCs input into CIMS pages and/or verify those pages as correct.
  - f) CCCs may access Mass Department Assignment pages.
  - g) CCCs may access Mass Division Assignment pages.
3. This action allows verified information to be stored permanently as data in the NSIPS Enterprise Data Warehouse.
  - a) CCCs may only access records of Sailors who are assigned to their UICs or subordinate UICs.
  - b) CCCs may access reports and lists for their UICs or subordinate UICs.
  - c) CCCs may assign DDCCs in CIMS.
  - d) CCCs may assign Sailors to DDCCs.
5. Access to modify/update the users' SAAR Request under ERM Security Administration in the Navigation panel, for the purpose of requesting greater access to CIMS/NSIPS or additional UICs.

**NOTE:** These modifications/updates are subject to authorization from the FAM/SUPERFAM and follow the normal verification process.

### **2.5 CIMS Report Role**

1. CIMS uses existing NSIPS report roles to facilitate generating and printing of planned reports and documents. The CIMS Report Role authorizes the user to view and print planned reports based on their level within the Operational Security Tree.
2. Report Role users may view all reports and lists for their UIC or subordinate UICs.

### **2.6 CIMS Command Sponsor Coordinator Role**

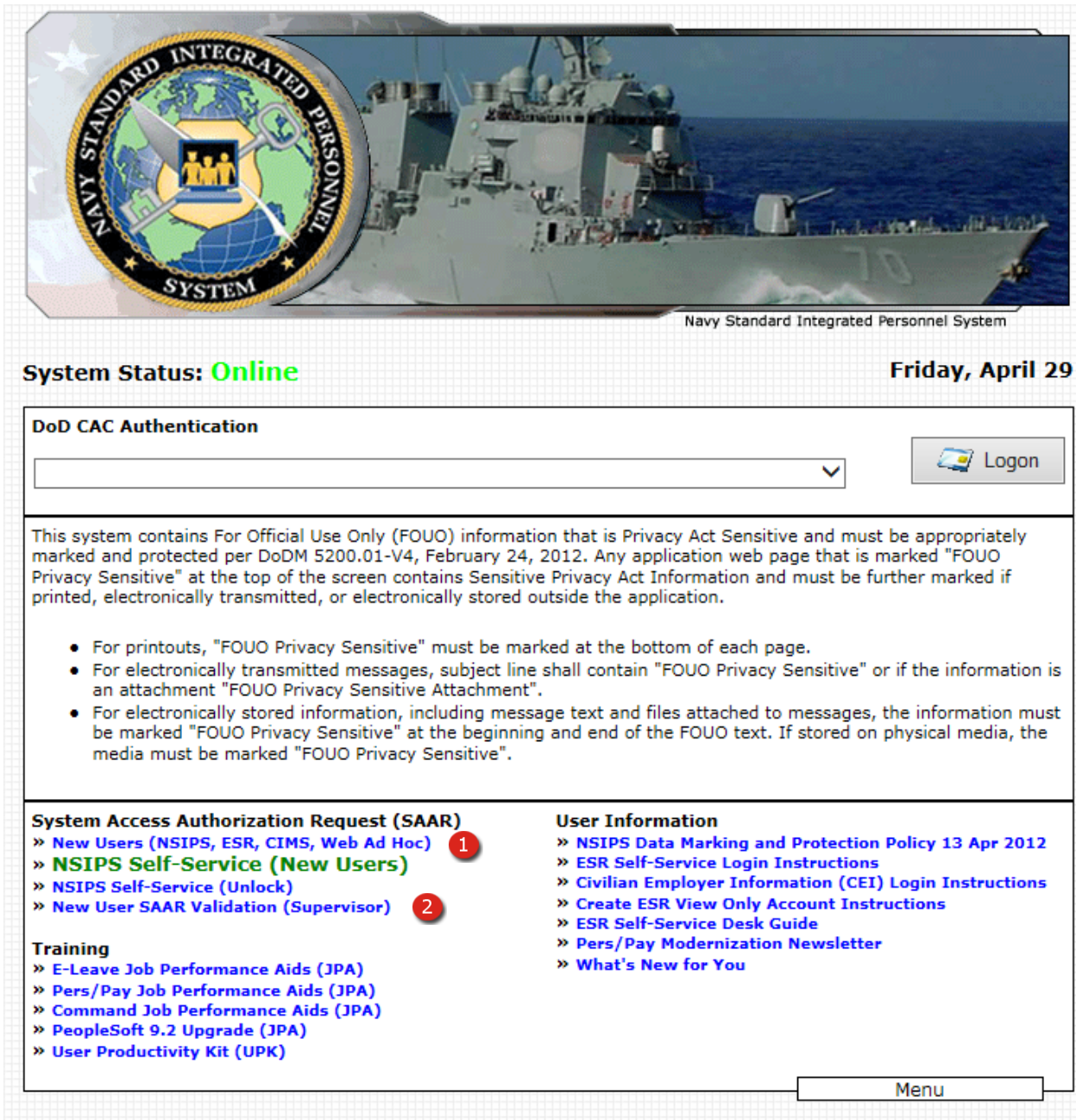
1. The CIMS CSC role authorizes the user to view CIMS items, run Sponsor Coordinator List Reports and assign Sponsors and enter data for those Sponsors based on access permissions granted within the Operational Security Tree.
2. CSCs may access and populate CIMS Sponsor pages via the Sponsor Coordinator Lists for all personnel assigned to them and Prospective Gains reporting to their Command.

## **Section Three – System Access Authorization Request (SAAR)**



### **3. SYSTEM ACCESS AUTHORIZATION REQUEST (SAAR)**

This section covers the creation of Command Career Counselor (CCC), Department/Division Career Counselor (DDCC), Command Sponsor Coordinator (CSC) and CIMS Inquiry accounts only and does not discuss accounts created for multiple types of access e.g., Acceptance & Oath of Office (A&O), NSIPS Pay & Personnel Office access or the Navy Retention Monitoring Systems (NRMS). In addition, CIMS Super FAM and CNO level inquiry account creation are not discussed in this Users Guide, for assistance in the creation of these types of accounts contact your command FAM for Manpower and Personnel.



The splash page features a header banner with the NSIPS logo on the left and a photograph of a Navy ship on the right. Below the banner, the system status is shown as 'Online' and the date as 'Friday, April 29'. A 'DoD CAC Authentication' section includes a dropdown menu and a 'Logon' button. A central text block contains a FOUO warning and a list of marking requirements. Below this are two columns of links: 'System Access Authorization Request (SAAR)' and 'User Information'. A 'Training' section is also present. A 'Menu' button is located at the bottom right.

**System Status: Online** **Friday, April 29**

**DoD CAC Authentication**

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 \(NSIPS, ESR, CIMS, Web Ad Hoc\)](#) 1
- » [NSIPS Self-Service \(New Users\)](#)
- » [NSIPS Self-Service \(Unlock\)](#)
- » [New User SAAR Validation \(Supervisor\)](#) 2

**Training**

- » [E-Leave Job Performance Aids \(JPA\)](#)
- » [Pers/Pay Job Performance Aids \(JPA\)](#)
- » [Command Job Performance Aids \(JPA\)](#)
- » [PeopleSoft 9.2 Upgrade \(JPA\)](#)
- » [User Productivity Kit \(UPK\)](#)

**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](#)
- » [Pers/Pay Modernization Newsletter](#)
- » [What's New for You](#)

Menu

Figure 3-1 – NSIPS Splash Page

**3.1 CCC, DDCC, CSC account Creation**

**3.2 System Access Authorization Request (SAAR)**

- ◆ Using your Internet Explorer window, navigate to <https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp> the NSIPS page will load.
  1. New Users Link – When this link is used a new SAAR application will be initiated and the NON-ERM USERS ONLY page will load. (See Figure 3-1.)
  2. ERM SAAR Validation (Supervisor) Link – Supervisors use this link to validate new user accounts. Activating this link will load the SAAR Validation Page. Enter the code from the email received. This process is discussed later in this chapter. See Figure 3-14.



Figure 3-2 – Choose a Digital Certificate

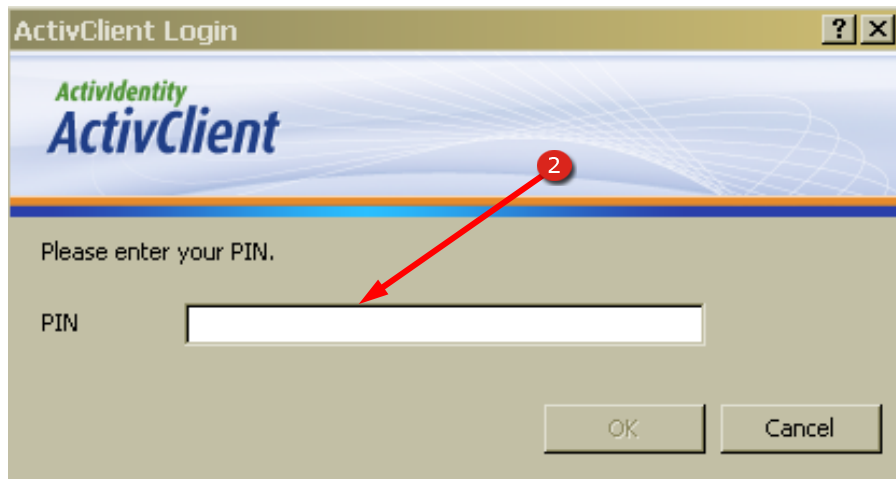


Figure 3-3 – ActivClient Login

### 3.2.1 IDENTITY VALIDATION

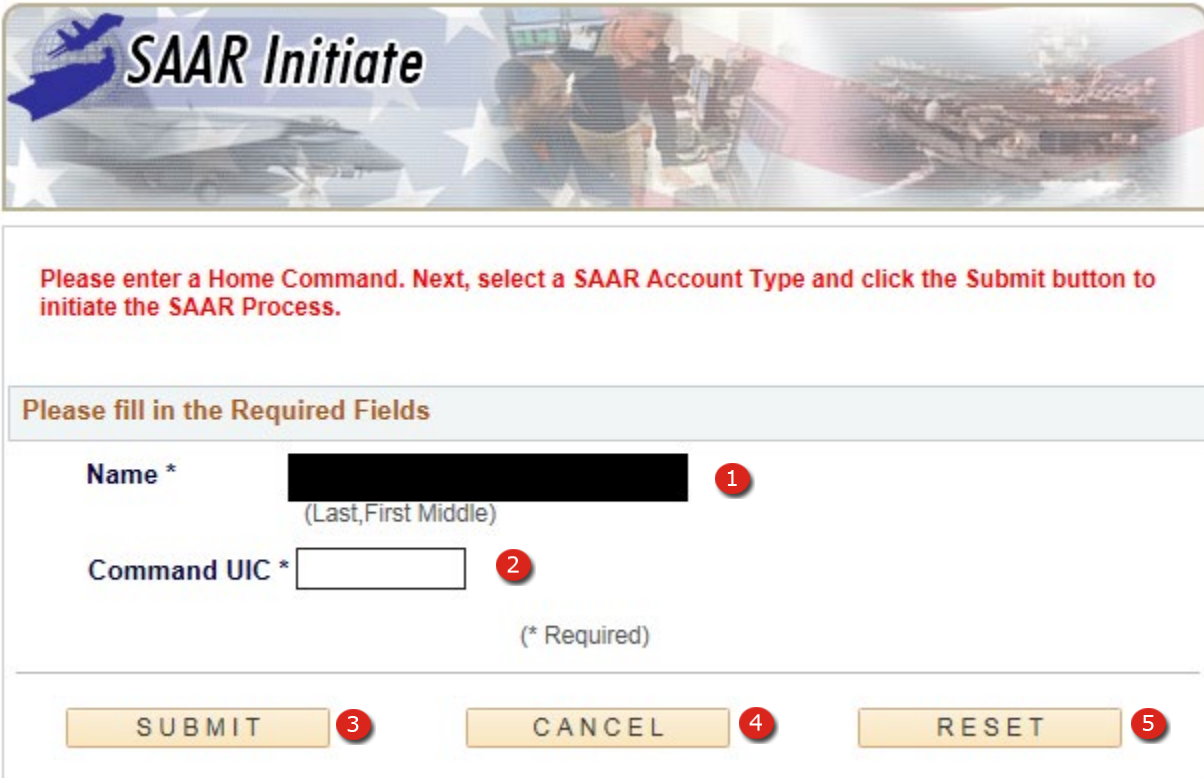
When navigating to the NSIPS splash screen located at <https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp> the page requires CAC identity validation. It is essential that the user select the proper certificate for validation. If validation fails for any reason the user is required to close the current browser session, open a new browser and begin the validation process again.

1. Choose a Digital Certificate – Ensure selection of the current non-email certificate then select the OK button. Selection of the email certificate will cause validation to fail and will require closing the browser and opening a new session to restart the validation process.

**NOTE:** Certificates do not always appear in the same order; attention is required to select the proper certificate for logon.

2. Personal Identification Number (PIN) – Enter the PIN associated with your CAC, then click the OK button. After clicking the OK button the NSIPS Splash Screen will load.

*CIMS account Creation*



**SAAR Initiate**

Please enter a Home Command. Next, select a SAAR Account Type and click the Submit button to initiate the SAAR Process.

Please fill in the Required Fields

Name \*  1  
(Last,First Middle)

Command UIC \*  2

(\* Required)


SUBMIT 3      CANCEL 4      RESET 5

**Figure 3-4 – SAAR Account CIMS Pt 1**



**Figure 3-5 – SAAR Central Database Warning**

### 3.3 **SAAR Account CCC, DDCC, CSC Pt 1**

1. **NAME** – (Required) the name of Active Duty and Reserve personnel already in NSIPS will populate automatically. Other personnel not already in NSIPS including Civilian personnel being granted access to CIMS will cause Warning message  to display; and you will be required to enter the name manually in the following format LAST Name, FIRST Name MI.

**NOTE:** There is no space after the coma following the LAST name and the First name.

2. **COMMAND UIC** – (Required) the current UIC for Active Duty and Reserve personnel already in NSIPS will populate automatically. Other personnel not already in NSIPS including Civilian personnel being granted access to CIMS will be required to enter the UIC manually.
3. **SUBMIT** – This button will begin the next phase of the application process and open a new page.
4. **CANCEL** – This button will cancel page entries and return the user to the NSIPS splash page.
5. **RESET** – This button will clear all information already entered on this page and let you re-enter user information

**CIMS CCC, DDCC, CSC account Creation**

Please Select a SAAR Account Type *		
<input type="radio"/>	(NSIPS)-Active Customer Commands/Pay and Personnel Office	<a href="#">DETAILS</a>
<input type="radio"/>	(NSIPS)-Reserve Customer Commands/Pay and Personnel Office	<a href="#">DETAILS</a>
<input type="radio"/>	(NSIPS)-Web Adhoc	<a href="#">DETAILS</a>
<input type="radio"/>	(NSIPS)-NSIPS Access Manager (NAM)	<a href="#">DETAILS</a>
<input type="radio"/>	(ANO)-Acceptance and Oath of Office	<a href="#">DETAILS</a>
<input type="radio"/>	(NSW)-Naval Special Warfare	<a href="#">DETAILS</a>
<input type="radio"/>	(NRMS)-Navy Retention Monitoring System	<a href="#">DETAILS</a>
<input checked="" type="radio"/>	(CIMS)-Career Information Management System <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>	<a href="#">DETAILS</a>
<input type="radio"/>	Command Level Access	<a href="#">DETAILS</a>
<input type="radio"/>	Corporate Level Access	<a href="#">DETAILS</a>
<input type="radio"/>	(NSIPS)-Orders Request	<a href="#">DETAILS</a>
<input type="radio"/>	(EDM)-Enhancement for Drill Management System	<a href="#">DETAILS</a>

(\* Required)

NEXT 2    CANCEL 3    RESET 4

**Figure 3-6 – SAAR Account CCC, DDCC, CSC Pt 2**



**SAAR Account CCC, DDCC, CSC Pt 2**

1. **CIMS USER RADIO BUTTON** – Place a check in this button to create a CIMS account type.
2. **NEXT** – This button will begin the next phase of the application process and open a new page.
3. **CANCEL** – This button will cancel page entries and return the user to the NSIPS splash page.
4. **RESET** – This button will clear all information already entered on this page and let you re-enter user information

**CCC, DDCC, CSC Account Creation**

Select a Primary Role

**Career Information Management System (CIMS)**

<input type="checkbox"/>	CIMS Corporate User	<a href="#">DETAILS</a>
1 <input type="checkbox"/>	CIMS Department/Division Career Counselor	<a href="#">DETAILS</a>
2 <input type="checkbox"/>	CIMS Command Career Counselor	<a href="#">DETAILS</a>
3 <input type="checkbox"/>	CIMS Sponsor Coordinator	<a href="#">DETAILS</a>
<input type="checkbox"/>	CIMS Command View Only	<a href="#">DETAILS</a>

4 OK      Cancel 5

**Figure 3-7 – SAAR Account CCC/DDCC/CSC Pt 3**

**SAAR Account CCC, DDCC, CSC Pt 3**

1. **DEPARTMENT/DIVISION CAREER COUNSELOR USER CHECKBOX** – Place a check in this box to create a CIMS Department/Division Career Counselor account type.
2. **COMMAND CAREER COUNSELOR USER CHECKBOX** – Place a check in this box to create a CIMS Command Career Counselor account type.
3. **SPONSOR COORDINATOR USER CHECKBOX** – Place a check in this box to create a CIMS Sponsor Coordinator account type.
4. **OK** – This button will begin the next phase of the application process and open a new page.
5. **CANCEL** – This button will cancel page entries and return the user to the NSIPS splash page.

*CCC, DDCC, CSC Account Creation*

**System Access Authorization Request - (SAAR)**

**Create New User Account - CIMS Command Career Counselor** [VIEW PRIVACY STATEMENT](#)

---

**Operator Attributes**

User ID:  1

Name:  2 Justification  4

Department:  3

Rank/Rate:  5

Account Type: Civilian  6

Telephone:  7

Email Address:  8  
Official Email Address

---

**UIC Access**

**CIMS UIC Access**  9

---

**Supervisor Details - SAAR Form**

Name:  10  
(Last,First Middle)

Email Id:  11  
Official Email Address

Contact Phone:  12

---

14

**Figure 3-8 – SAAR Account CCC/DDCC/CSC Pt 4**

**SAAR Account CCC, DDCC, CSC Pt 4**

1. **USER ID** – The users' desired User ID. The User ID may be automatically generated or created by the user.
2. **NAME** – The users' name as entered on the NON-ERM USERS page.
3. **DEPARTMENT** – The users' UIC and Command Description as entered on the NON-ERM USERS page.
4. **JUSTIFICATION BUTTON** – This button allows the user to enter a justification for their access to the desired applications.
5. **RANK/RATE** – (Corporate Data) The user's Rank/Rate based upon data entered on the NON-ERM USERS page.  
**NOTE:** This field will be blank for civilian users.
6. **ACCOUNT TYPE** – (Corporate Data) This field is automatically populated with either Military or Civilian.
7. **TELEPHONE** – User's telephone number. This telephone number may be used by the help desk or FAM in order to assist the user with any issues pertaining to the account.
8. **EMAIL ADDRESS** – (Required) User Email address.  
**NOTE:** All Email sent to the user in reference to their account is sent to this address.
9. **UIC ACCESS** – CIMS UIC ACCESS link when clicked will open a new page allowing the user to request access to specific UICs. **NOTE:** Users are only allowed access to view or manage personnel assigned to the UICs identified on this page.
10. **NAME** – Enter the name of the users Supervisor in the following format: LAST Name, FIRST Name MI.  
**NOTE:** There is no space after the comma following the LAST name and the First name.  
**NOTE:** It is important that you enter data into this field carefully since the supervisor will not be able to verify this application if they are unable to enter in the name exactly as it is entered here.
11. **EMAIL ID** – Supervisor's Email address where mail regarding this application is sent.
12. **CONTACT PHONE** – Supervisor's contact phone number.
13. **SUBMIT BUTTON** – Pressing this button submits the application and begins the verification and authorization process. After successful submission of the application the ERM SAAR STATUS page will load.
14. **RESET BUTTON** – Pressing this button resets all of the data on the page.

### CIMS UIC ACCESS

**Name:** [Redacted] (1)

Department ID (2)	Activity Long Title (3)		
[Redacted]	OPNAV	+	- (4)
[Redacted]	US PACIFIC COMMAND	+	-

OK (5) Cancel (6)

**Figure 3-9 – SAAR Account CCC/DDCC/CSC Pt 5 – CIMS UIC ACCESS**

**3.4 SAAR Account CCC, DDCC, CSC Pt 5 – CIMS UIC ACCESS**

1. **NAME** – The users name as entered on the NON-ERM USERS page.
2. **DEPARTMENT ID** – The UIC the user desires access to.
3. **ACTIVITY LONG TITLE** – Command name associated with the UIC entered by the user.
4. **ADD MORE/REMOVE BUTTONS** – These buttons allow users to add more rows to the page in order to add more commands to their access list. Pressing the minus button will remove the UIC on that row.
5. **OK BUTTON** – Enters the information on this page and returns to the application page.
6. **CANCEL BUTTON** – Removes all information entered on this page and returns to the application page.

## VERIFICATION PROCESS

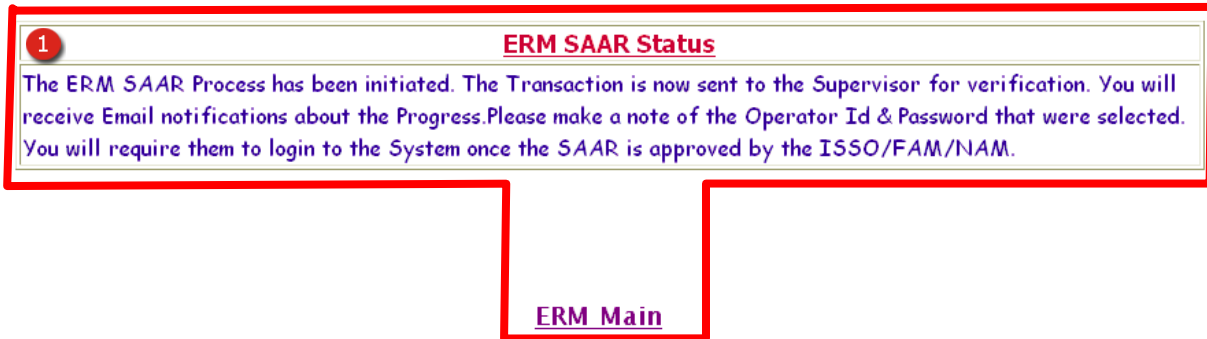


Figure 3-10 – Verification Process Pt1 – SAAR Status

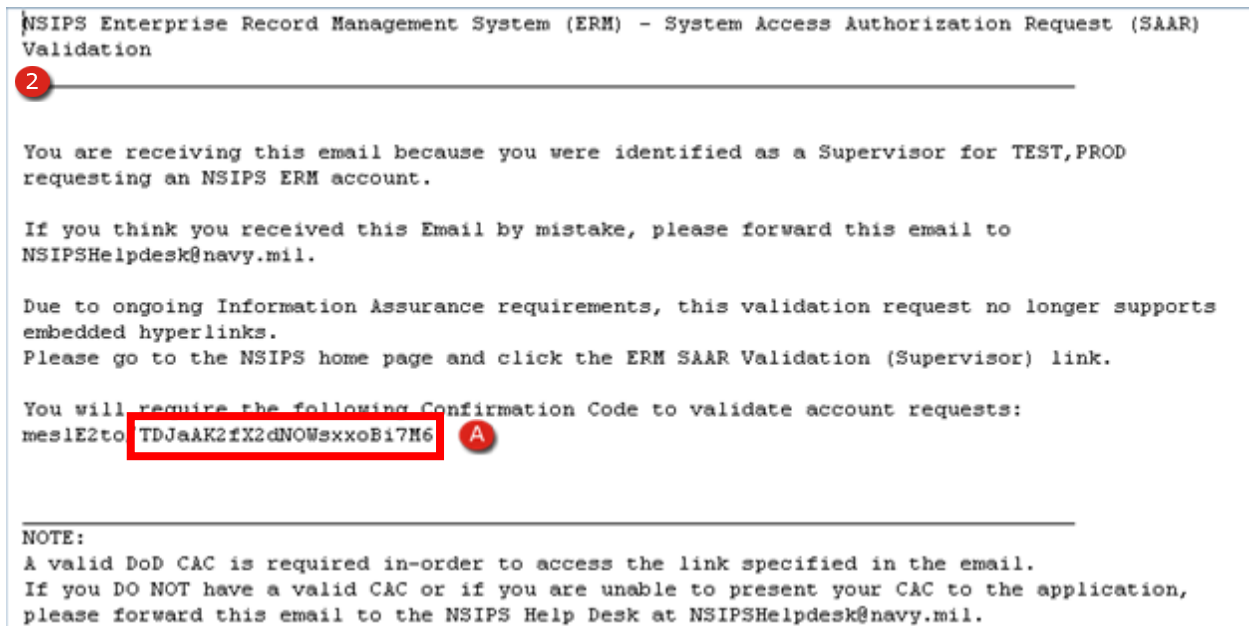


Figure 3-11 – Verification Process Pt1 – SAAR Verification E-mail

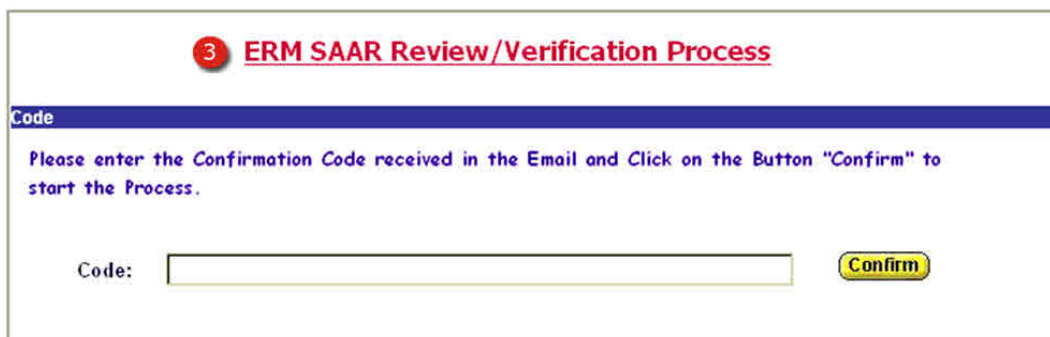


Figure 3-12 – Verification Process Pt1 – SAAR Verification Process



### 3.5 **Verification Process Ptl**

1. **ERM SAAR STATUS** – After successful submission of the application the ERM SAAR STATUS page will load notifying the applicant that their application has been successfully submitted.
2. **VERIFICATION EMAIL** – This email is sent to the applicants Supervisor and provides them with a link to the ERM SAAR Review/Verification page and a Confirmation Code to enter into that page.

**NOTE:** Copy the provided code from the email and paste it into the Verification page to prevent accidental errors.

A. **CONFIRMATION CODE** – Supervisors enter this code into the verification page to begin the verification process on the application.

**NOTE:** Copy the provided code from the email and paste it into the Verification page to prevent accidental errors. Access of this page for supervisors is discussed at the beginning of this chapter.

3. **ERM SAAR REVIEW/VERIFICATION PAGE** – Type or paste the Confirmation Code into the field provided then press the CONFIRM button to load the Supervisor Details section.

### VERIFICATION PROCESS SUPERVISOR DETAILS

**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 Submit. The details should match those specified in the SAAR Form.

---

4 Name:  (Last,First Middle)

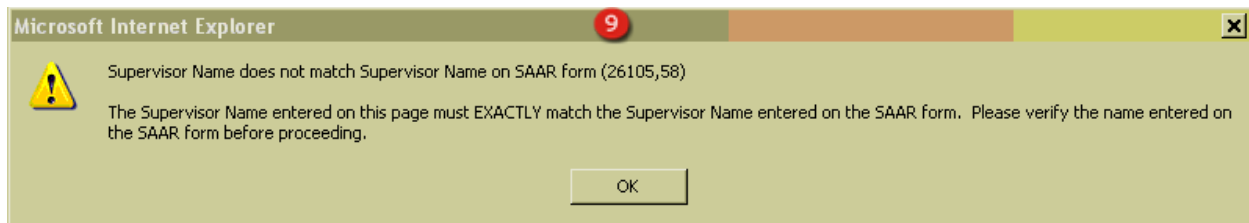
5 Email Id:

6 Phone:

---

7       8

**Figure 3-13 – Verification Process Pt2 – SAAR Supervisor Verification Page**



**Figure 3-14 – Verification Process Pt2 – SAAR Supervisor Name Error Message**

### **3.6 Verification Process Pt2 – SAAR Supervisor Verification Page**

4. **NAME** – (Required) Enter the Supervisor’s name in the following format: LAST Name, FIRST Name MI.

**NOTE:** There is no space after the coma following the LAST name and the First name.

**NOTE:** It is important that you enter data into this field carefully; the supervisor’s name must be entered exactly as it was during the application process.

5. **EMAIL ID** – (Required) Supervisor’s email address where mail regarding this application is sent.
6. **CONTACT PHONE** – (Required) Supervisor’s contact phone number.
7. **SUBMIT** – (Required) Pressing this button submits the application and begins the verification and authorization process. After successful submission of this page the applicant’s SAAR Request will load for review/verification.
8. **RESET** – This button will clear all information already entered on this page and let you re-enter user information.
9. **ERROR MESSAGE** – This message will appear if the Supervisor name is not entered exactly as it was during the application process.

### VERIFICATION PROCESS SUPERVISOR

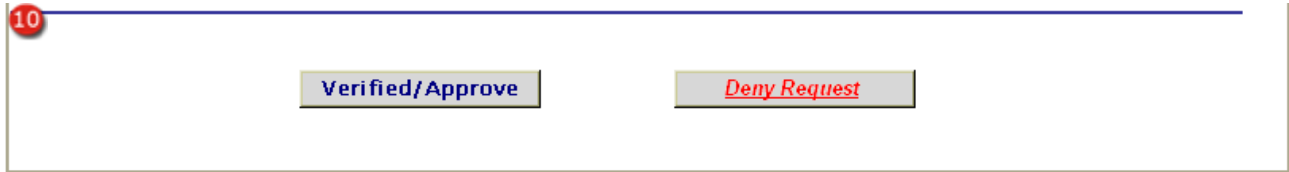


Figure 3-15 – Verification Process Pt3 – SAAR Verification/Deny Buttons

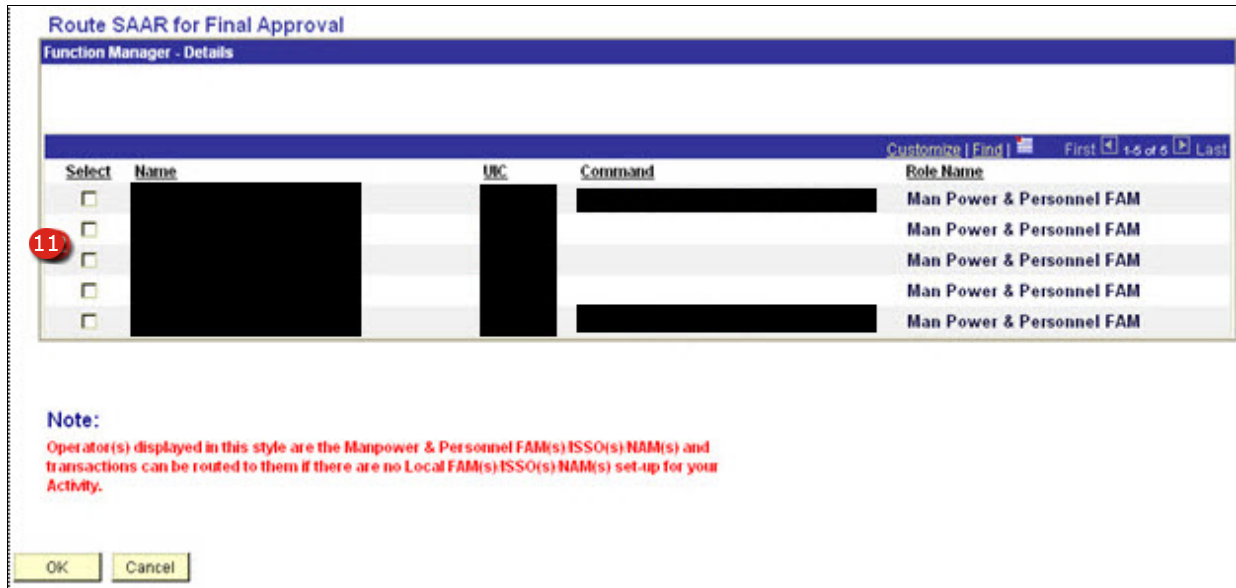


Figure 3-16 – Verification Process Pt3 – SAAR Routing

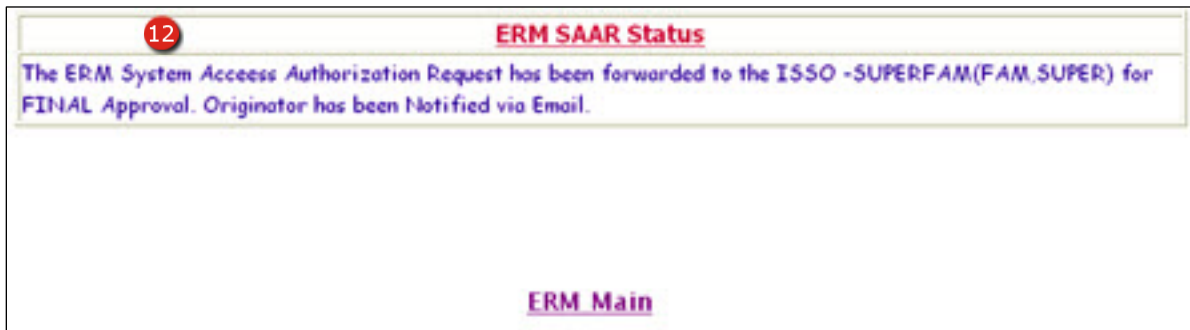


Figure 3-17 – Verification Process Pt3 – SAAR Routing Status Message

**3.7 Verification Process Pt3 -Verification Process Supervisor**

10. **SUPERVISOR APPROVAL/DENIAL** – This section is located at the bottom of the application being reviewed by the supervisor. When the Verified/Approve button is pressed the SAAR Final Approval routing page will be loaded, when the Deny request is pressed the application will be cancelled and the applicant must make a new application if desired.

**NOTE:** The supervisor is only reviewing the application for accuracy and verifying that all information is accurate and that only the necessary level of access is being applied for.

11. **ROUTE SAAR FOR FINAL APPROVAL** – This page loads after the supervisor has pressed the Verified/Approve button and is used to route the application to the CIMS FAM for final approval and account activation. Press the OK button to forward the application and load the ERM SAAR Status message.

**NOTE:** CIMS account requests must be sent to CIMS FAM account holders only. Requests send to other FAM/Super FAM account holders will be denied.

12. **ERM SAAR STATUS MESSAGE** – After pressing OK and forwarding the application to the CIMS FAM this message will appear notifying the supervisor that the application has been successfully forwarded.

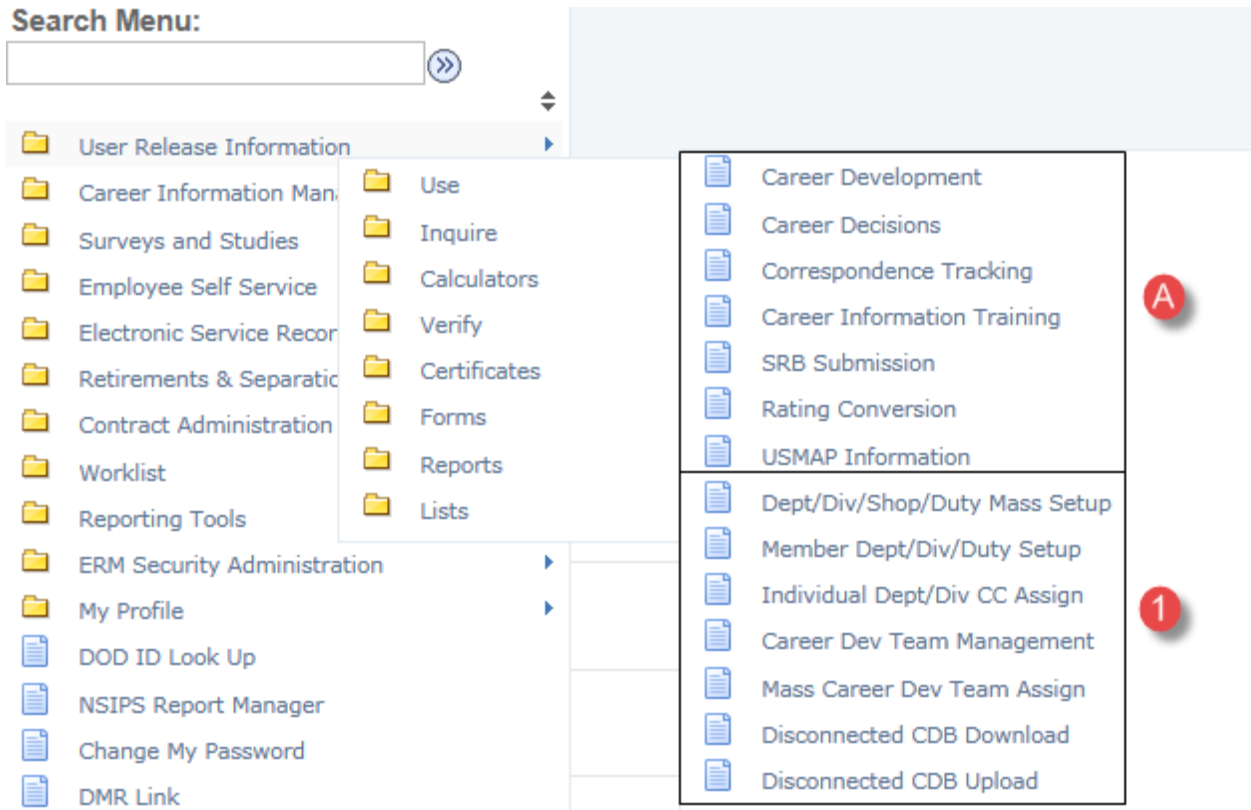
## **Section Four – Navigation and Features**

#### 4. NAVIGATION AND FEATURES

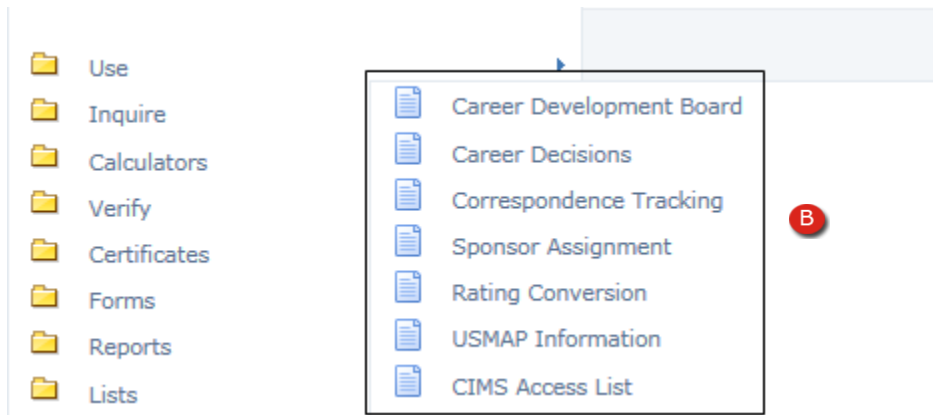
This section will discuss the Navigation of the CIMS and the ESR. Of special interest will be the differences in the menu based upon the access role the user holds, whether it is CCC, DDCC, or the Inquire roles. Below you will see the Main Navigation menu displayed on the left hand side of the page with an expanded view of each menu item displayed to the right of the main menu.

**Please note that menu items restricted to CCC role users are inside a blue box identified by the  symbol and are not available to DDCC or Inquire Only role users. Menu items available to Inquire Only users are identified by this  symbol.**

### NAVIGATION USE AND INQUIRE



**Figure 4-1 – Navigation USE**



**Figure 4-2 – Navigation Inquire**



#### ***4.1 Navigation USE***

- A. USE – This menu item allows the user to access CDBs, Career Decisions, Correspondence Tracking, Career Information Training, SRB Submission, Rating Conversion, and USMAP Information for the CCC and Department/Division Career Counselor (DDCC) role users.

**NOTE:** DDCC role users will have access only to those records which have been assigned to them by their CCC.

1. The following menu items under the USE section, Department/Division/Shop/Duty mass Setup, Member Department/Division/Duty Setup, Individual Department/Division Assignments, Career Development Team Management, Mass Career Development Team Assignment, Disconnected CDB Download, and Disconnected CDB Upload are available only to CCC role users.

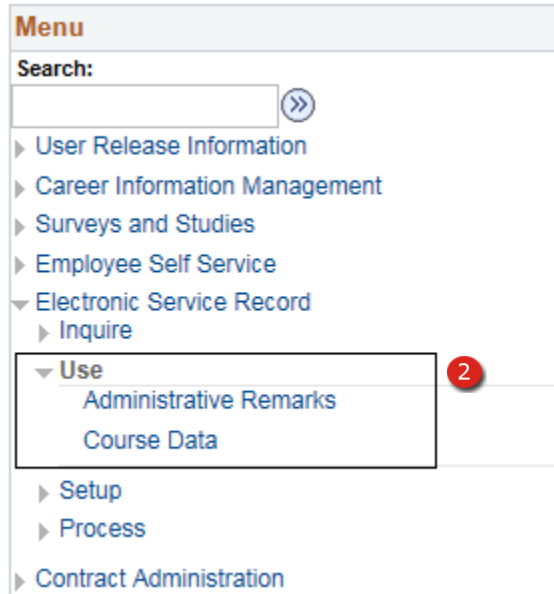
**NOTE:** CCC role users will have access to all records within the UICs they have been assigned as CCC.

**NOTE:** The Department/Division/Shop menu items and their usage are discussed in the CLA Users Guide and will not be discussed in this Guide.

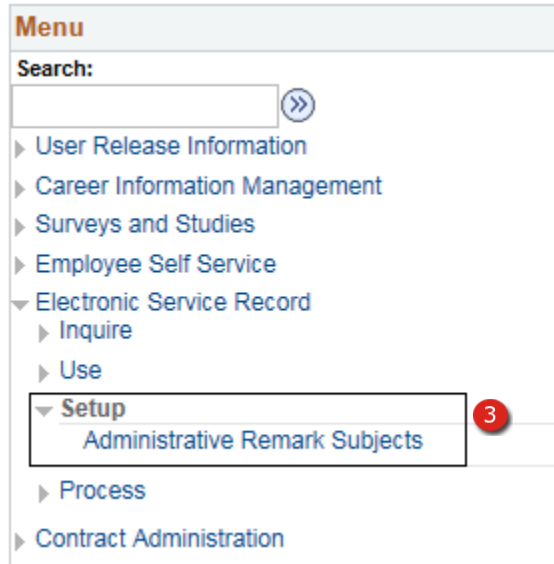
- B. INQUIRE – This menu item allows the user to view CDBs, Career Decisions, Correspondence Tracking, Sponsor Assignment, Rating Conversion, and USMAP Information and is accessible to all role users. This CIMS Access List is available to CCC roles and CIMS FAM Users only.

**NOTE:** Inquire role users have access to all records within the UICs they have been assigned access.

## NAVIGATION ESR USE & SETUP



**Figure 4-3 – Navigation ESR Use**



**Figure 4-4 – Navigation ESR Setup**

**4.2 Navigation ESR Use & Setup**

2. ELECTRONIC SERVICE RECORD – USE – This menu item grants Career Counselors access to Administrative Remarks and Course Data.
3. Electronic Service Record – Setup – This menu item grants Career Counselors access to Administrative Remarks and allows Career Counselors to create Page 13 Administrative Remarks.

**NOTE:** Viewable records are limited to the UICs a user has been granted access to and is only available to CCCs.

## NAVIGATION CALCULATORS AND VERIFY

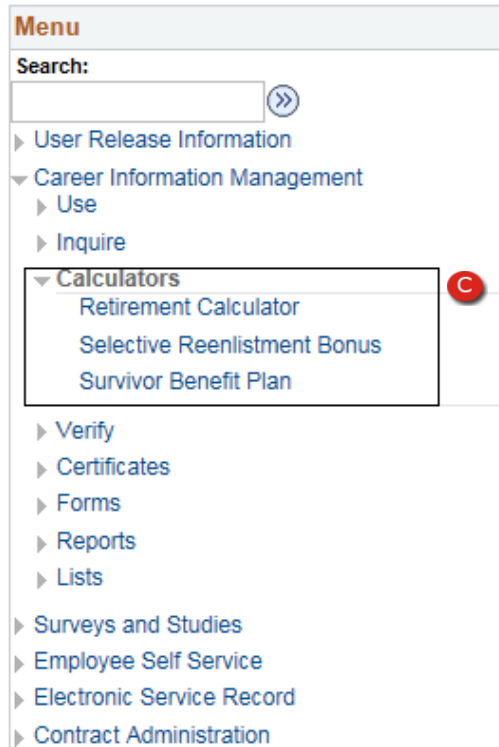


Figure 4-5 – Navigation Calculators

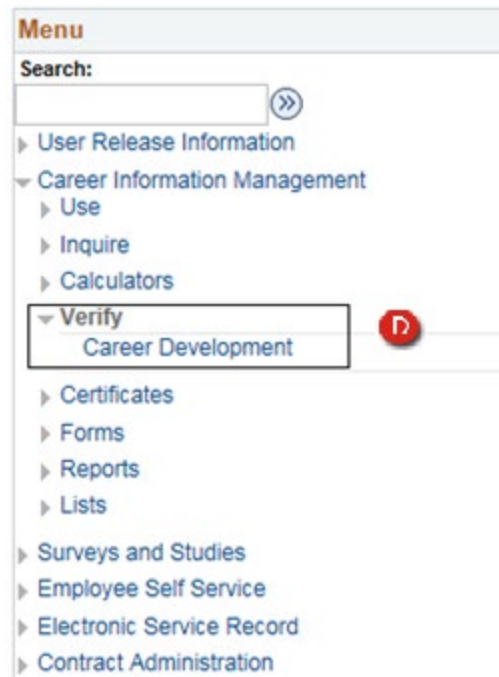


Figure 4-6 – Navigation Verify

### NAVIGATION CALCULATORS – EMPLOYEE SELF SERVICE USER ACCOUNT

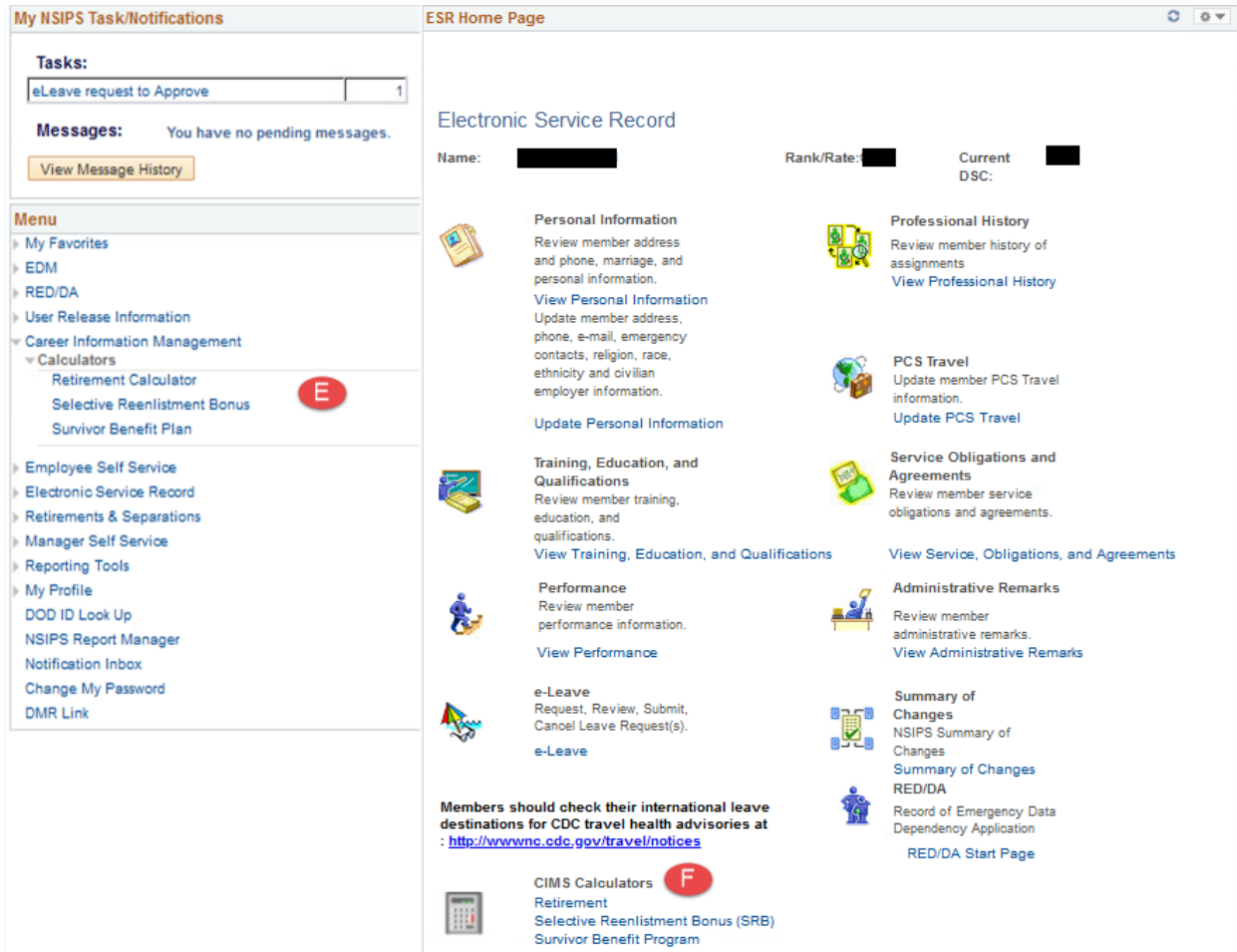


Figure 4-7 – Navigation Calculators – Employee Self Service User Account

#### 4.3 *Navigation Calculators and Verify*

- C. CALCULATORS – This menu item grants access to the Command Career Counselor (CCC) and Department/Division Career Counselor (DDCC) role users to access the Retirement Calculator, Selective Reenlistment Bonus, and Survivor Benefit Plan.

**NOTE:** Inquire role users do NOT have access to this menu item.

- D. VERIFY – This menu item grants access to the Command Career Counselor (CCC) role user to access the Career Development verification process.

**NOTE:** This menu option is used by the CCC to verify entries made by DDCC role users from the USE menu.

**NOTE:** No other user types have access to the Career Development verification process.

- E. Self Serve User Navigate to CALCULATORS – This Self Serve menu item grants access to all ESR Self Serve role users to access the Retirement Calculator, Selective Reenlistment Bonus, and Survivor Benefit Plan.

**NOTE:** Menu > Career Information Management > Retirement Calculator, Selective Reenlistment Bonus, and Survivor Benefit Plan.

- F. ESR Home Page display Calculator link – Self Serve User Navigate to ESR Home Page and click CALCULATORS Hyperlink – to navigate to Retirement Calculator, Selective Reenlistment Bonus, and Survivor Benefit Plan.

## NAVIGATION CERTIFICATES & FORMS

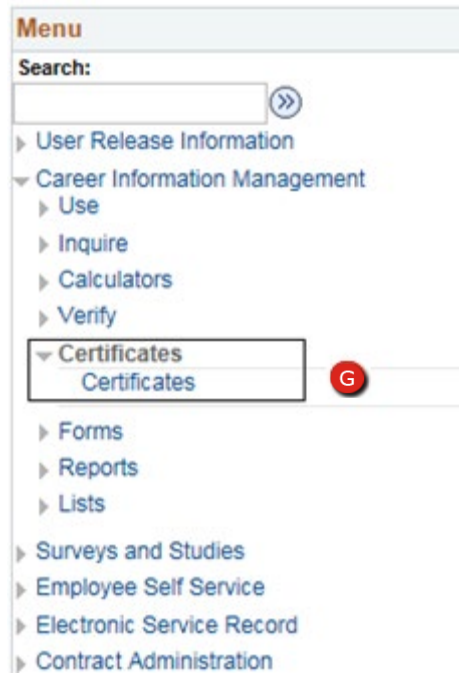


Figure 4-8 – Navigation Certificates



Figure 4-9 – Navigation Forms

#### 4.4 *Navigation Certificates*

G. CERTIFICATES – This menu item grants access to the Command Career Counselor (CCC) and Department/Division Career Counselor (DDCC) role users to access the following certificates: Reenlistment, Reenlistment (to Wife), Reenlistment (to Husband), Honorable Discharge, Fleet Reserve, Retirement (to Wife), Retirement (to Husband), Parent of Female Retiree, Parent of Male Retiree, Child of Female Retiree, Child of Male Retiree.

**NOTE:** Inquire role users do NOT have access to this menu item.

H. FORMS – This menu item grants access to the Command Career Counselor (CCC) and Department/Division Career Counselor (DDCC) role users to access the following Forms: CDB Minutes, Individual Career Development Plan (E1-E9).

**NOTE:** Inquire role users do NOT have access to this menu item.

**NOTE:** CCC and DDCC role users will have access only to those UICs or records to which they have been assigned.



## NAVIGATION REPORTS & LIST



Figure 4-10 – Navigation Reports

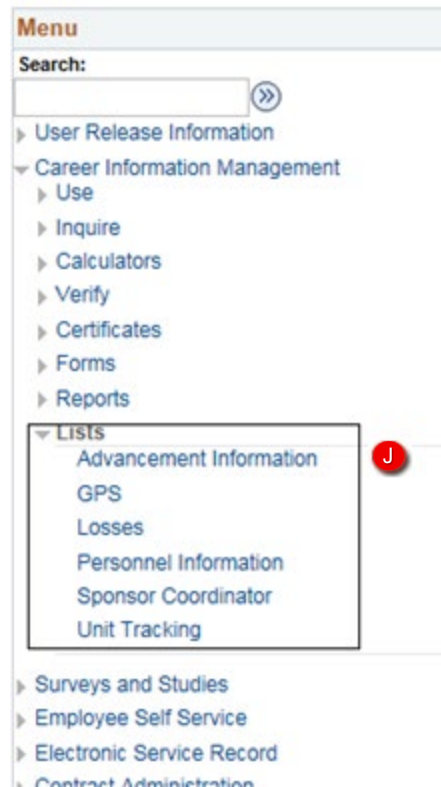


Figure 4-11 – Navigation Lists

#### 4.5 *Navigation Reports and Lists*

- I. REPORTS – This menu item grants access to the Command Career Counselor (CCC) and Department/Division Career Counselor (DDCC) and Inquire only role users to access the Command Demographics, Periodic Retention, and Transition Assistance Program Reports.

**NOTE:** Users are only allowed to produce reports for the UICs they have been granted access.

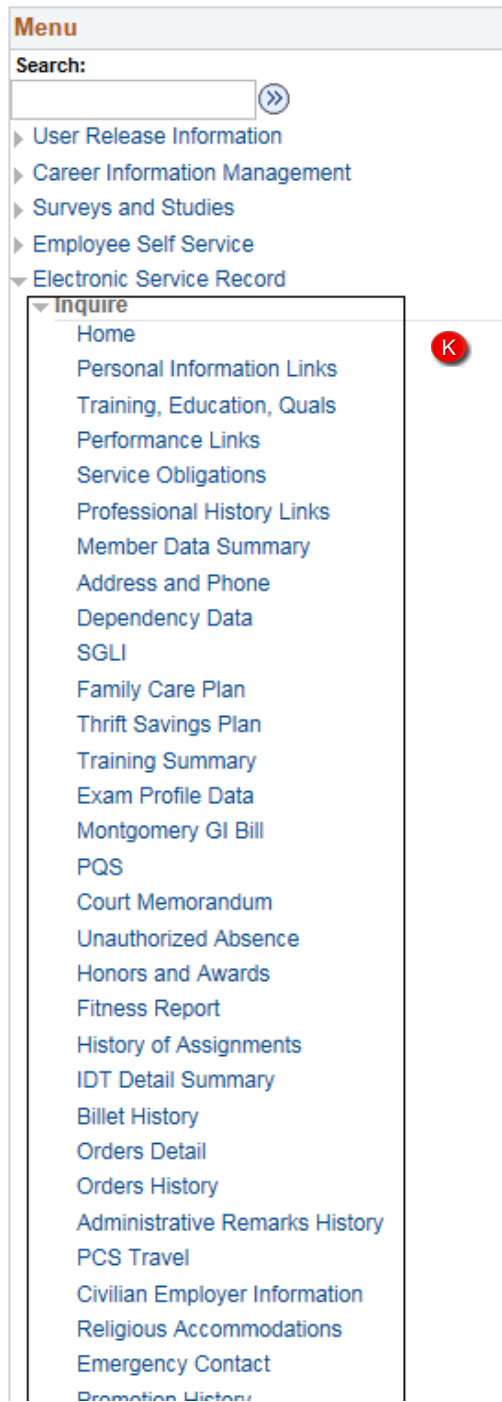
**NOTE:** Inquire role users do NOT have access to this menu item.

**NOTE:** Since Reports are incorporated the Lists section of CIMS, Reports are not discussed in this document.

- J. LISTS – This menu item grants access to ALL role users to access the Advancement Information, Losses, Personnel Information, Sponsor Coordinator and Unit Tracking List Reports.

**NOTE:** Users are only allowed to produce List reports for the UICs they have been granted access.

## NAVIGATION ESR INQUIRE






**Figure 4-12 – Navigation ESR Inquire**

**4.6 Navigation ESR Inquire**

- K. ELECTRONIC SERVICE RECORD – INQUIRE – This menu item grants access to role users to access the Electronic Service Record of members assigned to UICs the user has access to.

**NOTE:** Users are only allowed to produce reports for the UICs they have been granted access.

**NAVIGATION ICONS**

1		SPELL CHECK
2		LOOK UP
3		DROP-DOWN BOX
4		EXPAND
5		ALTERNATE EXPAND
6		COLLAPSE
7		ALTERNATE COLLAPSE
8		CALENDAR
9		ADD A ROW
10		DELETE A ROW
11		COLUMN DISPLAY
12		SELECT ALL
13		DE-SELECT ALL
14		Deassign
15		Contact Information

**Figure 4-13 – Navigation Icons**

#### 4.7 Navigation Icons

1. **SPELL CHECK** – This feature is used on CDBs for the sections where users may add comments and may be used to check the spelling of the contents of that field only.
2. **LOOK UP** – This button may be used to view a list of valid values for that specific field.
3. **DROP-DOWN BOX** – This button is used to view a list of valid entries for that specific field.
4. **EXPAND** – This button is used to expand a specific section so that data may be entered and/or viewed.
5. **ALTERNATE EXPAND** – This button is used to expand a specific section so that data may be entered/viewed.
6. **COLLAPSE** – This button is used to collapse a specific section once data has been entered and/or viewed.
7. **ALTERNATE COLLAPSE** – This button is used to collapse a specific section once data has been entered and/or viewed.
8. **CALENDAR** – This button is used to view a calendar from which a date may be selected. Once a date is selected it is automatically entered into the corresponding field.
9. **ADD A ROW** – This button is used to add another row/record of data for the specific member being viewed.
10. **DELETE A ROW** – This button is used to remove a row/record of data for the specific member being viewed.
11. **COLUMN DISPLAY** – When fields cross more than one tab this button may be used to view all of the fields on one page.
12. **SELECT ALL** – When more than one option from a list may be select this button may be used to select all of the options available.
13. **DE-SELECT ALL** – When one or more options have been selected from a list this button may be used to clear all of the selected options.
14. **Deassign** – This button is used to Deassign Career Counselors from their current assignments.
15. **Contact Information** – Use this button to view Contact information for Gains or Losses from their respective Listings.

### NAVIGATION PAGE FEATURE BAR AND PAGE BUTTONS

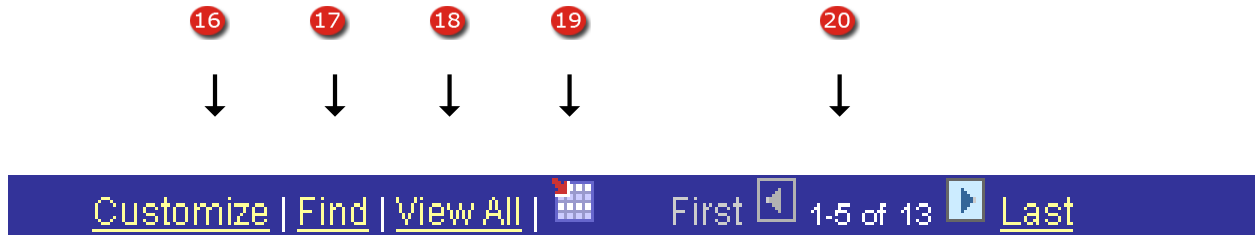


Figure 4-14 – Page Feature Bar

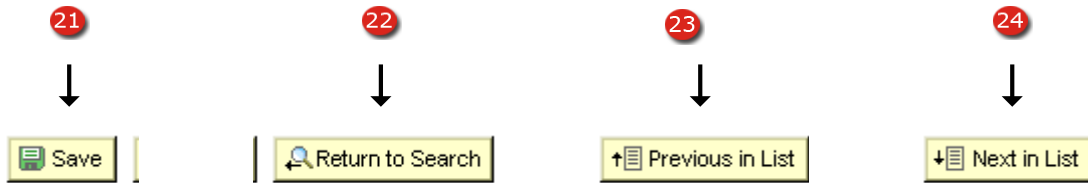


Figure 4-15 – Common Page Buttons for Record Navigation

#### **4.8 Navigation Page Feature Bar and Page Buttons**

16. **CUSTOMIZE** – Use this link to change the sort order, hide columns or move column order of appearance.
17. **FIND** – Use this link to locate the first occurrence of the desired search string. Using this feature will remove from the list all rows that appear before the first instance of the search string but will continue to display everything that occurs following it.
18. **VIEW ALL** – This link allows users to display all found records up to 100 records. This link will be displayed as VIEW 100 if more than 100 records are located.
19. **DOWNLOAD** – The download button allows users to download data to an Excel spreadsheet. Use of this feature will download column heading and data only and will not display the search criteria or the name of the list report generated.
  - NOTE:** If you get an error message when using the Download button it may be necessary to verify the setting on your Internet Explorer browser. Verify the settings by:
    - Opening Internet Explorer – Click on the Tools Menu then Click Internet Options
    - In the Internet Options window click on the Advanced Tab
    - Scroll down to the bottom of the options list and look for the option “Do Not Save Encrypted Pages To Disk”
    - If it is checked, uncheck it then click the Apply button
    - Close all Internet Explorer windows and start Internet Explorer again. If still experiencing issues you will need to contact NSIPS Tech Support.
20. **LIST NAVIGATION** – Users may navigate through the list report by using the Arrow buttons to move one page at a time forward or backward and using the FIRST link will navigate to the first page of the report while the LAST link will navigate to the last page of the report. Numbers displayed notify the user which records are currently being displayed out of the total number of records found e.g., 1-5 of 13 means that 13 records were found but only records 1-5 are being displayed.
21. **SAVE** – The SAVE button is used to save data entered on the current page.
22. **RETURN TO SEARCH** – This button is used to return to the Search Criteria page.
23. **PREVIOUS IN LIST** – This button is used to navigate through a series of records that were located during a search on the Search Criteria page and will retrieve the record previous to the one currently being viewed.
24. **NEXT IN LIST** – This button is used to navigate through a series of records that were located during a search on the Search Criteria page and will retrieve the record immediately following the one currently being viewed.



## NAVIGATION RECORD SEARCH PAGE

**25 Find an Existing Value**

**EmpID:** begins with

**Name:** begins with

**UIC:** begins with


[Basic Search](#)  [Save Search Criteria](#)

Figure 4-16 – Record Search Page

#### 4.9 *Navigation Record Search Page*

25. **FIND AN EXISTING VALUE** – This is the Search Criteria portion of CIMS and may be used to find a specific record or a series of records that are within the specified ranges that are entered. It is not necessary to enter information into each field but you are required to enter a minimum of three digits/characters into the fields you wish to use for your search. Within this page several options are available by using the Drop-Down Boxes next to each field. Some of these options include searching between a range of data, searching for data greater than, less than, or equal to the information entered into the field.

**NOTE:** The more fields that are used in the search the more restricted the search becomes, which may result in **none** or a small number of records matching the search criteria.

A. **EMPLID** – Enter a full or partial SSN in this field.

**NOTE:** Searches will only retrieve records that you have been given access to within the UICs that you have access.

B. **NAME** – Enter a full or partial Name in the following format: Last Name, First Name.

**NOTE:** Searches will only retrieve records that you have been given access to within the UICs that you have access.

C. **UIC** – Enter a full or partial UIC in this field.

**NOTE:** Searches will only retrieve records that you have been given access to within the UICs that you have access.

## **Section Five – Career Development Team Management**

## Career Development Team Management

**Team Assignment**

Rank/Rate: ADAN **1**    Name: [REDACTED] **2**    Current DSC: 100 **3**

**Career Counselor Info**    Personalize | Find | [Grid Icon]    First 1-2 of 2 Last

*Assigned Date	*UIC	Description	*Assignment	*Dept/Div	Deassigned Date	
01/06/2014 <b>4</b>	[REDACTED] <b>5</b>	VFA [REDACTED]	Department <b>6</b>	MAIN <b>7</b>	01/06/2014 <b>8</b>	[+]
05/16/2016 [Calendar]	[REDACTED] [Search]	VFA [REDACTED]	Department [Dropdown]	[Input] [Search]	[Calendar]	[+/-]

[Save] [Return to Search] [Previous in List] [Next in List]

**Look Up Dept/Div** [Close]

Dept/Div begins with [Input]

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View 100 First 1-13 of 13 Last

Dept/Div	Description
300	LINE
ADMN	ADMINISTRATION
ARO	INACTIVE
CPO	CHIEF PETTY OFFICERS
EXEC	EXECUTIVE
MAIN	MAINTENANCE
OPS	OPERATIONS
TRNG	INACTIVE

Figure 5-1 – CC Assign Page

## 5. CAREER DEVELOPMENT TEAM MANAGEMENT

1. **Name** – Full Last Name, First Name, and Middle Name of the member (Corporate data).
2. **Rank/Rate** – Rate/Rank the member is currently being paid (Corporate data).
3. **Current DSC** – Current Duty Status Code of the member (Corporate data).
4. **Assigned Date** – Date the member was assigned as Departmental or Divisional Career Counselor.
5. **UIC** – Unit Identification Code the assigned career counselor is assigned to.

**NOTE:** If the career counselor will be acting as career counselor for a department or division of another command, that command's UIC should be entered here.

**Description** – Name of the Command associated with the UIC entered in that field.

6. **Assignment Indicator** – The Assignment Indicator identifies the Member as either a Departmental or Divisional Career Counselor or the Leading Chief Petty Officer.
7. **Dept/Div** – This field identifies the Department or the Division for which the LCPO/career counselor is responsible. This field is limited to valid Departments/Divisions as setup by the Command leave Administrator. Valid Departments/Divisions are located and selected by using the Lookup button.
8. **Deassigned Date** – When a career counselor is removed from their responsibilities as a career counselor, the date of occurrence is entered in this field and saved.

**NOTE:** Saving a date in this field does NOT remove access to all records associated with the related Department or Division displayed on the row unless it is the last (only) remaining assignment. Deassignment of a Career Counselor on this page does NOT revoke the member's access to CIMS. To revoke access to CIMS an update to the member's SAAR is required.

**NOTE:** DDCCs/LCPOs are only able to access specific records assigned by the Command Career Counselor. CCCs assign records through the Individual Dept/Div Assign page discussed in chapter six of this guide or the Mass Career Development Team Assign page discussed in chapter seven of this guide.

## **Section Six – Individual Department/Division Assign Page**

## 6. INDIVIDUAL DEPT/DIV ASSIGN PAGE

This page is used to assign designated Departmental and/or Divisional Career Counselors to a member. This component can also be used to update or change an assigned DDCC.

CIMS Ind Dept/Div

Rank/Rate: **1** Name **2** Current DSC **3**

Dept: **4** Div: **5**

**Assign Career Counselors**

Dept Career Counselor:  **6** 🔍

Alt Dept Career Counselor:  **7** 🔍

Div Career Counselor:  **8** 🔍

Alt Div Career Counselor:  **9** 🔍

Leading Chief:  **10** 🔍

Alternate Leading Chief:  **11** 🔍

Mentor:  **12** 🔍 🔄 **13**

Figure 6-1 – Indiv Dept/Div Assign Page

### **6.1 Individual Dept/Div Assign Page**

1. **Rate/Rank** – Display members Rate and Rank.
2. **Name** – Display members Name.
3. **Current DSC** – Display member's current Duty status Code.
4. **Dept** – Display member's current Department.
5. **Div** – Display member's current Division.
6. **Dept Career Counselor** –The Rate/Name of the Department Career Counselor assigned.

**NOTE:** Only those personnel that have been designated as Departmental Career Counselors under the Use > Career Counselor Manage Assign menu can be selected.

**NOTE:** Career Counselor Manage Assign is discussed in Section 5.

7. **Alt Dept Career Counselor** –The Rate/Name of the Department Career Counselor assigned.
8. **Div Career Counselor** – The Rate/Name Career Counselor assigned.

**NOTE:** Only those personnel that have been designated as Divisional Career Counselors under the Use > Career Counselor Manage Assign menu can be selected.

**NOTE:** Career Counselor Manage Assign is discussed in Section 5.

9. **Alt Div Career Counselor** –The Rate/Name of the Division Career Counselor assigned.
10. **Leading Chief** –The Rate/Name of the Leading Chief Petty Officer assigned.
11. **Alt Leading Chief** –The Rate/Name of the Alternate Leading Chief Petty Officer assigned.
12. **Mentor** – The Rate/Name of mentor. To assign a mentor, select the magnifying glass which opens a lookup table with list of mentors assigned to user UIC's Access List.
13. **Mentor's across all NSIPS** – The Rate/Name of mentor. To assign a mentor, select the magnifying glass which opens a lookup table with list of mentors assigned to All UICs.



## **Section Seven – Mass Career Development Team Assign**

## 7. MASS CAREER DEVELOPMENT TEAM ASSIGN

The Mass Department CC Assign component allows personnel with CIMS CCC access to assign multiple personnel to designated Department/Division Career Counselors. This listing allows Command Career Counselors to assign members to Departments/Divisions and assign Department/Division Career Counselors to members of the selected UICs:

The screenshot shows the 'Mass Dev Assign' web interface. At the top is a blue header with the text 'Mass Dev Assign'. Below this is a section titled 'Active/Reserve List' (callout 1) with radio buttons for 'Active' (selected) and 'Reserve'. The next section is 'Search Criteria' (callout 2) with input fields for 'Dept:' (callout 2) and 'Div:' (callout 3). Below that is 'Personnel without' (callout 4) with checkboxes for 'Department Career Counselors' (callout 4), 'Division Career Counselors' (callout 5), and 'Mentors' (callout 6). A search bar for 'Development Team Member:' (callout 7) is located below. The main table is titled 'UIC Access' (callout 8) and includes navigation links: 'Personalize | Find | View All | [grid icon] | [calendar icon]'. The table has columns 'Select' and 'UIC'. The table body contains eight rows, each with a checkbox in the 'Select' column and a blacked-out 'UIC' column. At the bottom of the interface is a 'Process Request' button (callout 9).

Figure 7-1 – Mass CDT Criteria Page

### **7.1 Mass Career Development Team Assign**

1. Active/Reserve List – Select which type of list you wish to run, Active or Reserve. Commands that contain members of both Active and Reserve will require separate listings.
2. Dept – When searching for members currently assigned to a specific Department enter the desired Department and only those members will appear in the listing.  
**NOTE:** It is possible to run listings for specific Departments and Divisions simultaneously.
3. Div – When searching for members currently assigned to a specific Division enter the desired Division and only those members will appear in the listing.  
**NOTE:** It is possible to run listings for specific Departments and Divisions simultaneously.
4. Personnel without Department Career Counselors – Checking this box will filter all personnel that currently have an assigned a Department Career Counselor and display only those who do not have one assigned to them.  
**NOTE:** It is possible to combine any of these criteria to generate specific types of listing and limit the number of personnel displayed on the report.
5. Personnel without Division Career Counselors – Checking this box will filter all personnel that currently have an assigned a Division Career Counselor and display only those who do not have one assigned to them.
6. Personnel without Mentors – Checking this box will filter all personnel that currently have an assigned Mentor and display only those who do not have one assigned to them.
7. Development Team Member – Allows the selection of a specific Career Development Team member using the Lookup Button. Using the filter will only retrieve personnel currently assigned to the specific CDT member.  
**NOTE:** It is possible to combine any of these criteria to generate specific types of listings and limit the number of personnel displayed on the report.
8. UIC Selection – Selection of UICs in this section follow the same rules as all other listings within CIMS. For further explanation of multiple UIC Selection please see Chapter 18.
9. Process Request – After making all criteria selection click this button to generate the List Report.

## 7.2 Mass Career Development Team Assign (Process List Tab)

### 7.2.1 The Mass Career Development Team Process List

The Mass Career Development Team List displays all enlisted personnel assigned to the selected UICs that meet the conditions chosen on the Mass CDT Assign Criteria tab.

The screenshot displays the 'Mass Career Development Team Assign' interface. At the top, there are tabs for 'Mass Dev Assign' and 'Team Assignment'. Below this is a header bar with 'Mass Career Development Team Assign' and navigation options like 'Personalize', 'Find', 'View 100', and 'First/Last'. A sub-header contains 'Department Counselors', 'Division Counselors', 'Leading Chief', and 'Mentor'. The main table has columns: UIC, Rate/Rank, Name, Dept, Department Career Counselor, and Alt Dept Career Counselor. A search dialog box is open, titled 'Look Up Department Career Counselor', with fields for Name, SSN, and Department. The search results table shows a list of personnel with columns for Name, Empl Record, DEPARTMENT, and Department. Red callout boxes (1-7) highlight specific UI elements.

Figure 7-2 – Mass CDT Process List Tab

### 7.2.2 Mass CDT Process List

1. UIC – Displays the member’s Unit Identification Code
2. Rate/Rank – Displays the member’s current Rate/Rank
3. Name – Displays the member’s name and changes color to **GREEN** when changes are made to any information for the member.
4. Dept – Displays the member’s currently assigned Department if one exists. Changes to a member’s assigned Dept/Div are made using Member Dept/Div/Duty Setup or Dept/Div/Shop/Duty Mass Setup discussed in Chapters XX and XX respectively.
  - A. Div – Displays the member’s currently assigned Division if one exists. Changes to a member’s assigned Dept/Div are made using Member Dept/Div/Duty Setup or Dept/Div/Shop/Duty Mass Setup discussed in Chapters XX and XX respectively.
  - B. Dept/Div is not displayed on the Leading Chief Tab
  - C. Dept/Div is not displayed on the Mentor
5. Department Career Counselor – Displays the member’s currently assigned CC if one exists. Make changes by typing a partial name in the field. If no CC is found matching the partial name then a CC should be selected using the Lookup button to the right of the field.
  - A. Division Career Counselor – Displays the member’s currently assigned CC if one exists. Make changes by typing a partial name in the field. If no CC is found matching the partial name then a CC should be selected using the Lookup button to the right of the field.
  - B. Leading Chief – Displays the member’s currently assigned LCPO if one exists. Make changes by typing a partial name in the field. If no LCPO is found matching the partial name then a LCPO should be selected using the Lookup button to the right of the field.
6. Alternate Department Career Counselor – Displays the member’s currently assigned CC if one exists. Make changes by typing a partial name in the field. If no CC is found matching the partial name then a CC should be selected using the Lookup button to the right of the field.
  - A. Alternate Division Career Counselor – Displays the member’s currently assigned CC if one exists. Make changes by typing a partial name in the field. If no CC is found matching the partial name then a CC should be selected using the Lookup button to the right of the field.
  - B. Alternate Leading Chief – Displays the member’s currently assigned LCPO if one exists. Make changes by typing a partial name in the field. If no LCPO is found matching the partial name then a LCPO should be selected using the Lookup button to the right of the field.

7. Lookup Buttons – Filter the lookup box using one of the three search criteria at the top of the box or by double clicking on one of the column headings.

**NOTE:** Since the Lookup list retrieves all Career Counselors/LCPOs assigned to all of the UICs that the CCC has access to, some lookup lists will require further filtering to be useable.

## **Section Eight – Disconnected CDB**

## 8. DISCONNECTED CDB

The Disconnected CDB component gives Counselors the ability to complete CDBs for UIC(s) assigned to them during periods of known disconnectivity from CIMS Central. This listing allows personnel with CIMS CCC access to download a CDB list, complete the downloaded CDBs, and upload completed CDB data into CIMS central. The Disconnected CDB component is divided into two parts: Disconnected CDB download and Disconnected CDB Upload.

**Disc CDB Download**

\*From Date: 03/07/2018 **1** \*To Date: 05/31/2018 **2**  
 Dept Code: **3** Div Code: **4** **5**  
 UIC Access: **6** Add UIC Add All UICs Remove All UICs  
**7** **8**

**Disconnected CDB Application**  
 Download Application  
 Last Updated: 12/13/17 12:38:40PM

**UIC Process List** Personalize | Find | View All | First 1 of 1 Last  
 UIC Description Activity Long Title  
**7** **8**  
 Get CDBs Download CDBs

**CDB List** **9** **10** **11** **12** **13** **14** **15** **16** -18 of 18 **17** last  
 UIC Rank/Rate Name Dept Div Required Date Reason CDB Date CDB Status  
    
 05/27/2018 24 Month  
 03/31/2018 24 Month  
 03/31/2018 48 Month

Figure 8-1 – Disconnected CDB Download Page



### 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
	04/01/2018	P					04/01/2018		Career Waypoint	Edit
	04/01/2018	P					04/01/2018		Career Waypoint	Edit
	04/18/2018	P					04/18/2018		48 Month	Edit
	03/28/2018	P					03/28/2018		48 Month	Edit

Save Changes

Figure 8-2 – HTML overlay application (Sample of Number 5 above)



### **8.1 Disconnected CDB Download Page**

1. **From Date** – Enter the start date of the known period of disconnectivity.

**NOTE:** Date entered cannot be less than the current system date and cannot be greater than 12 months from the current system date.

2. **To Date** – Enter the end date of the known period of disconnectivity.

**NOTE:** Date entered cannot be greater than 12 months from DATE entered.

3. **Dept Code** – Allows Counselors to filter the disconnected CDB list for members currently assigned to a specific Department. Enter the desired Department and only those members will appear in the listing.

4. **Div Code** - Allows Counselor to filter the disconnected CDB list for members currently assigned to a specific Division. Enter the desired Division and only those members will appear in the listing.

5. **Download Application** – Downloads the HTML overlay application that will be utilized to complete CDBs while disconnected.

**NOTE:** Last Updated Date refers to the date the HTML file was updated by NSIPS. There is no need to re download the HTML file unless a new version exists or the user deleted the file.

6. **UIC Access** - Allows entry of UIC(s) within the user's profile to generate the download listing.

**NOTE:** Add UIC button enters a single UIC at a time. The Add All UIC's button automatically selects all UIC's within the user profile. The Remove All UIC's removes all UIC's from the user selection.

7. **Get CDBs** – Generates the listing of CDBs due for the selected UIC(s) during the time period entered by the user.

**NOTE:** Reporting CDBs will not reflect on this list and must be verified prior to generating disconnected listing. Previously completed CDBs will reflect on this list in order to give Counselors the opportunity to verify prior to download.

8. **Download CDBs** – Downloads selected CDB records to excel format to users' local device.

9. **UIC** – Displays the member's Unit Identification Code.

10. **Rate/Rank** – Displays the member's current Rate/Rank (Corporate Data)

11. **Name** – Displays the member's name (Corporate Data)

12. **Dept** – Displays the member's currently assigned Department if one exists.

13. **Div** – Displays the member's currently assigned Division if one exists.

14. **Required Date** – Displays the required date of the CDB selected.

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15. **Reason** – Displays the type of CDB due.
16. **CDB Date** – Date the CDB was completed
17. **CDB Status** – Displays Pending and Complete status.

### 8.2 Disconnected CDB Upload

The Disconnected CDB Upload List displays a list for review, all enlisted personnel in a selected upload file that was previously downloaded via the Disconnected CDB Download piece.

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 1 of 4 Last

UIC: [Redacted] 3

Rank/Rate: [Redacted] 4 Name: [Redacted] 5 Dept: [Redacted] 6 Div: [Redacted] 7

Required Date: 04/01/2018 9 Reason: Career Waypoint 10 CDB Status: Completed 11

Completed Date: 03/09/2018 12

Degree Working Toward: [Redacted] 13 Degree Start Date: [Redacted] 14

Warfare Working Toward: [Redacted] 15 Warfare Start Date: [Redacted] 16 Warfare Target Date: [Redacted] 17

Personal Goals Set: [Redacted] 18

Reenlistment Intent: [Redacted] 19

Short Term Goals: [Redacted] 20

Long Term Goals: [Redacted] 21

Board Members: [Redacted] 22

Board Comments: 242 characters remaining [Redacted] 23

Leadership Title: [Redacted] 24

Leadership Comments: [Redacted] 25

250 characters remaining

Figure 8-3 – Disconnected CDB Upload

### 8.2.1 Disconnected CDB Upload

1. **Upload CDBs** – Allows Counselors to select the applicable .CSV file for upload into CIMS Central.
2. **UPDATE CDBs** – Allows Counselors to correct data prior to uploading into CIMS Central.
3. **UIC** – Displays the member’s Unit Identification Code.
4. **Rank/Rate** – Displays the member’s current Rate/Rank.
5. **Name** – Displays the member’s name.
6. **Dept** – Displays the member’s currently assigned Department if one exists.
7. **Div** – Displays the member’s currently assigned Division if one exists.
8. **Error Display Window** – Displays error messages in relation to the upload process if any occurred.
9. **Required Date** – Displays the CDB Required date for the CDB Type displayed.
10. **Reason** – Displays the CDB Type.
11. **CDB Status** – Displays current CDB status as Pending or Completed.
12. **Completed Date** – Displays the CDB completed date entered by the Counselor.
13. **Degree Working Toward** – Allows career counselors to enter any college degree progress information.
14. **Degree Start Date** – Allows career counselors to enter the date an individual started working towards attaining a college degree.
15. **Warfare Qual Working Toward** – Allows career counselors to enter the warfare qualification an individual has elected to obtain.
16. **Warfare Qual Start Date** – Allows career counselors to enter the date an individual starting working towards attaining warfare qualification entered.
17. **Warfare Qual Target Date** – Allows career counselors to enter the target date for completion for the warfare qualification entered.
18. **Personal Goals Set** – Allows career counselors to enter any PRT related personal goals.
19. **Reenlistment Intent** – Allows career counselors to enter any comments or remarks regarding Reenlistment Intentions.
20. **Short Term Goals** –Allows career counselors to enter any Short Term Goals associated with the CDB. Up to 60 characters may be entered in this field.
21. **Long Term Goals** –Allows career counselors to enter any Long Term Goals associated with the CDB. Up to 60 characters may be entered in this field.
22. **Board Members** –Allows career counselors to enter Board Members associated with the CDB. Up to 250 characters may be entered in this field.

23. **Board Comments** –Allows career counselors to enter any Board Comments made that are associated with the CDB. Up to 1,000 characters may be entered in this field.
24. **Leadership Title** – Allows Counselors to enter Leadership Title(s) of personnel making Leadership Comments. Entry not required prior to upload but doing so allows for an easier verification process.
25. **Leadership Comments** – Allows Counselors to enter Leadership Comments. Not required prior to upload but doing so allow for an easier verification process.

## **Section Nine – Career Development Boards**

### 9. CAREER DEVELOPMENT BOARD ACTIVE DUTY

Career Development
CDB Data

Rank/Rate: <b>1</b>	Name: <b>2</b>	Current DSC: <b>3</b>
ADSD: <b>4</b> 02/2006	PEBD: <b>5</b> 02/2006	EAOS: <b>6</b> /09/2021
Soft EAOS: <b>7</b> /09/202	REPORT DT: <b>8</b> 29/20	PRD: <b>9</b> /01/2023
DIEMS: <b>10</b> /06/2006	DIERF: <b>11</b>	
UIC: <b>12</b>	<b>13</b>	Warfare Qual: <b>14</b>

DEPT:	DEPT Career Counselor:
DIV:	DIV Career Counselor:
	Mentor Name:

CAREER DEVELOPMENT BOARD TRACKING			
Type	Required Date	Completed Date	Not Required
Reporting	APR-2016	03/29/2016	
6 Month	SEP-2016	06/03/2016	
12 Month	MAR-2017	02/08/2017	
24 Month	MAR-2018	02/22/2018	<input type="checkbox"/>
48 Month	MAR-2020		<input type="checkbox"/>
60 Month	MAR-2021		<input type="checkbox"/>

**ADDITIONAL BOARDS CONDUCTED**

None

Completed C-Way CDB's    Status    Status Date

CAREER DEVELOPMENT TRAINING		
Sponsor Training Date:	CDTC Completion Date:	FTSW Completion Date:
<b>PMK-EE Data</b>		
Course Title	Course Start Date	Course Completion Date
PROF MIL KNOW ELIG EXAM E6	11/01/2018	11/01/2018
PROF MIL KNOW ELIG EXAM E7	03/12/2019	03/12/2019

Advancement Statistics
Course Data

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

Career Development
CDB Data

**Figure 9-1 – CDB Corporate Data Section (Active)**

**9.1 Career Development Board (Active Duty)**

1. **Rate/Rank** – Rate/Rank level the member is currently being paid (Corporate data).
2. **Name** – Displays the member’s name.
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **ADSD** – Current Active Duty Service Date is only displayed for Active Duty personnel (Corporate data).
5. **PEBD** – Pay Entry Base Date (Corporate data).
6. **EAOS** – Current Expiration of Active Obligated Service is only displayed for Active Duty personnel (Corporate data).
7. **Soft EAOS** – Current Soft Expiration of Active Obligated Service (EAOS) is only displayed for Active Duty personnel (Corporate data).
8. **Report Date** – The report date to the current command (Corporate data).
9. **PRD** – Current Projected Rotation Date (Corporate data).
10. **DIEMS** – Date of Initial Entry into Military Service (Corporate data).
11. **DIERF** – Date of Initial Entry into Reserve Forces is only displayed for Reserve personnel (Corporate data).
12. **UIC** – Unit Identification Code to which currently assigned (Corporate data).
13. **UIC Title** – Short title of the unit to which currently assigned.
14. **Warfare Qual** – The current Enlisted Warfare Designator qualified for (Corporate data).



**9.2 Career Development Board Active Duty (Cont.)**

<b>Career Development</b>		CDB Data	
Rank/Rate: AA	Name: [REDACTED]	Current DSC: 100	
ADSD: 07/01/2014	PEBD: 07/01/2014	EAOS: 06/30/2018	Soft EAOS: 06/30/2018
REPORT DT: 10/21/2014	PRD: 11/01/2016	DIEMS: 03/19/2014	DIERF:
UIC: [REDACTED]	[REDACTED]	Warfare Qual:	
DEPT: WEPS <sup>15</sup>	DEPT Career Counselor: [REDACTED] <sup>16</sup>		
DIV: G3 <sup>17</sup>	DIV Career Counselor: [REDACTED] <sup>18</sup>		
	Mentor Name: [REDACTED] <sup>19</sup>		
PACT: K49A	A-PACT, No Coast Guarantee - Airman <sup>20</sup>		
<b>Sponsor Info</b>			
Sponsor: ET2 [REDACTED] <sup>21</sup>	Phone: (504) 999-9999 <sup>22</sup>		
EmailID: noreply@navy.mil <sup>23</sup>	Alt Phone: (504) 888-8888 <sup>24</sup>		
<b>CAREER DEVELOPMENT BOARD TRACKING</b>		<b>ADDITIONAL BOARDS CONDUCTED</b>	
<b>Type</b>	<b>Required Date</b>	<b>Completed Date</b>	<b>Not Required</b>
Reporting	DEC-2014	10/21/2014	
6 Month	APR-2015	04/01/2015	
12 Month	OCT-2015	10/01/2015	
18 Month	APR-2016	03/31/2016	
24 Month	OCT-2016		<input checked="" type="checkbox"/>
48 Month	OCT-2018		<input type="checkbox"/>
60 Month	OCT-2019		<input type="checkbox"/>
C-Way:	AUG-2015	Completed C-Way CDB's	
<b>07 Yr</b> <input type="button" value="v"/>	JAN-2021	Completed Biennial CDB's	
<b>CAREER DEVELOPMENT TRAINING</b>			
<b>Sponsor</b>	<b>CDTC</b>	<b>FTSW</b>	
Training Date: 01/01/2016	Completion Date: 02/01/2016	Completion Date: 03/01/2016	
<a href="#">Advancement Statistics</a>		<a href="#">Course Data</a>	
<input type="button" value="Save"/>	<input type="button" value="Return to Search"/>	<input type="button" value="Previous in List"/>	<input type="button" value="Next in List"/>
<input type="button" value="Previous tab"/>	<input type="button" value="Next tab"/>	<input type="button" value="Refresh"/>	

**Figure 9-2 – CDB Dept/Div Assign, PACT & Sponsor Info Section (Active)**

### 9.2.1 Career Development Board Active Duty (Cont.)

15. **DEPT** – The Department to which currently assigned. The Department is updated each time the CDB page is opened (Corporate data).
16. **Dept Career Counselor Assigned** – The Rate/Rank and name of the Department Career Counselor that the member is currently assigned to. This assignment is made from either the CIMS Individual Dept/Div Assign (Section 6) or Mass Department CC Assign menu (Section 7), and is updated each time the CDB page is opened.
17. **DIV** – The Division to which currently assigned. The Division is updated each time the CDB page is opened (Corporate data).
18. **Div Career Counselor Assigned** – The Rate/Rank and name of the Division Career Counselor currently that the member is currently assigned to. This assignment is made from either the CIMS Individual Dept/Div Assign (Section 6) or Mass Department CC Assign menu (Section 7), and is updated each time the CDB page is opened.
19. **Mentor** – The Rate/Rank and name of the Mentor that the member is currently assigned to. This assignment is made in the Mass Department Assign menu (Section 7), and is updated each time the CDB page is opened.
20. **PACT** – This data only appears if the individual is a PACT member and identifies the program enlisted for.  
**NOTE:** PACT members require additional CDBs at the 6 month, 12 month, and 18 month which will be displayed in the Board Tracking section.
21. **Sponsor** – The Rate/Rank and name of the sponsor assigned by the Ultimate Duty Station.  
**NOTE:** This block only appears when a person has been issued Permanent Change of Station (PCS) orders and has been assigned a sponsor at the Ultimate Duty Station (UDS). Once a sponsor is assigned, this block will continue to appear until either the sponsor is deassigned by the UDS or the member reports onboard the UDS. In the event a PCS order is cancelled, the original UDS must deassign the sponsor. When the PCS order is modified to reflect a new UDS, the sponsor may either be deassigned by the original UDS or; will update with new sponsor information when assigned by the new UDS.  
**NOTE:** Only Active Duty personnel are assigned as sponsors for Active Duty personnel prospective gains, and only Reserve personnel are assigned as sponsors for Reserve prospective gains.
22. **Phone** – The primary contact phone number of the sponsor assigned. This is entered by the person making the sponsor assignment and is required.
23. **Email** – The Email address of the sponsor assigned. This is entered by the person making the sponsor assignment and may be left blank.
24. **Alt Phone** – The secondary contact phone number of the sponsor assigned. This is entered by the person making the sponsor assignment and is required.

### 9.2.2 Career Development Board Active Duty (Cont.)

<b>Career Development</b>		CDB Data	
Rank/Rate: AA	Name: [REDACTED]	Current DSC: 100	
ADSD: 07/01/2014	PEBD: 07/01/2014	EAOS: 06/30/2018	Soft EAOS: 06/30/2018
REPORT DT: 10/21/2014	PRD: 11/01/2016	DIEMS: 03/19/2014	DIERF:
UIC: [REDACTED]	[REDACTED]	Warfare Qual:	
DEPT: WEPS	DEPT Career Counselor: [REDACTED]		
DIV: G3	DIV Career Counselor: [REDACTED]		
	Mentor Name: [REDACTED]		
PACT: K49A	A-PACT, No Coast Guarantee - Airman		
<b>Sponsor Info</b>			
Sponsor: ET2 [REDACTED]	Phone: (504) 999-9999		
EmailID: <a href="mailto:noreply@navy.mil">noreply@navy.mil</a>	Alt Phone: (504) 888-8888		
<b>CAREER DEVELOPMENT BOARD TRACKING</b>			<b>ADDITIONAL BOARDS CONDUCTED</b>
Type	Required Date	Completed Date	Not Required
Reporting	DEC-2014	25 10/21/2014	26
6 Month	APR-2015	27 04/01/2015	28
12 Month	OCT-2015	29 10/01/2015	30
18 Month	APR-2016	31 03/31/2016	32
24 Month	OCT-2016	33	34 <input checked="" type="checkbox"/> 35
48 Month	OCT-2018		<input type="checkbox"/>
60 Month	OCT-2019		<input type="checkbox"/>
C-Way:	AUG-2015	Completed C-Way CDB's	
07 Yr	JAN-2021	Completed Biennial CDB's	
<b>CAREER DEVELOPMENT TRAINING</b>			
Sponsor	CDTC	FTSW	
Training Date: 01/01/2016	Completion Date: 02/01/2016	Completion Date: 03/01/2016	
Advancement Statistics		Course Data	
Save	Return to Search	Previous in List	Next in List
Previous tab	Next tab	Refresh	

Figure 9-3 – CDB Plan Tracking Section (Active)

### 9.2.3 Career Development Board Active Duty (Cont.)

25. **Reporting Required Date** – Date the reporting CDB is due. This date is calculated by adding 60 days to the date the member reported onboard the command for duty if after 24 June 2016. CDBs created prior to 25 June 2016 date was calculated by adding 30 days to the date the member reported onboard the command for duty.
26. **Reporting Completion Date** – Date the Reporting CDB was completed. This date will automatically populate from the CDB interview date when a "Reporting" type CDB is verified by the Command Career Counselor.
27. **6 Month Required Date** – Date the six month CDB is due. This date is calculated by adding 6 months to the date the member reported onboard the command for duty.
28. **6 Month Completion Date** – Date the six month CDB was completed. This date will automatically populate from the CDB interview date when a "6 Month" type CDB is verified by the Command Career Counselor.
29. **12 Month Required Date** – Date the 12 Month CDB is due. This date is calculated by adding 12 months to the date the member reported onboard the command for duty.
30. **12 Month Completion Date** – Date the 12 Month CDB was completed. This date will automatically populate from the CDB interview date when a "12 Month" type CDB is verified by the Command Career Counselor.
31. **18 Month Required Date** – Date the 18 Month CDB is due. This date is calculated by adding 18 months to the date the member reported onboard the command for duty.
32. **18 Month Completion Date** – Date the 18 Month CDB was completed. This date will automatically populate from the CDB interview date when an "18 Month" type CDB is verified by the Command Career Counselor.

**NOTE:** 6, 12, 18 CDB types are only required for PACT members and will not appear if the member is NOT a PACT member.

**NOTE:** 6, 12, 18 CDB types do not appear if a PACT Decision code is recorded indicating completion of the PACT Program requirements.

33. **24 Month Required Date** – Date the 24 Month CDB is due. This date is calculated by adding 24 months to the date the member reported onboard the command for duty.
34. **24 Month Completion Date** – Date the 24 Month CDB was completed. This date will automatically populate from the CDB interview date when a "24 Month" type CDB is verified by the Command Career Counselor.
35. **24 Month Not Required Indicator** – Checked when the 24 Month CDB is not required due to a C-Way CDB being conducted after the Reporting CDB and prior to the 24 Month CDB Required Date.

**NOTE** – CDB records created prior 25 Jun 2016 will reflect a 36 Month CDB if completed.

**Career Development Board Active Duty (Cont.)**

<b>Career Development</b>		CDB Data	
Rank/Rate: AA	Name: [REDACTED]	Current DSC: 100	
ADSD: 07/01/2014	PEBD: 07/01/2014	EAOS: 06/30/2018	Soft EAOS: 06/30/2018
REPORT DT: 10/21/2014	PRD: 11/01/2016	DIEMS: 03/19/2014	DIERF:
UIC: [REDACTED]	[REDACTED]	Warfare Qual:	
DEPT: WEPS	DEPT Career Counselor: [REDACTED]		
DIV: G3	DIV Career Counselor: [REDACTED]		
	Mentor Name: [REDACTED]		
PACT: K49A	A-PACT, No Coast Guarantee - Airman		
<b>Sponsor Info</b>			
Sponsor: ET2 [REDACTED]	Phone: (504) 999-9999		
EmailID: <a href="mailto:noreply@navy.mil">noreply@navy.mil</a>	Alt Phone: (504) 888-8888		
<b>CAREER DEVELOPMENT BOARD TRACKING</b>		<b>ADDITIONAL BOARDS CONDUCTED</b>	
Type	Required Date	Completed Date	Not Required
Reporting	DEC-2014	10/21/2014	
6 Month	APR-2015	04/01/2015	
12 Month	OCT-2015	10/01/2015	
18 Month	APR-2016	03/31/2016	
24 Month	OCT-2016		<input checked="" type="checkbox"/>
48 Month	OCT-2018 <b>36</b>	<b>37</b>	<input type="checkbox"/> <b>38</b>
60 Month	OCT-2019 <b>39</b>	<b>40</b>	<input type="checkbox"/> <b>41</b>
C-Way:	AUG-2015 <b>42</b> Completed C-Way CDB's	<b>43</b>	
<b>07 Yr</b> ▾	JAN-2021 <b>44</b> Completed Biennial CDB's	<b>45</b>	
		<b>46</b>	
		Advancement: 1	
		A School/Striker: 1	
		CMS/ID: 1	
		Education: 1	
<b>CAREER DEVELOPMENT TRAINING</b>			
Sponsor	CDTC	FTSW	
Training Date: 01/01/2016	Completion Date: 02/01/2016	Completion Date: 03/01/2016	
Advancement Statistics		Course Data	
Save	Return to Search	Previous in List	Next in List
Previous tab	Next tab	Refresh	

**Figure 9-4 – CDB Plan Tracking Section (Active)**

### 9.2.4 Career Development Board Active Duty (Cont.)

36. **48 Month Required Date** – Date the 48 Month CDB is due. This date is calculated by adding 48 months to the date the member reported onboard the command for duty.
37. **48 Month Completion Date** – Date the 48 Month CDB was completed. This date will automatically populate from the CDB interview date when a "48 Month" type CDB is verified by the Command Career Counselor.
38. **48 Month Not Required Indicator** – Checked when the 48 Month CDB is not required due to a C-Way CDB being conducted after the 24 Month CDB and prior to the 48 Month CDB Required Date.
39. **60 Month Required Date** – Date the 60 Month CDB is due. This date is calculated by adding 60 months to the date the member reported onboard the command for duty.
40. **60 Month Completion Date** – Date the 60 Month CDB was completed. This date will automatically populate from the CDB interview date when a "60 Month" type CDB is verified by the Command Career Counselor.
41. **60 Month Not Required Indicator** – Checked when the 60 Month CDB is not required due to a C-Way CDB being conducted after the 48 Month CDB and prior to the 60 Month CDB Required Date.
42. **C-Way Required Date** – Date that the next C-Way CDB is required and set based on 15 Month prior to the service member's PRD or SEAOS whichever is less.  

**Note:** C-Way Required Date does not appear for PACT Sailors, Sailors with greater than 14 years of active service (ADSD – SEAOS > 14 years) and Chief Petty Officers & above.
43. **Completed C-Way CDBs** – Use of this link will display a box containing the completed C-Way CDBs for the member in addition to the date each CDB was completed.
44. **Biennial Required Date** – Personnel are required to have a Biennial CDB completed after the 60 Month CDB is completed. Use this drop-down to select a desired Biennial CDB year and view the required date.
45. **Completed Biennial CDBs** – Use of this link will display a box containing the completed Biennial CDBs for the member in addition to the date each CDB was completed.
46. **Additional Boards Conducted** – Displays a list of Other CDBs not regularly scheduled with the type and quantity completed.

**Career Development Board Active Duty (Cont.)**

Career Development
CDB Data

Rank/Rate:	Name:	Current DSC:
ADSD: 11/02/2006	PEBD: 11/02/2006	EAOS: 04/09/2021
Soft EAOS: 04/09/2023	REPORT DT: 03/29/2016	PRD: 04/01/2023
DIEMS: 06/06/2006	DIERF:	

UIC:	Warfare Qual: AW
DEPT:	DEPT Career Counselor:
DIV:	DIV Career Counselor:
	Mentor Name:

**CAREER DEVELOPMENT BOARD TRACKING**

Type	Required Date	Completed Date	Not Required
Reporting	APR-2016	03/29/2016	
6 Month	SEP-2016	06/03/2016	
12 Month	MAR-2017	02/08/2017	
24 Month	MAR-2018	02/22/2018	<input type="checkbox"/>
48 Month	MAR-2020		<input type="checkbox"/>
60 Month	MAR-2021		<input type="checkbox"/>

**ADDITIONAL BOARDS CONDUCTED**

None

Completed C-Way CDB's   Status   Status Date

**CAREER DEVELOPMENT TRAINING**

Sponsor Training Date: <span style="color: red; font-weight: bold;">47</span>	CDTC Completion Date: <span style="color: red; font-weight: bold;">48</span>	FTSW Completion Date: <span style="color: red; font-weight: bold;">49</span>
PMK-EE Data <span style="color: red; font-weight: bold;">50</span>		
Course Title	Course Start Date	Course Completion Date
PROF MIL KNOW ELIG EXAM E6	11/01/2018	11/01/2018
PROF MIL KNOW ELIG EXAM E7	03/12/2019	03/12/2019

Advancement Statistics 51
Course Data 52

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

Career Development | CDB Data

**Figure 9-5 – Career Development Training (Active)**

### 9.2.5 Career Development Board Active Duty (Cont.)

47. **Sponsor Training Date** – The most current completion of Sponsor Training entered via the CIMS Career Information Training component.
48. **CDTC Completion Date** – Displays the most current completion date of the Career Development Training Course entered via the CIMS Career Information Training component.
49. **FTSW Completion Date** – The most current completion date of the First Term Success Workshop entered via the CIMS Career Information Training component.
50. **PMK-EE Data** - Displays Member's most current PMK-EE Data – Course Title Enrolled, Course Start Date and Course Completion Date.
51. **Advancement Statistics Link** – Hyperlink to the Naval Education and Training Professional Development and Technology Center (NETPDTC) advancement statistics web site.
52. **Course Data Link** – Hyperlink to the NSIPS Course Data entry page.



**9.3 Career Development Board Data SELRES**

Career Development
CDB Data

Rank/Rate: AE3 1    Name: ██████████ 2    Current DSC: 200 3

ADSD: 4    PEBD: 04/27/2009 5    EOS: 04/26/2017 6    Soft EOS: 04/26/2017 7

REPORT DT: 04/02/2011 8    PRD: 10/31/2015 9    DIEMS: 03/20/2009 10    DIERF: 03/20/2009 11

UIC: ██████████ 12    ██████████ 13    Warfare Qual: 14

DEPT: MAIN    DEPT Career Counselor: ██████████

DIV: 300    DIV Career Counselor: ██████████

Mentor Name: ██████████

Temporary Rate    Start Date: 01/01/2010    Complete Date:

**Sponsor Info**

Sponsor: ET2 ██████████    Phone: (504) 999-9999

EmailID: [noreply@navy.mil](mailto:noreply@navy.mil)    Alt Phone: (504) 888-8888

CAREER DEVELOPMENT BOARD TRACKING

Type	Required Date	Completed Date	Not Required
Reporting	JUL-2010	04/02/2010	
6 Month	OCT-2010	10/02/2010	
12 Month	APR-2011	04/16/2011	
18 Month	OCT-2011	11/02/2011	
24 Month	APR-2012	06/16/2012	☐
36 Month	APR-2013	04/12/2013	
48 Month	APR-2014	03/15/2014	☐
60 Month	APR-2015	04/12/2015	☐

Completed C-Way CDB's

07 Yr    APR-2017    Completed Biennial CDB's

ADDITIONAL BOARDS CONDUCTED

Advancement: 1

Education: 1

Career Waypoint: 1

CAREER DEVELOPMENT TRAINING

Sponsor Training Date: 01/01/2016    CDTC Completion Date: 02/01/2016    RASW Completion Date: 11/15/2014

Advancement Statistics
Course Data

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

**Figure 9-6 – CDB Corporate Data Section (SELRES)**

#### **9.4 Career Development Board (SELRES)**

1. **Rate/Rank** – Rate/Rank level the member is currently being paid (Corporate data).
2. **Name** – Displays the member’s name.
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **ADSD** – Current Active Duty Service Date (ADSD) is only displayed for Active Duty personnel (Corporate data).
5. **PEBD** – Pay Entry Base Date (Corporate data).
6. **EOS** – Current Expiration of Obligated Service is only displayed for Active Duty personnel (Corporate data).
7. **Soft EOS** – Current Soft Expiration of Obligated Service is only displayed for Active Duty personnel (Corporate data).
8. **Report Date** – The report date to the current command (Corporate data).
9. **PRD** – Current Projected Rotation Date (Corporate data).
10. **DIEMS** – Date of Initial Entry into Military Service (Corporate data).
11. **DIERF** – Date of Initial Entry into Reserve Forces is only displayed for Reserve personnel (Corporate data).
12. **UIC** – Unit Identification Code and the short title of the unit to which currently assigned (Corporate data).
13. **UIC** – Unit Identification Code to which currently assigned (Corporate data).
14. **UIC Title** – Short title of the unit to which currently assigned.

**9.5 Career Development Board SELRES (Cont.)**

**Career Development** | CDB Data

---

Rank/Rate: AE3      Name: ██████████      Current DSC: 200

---

ADSD:                      PEBD: 04/27/2009      EOS: 04/26/2017      Soft EOS: 04/26/2017

---

REPORT DT: 04/02/2010    PRD: 10/31/2015      DIEMS: 03/20/2009      DIERF: 03/20/2009

---

UIC: ████████      ████████      Warfare Qual:

DEPT: MAIN <sup>15</sup> DEPT Career Counselor: ██████████ <sup>16</sup>

DIV: 300 <sup>17</sup> DIV Career Counselor: ██████████ <sup>18</sup>

Mentor Name: ██████████ <sup>19</sup>

Temporary Rate <sup>20</sup>      Start Date: 01/01/2010 <sup>21</sup>      Complete Date:  <sup>22</sup>

---

**Sponsor Info**

Sponsor: ET2 ██████████ <sup>23</sup>      Phone: (504) 999-9999 <sup>24</sup>

EmailID: [noreply@navy.mil](mailto:noreply@navy.mil) <sup>25</sup>      Alt Phone: (504) 888-8888 <sup>26</sup>

---

CAREER DEVELOPMENT BOARD TRACKING				ADDITIONAL BOARDS CONDUCTED
Type	Required Date	Completed Date	Not Required	
Reporting	JUL-2010	04/02/2010		Advancement: 1 Education: 1 Career Waypoint: 1
6 Month	OCT-2010	10/02/2010		
12 Month	APR-2011	04/16/2011		
18 Month	OCT-2011	11/02/2011		
24 Month	APR-2012	06/16/2012	☐	
36 Month	APR-2013	04/12/2013		
48 Month	APR-2014	03/15/2014	☐	
60 Month	APR-2015	04/12/2015	☐	

Completed C-Way CDB's

07 Yr ▼    APR-2017    Completed Biennial CDB's

---

**CAREER DEVELOPMENT TRAINING**

Sponsor Training Date: 01/01/2016	CDTC Completion Date: 02/01/2016	RASW Completion Date: 11/15/2014
-----------------------------------	----------------------------------	----------------------------------

Advancement Statistics                      Course Data

---

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

**Figure 9-7 – CDB Dept/Div Assign, PACT & Sponsor Info Section (SELRES)**

### 9.5.1 Career Development Board SELRES (Cont.)

15. **DEPT** – The Department to which currently assigned. The Department is updated each time the CDB page is opened (Corporate data).
16. **Dept Career Counselor Assigned** – The Rate/Rank and name of the Department Career Counselor that the member is currently assigned to. This assignment is made from either the CIMS Individual Dept/Div Assign (Section 6) or Mass Department CC Assign menu (Section 7), and is updated each time the CDB page is opened.
17. **DIV** – The Division to which currently assigned. The Division is updated each time the CDB page is opened (Corporate data).
18. **Div Career Counselor Assigned** – The Rate/Rank and name of the Division Career Counselor currently that the member is currently assigned to. This assignment is made from either the CIMS Individual Dept/Div Assign (Section 6) or Mass Department CC Assign menu (Section 7), and is updated each time the CDB page is opened.
19. **Mentor** – The Rate/Rank and name of the Mentor that the member is currently assigned to. This assignment is made in the Mass Department Assign menu (Section 7), and is updated each time the CDB page is opened.
20. **Temporary Rate** – This check box is only editable on the initial CDB at command identifying members as PRISE.  
**NOTE:** PRISE members require additional CDBs at the six month, 12 month, and 18 month which will be displayed in the Board Tracking section.
21. **Start Date** – User entered date in which the PRISE member started the requirements of the PRISE program.
22. **Complete Date** – User entered date in which the PRISE member completed requirements of the PRISE program.
23. **Sponsor** – The Rate/Rank and name of the sponsor assigned by the Ultimate Duty Station.  
**NOTE:** This block only appears when a person has been issued Permanent Change of Station (PCS) orders and has been assigned a sponsor at the Ultimate Duty Station (UDS). Once a sponsor is assigned, this block will continue to appear until either the sponsor is deassigned by the UDS or the member reports onboard the UDS. In the event a PCS order is cancelled, the original UDS must deassign the sponsor. When the PCS order is modified to reflect a new UDS, the sponsor may either be deassigned by the original UDS or; will update with new sponsor information when assigned by the new UDS.  
**NOTE:** Only Active Duty personnel are assigned as sponsors for Active Duty personnel prospective gains, and only Reserve personnel are assigned as sponsors for Reserve prospective gains.
24. **Phone** – The primary contact phone number of the sponsor assigned. This is entered by the person making the sponsor assignment and is required.

25. **Email** – The Email address of the sponsor assigned. This is entered by the person making the sponsor assignment and may be left blank.
26. **Alt Phone** – The secondary contact phone number of the sponsor assigned. This is entered by the person making the sponsor assignment and is required.

### 9.5.2 Career Development Board SELRES (Cont.)

Career Development

CDB Data

Rank/Rate: AE3	Name: ██████████	Current DSC: 200
----------------	------------------	------------------

ADSD:	PEBD: 04/27/2009	EOS: 04/26/2017	Soft EOS: 04/26/2017
-------	------------------	-----------------	----------------------

REPORT DT: 04/02/2010	PRD: 10/31/2015	DIEMS: 03/20/2009	DIERF: 03/20/2009
-----------------------	-----------------	-------------------	-------------------

UIC: ██████ ██████	Warfare Qual:
DEPT: MAIN	DEPT Career Counselor: ██████████
DIV: 300	DIV Career Counselor: ██████████
Mentor Name: ██████████	

Temporary Rate
 Start Date: 
Complete Date:

**Sponsor Info**

Sponsor: ET2 ██████████	Phone: (504) 999-9999
EmailID: <a href="mailto:noreply@navy.mil">noreply@navy.mil</a>	Alt Phone: (504) 888-8888

CAREER DEVELOPMENT BOARD TRACKING				ADDITIONAL BOARDS CONDUCTED	
Type	Required Date	Completed Date	Not Required		
Reporting	JUL-2010	27 04/02/2010 28		Advancement: 1	
6 Month	OCT-2010	29 10/02/2010 30		Education: 1	
12 Month	APR-2011	31 04/16/2011 32		Career Waypoint: 1	
18 Month	OCT-2011	33 11/02/2011 34			
24 Month	APR-2012	35 06/16/2012 36	<input type="checkbox"/>		
36 Month	APR-2013	04/12/2013	<input type="checkbox"/>		
48 Month	APR-2014	03/15/2014	<input type="checkbox"/>		
60 Month	APR-2015	04/12/2015	<input type="checkbox"/>		

Completed C-Way CDB's

07 Yr
APR-2017
Completed Biennial CDB's

**CAREER DEVELOPMENT TRAINING**

Sponsor Training Date: 01/01/2016	CDTC Completion Date: 02/01/2016	RASW Completion Date: 11/15/2014
-----------------------------------	----------------------------------	----------------------------------

Advancement Statistics
Course Data

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

**Figure 9-8 – CDB Plan Tracking Section (SELRES)**

### 9.5.3 Career Development Board SELRES (Cont.)

27. **Reporting Required Date** – Date the reporting CDB is due. This date is calculated by adding 4 Months to the date the member reported onboard the command for duty after 24 June 2016. CDBs created prior to 25 June 2016 date was calculated by adding three months to the date the member reported onboard the command for duty.
28. **Reporting Completion Date** – Date the Reporting CDB was completed. This date will automatically populate from the CDB interview date when a "Reporting" type CDB is verified by the Command Career Counselor.
29. **6 Month Required Date** – Date the six month CDB is due. This date is calculated by adding 6 months to the date the member reported onboard the command for duty.
30. **6 Month Completion Date** – Date the six month CDB was completed. This date will automatically populate from the CDB interview date when a "6 Month" type CDB is verified by the Command Career Counselor.
31. **12 Month Required Date** – Date the 12 month CDB is due. This date is calculated by adding 12 months to the date the member reported onboard the command for duty.
32. **12 Month Completion Date** – Date the 12 month CDB was completed. This date will automatically populate from the CDB interview date when a "12 Month" type CDB is verified by the Command Career Counselor.
33. **18 Month Required Date** – Date the 18 month CDB is due. This date is calculated by adding 18 months to the date the member reported onboard the command for duty.
34. **18 Month Completion Date** – Date the 18 month CDB was completed. This date will automatically populate from the CDB interview date when a "18 Month" type CDB is verified by the Command Career Counselor

**NOTE:** 6, 12, 18 CDB types are only required for PRISE members.

**NOTE:** 6, 12, 18 CDB types do not appear if a Temporary Rate is hidden.

35. **24 Month Required Date** – Date the 24 month CDB is due. This date is calculated by adding 24 months to the date the member reported onboard the command for duty.
36. **24 Month Completion Date** – Date the 24 month CDB was completed. This date will automatically populate from the CDB interview date when a "24 Month" type CDB is verified by the Command Career Counselor.
37. **24 Month Not Required Indicator** – Checked when the 24 month CDB is not required due to a C-Way CDB being conducted after the Reporting CDB and prior to the 24 Month CDB Required Date.

**NOTE** – CDB records created prior 25 Jun 2016 will reflect a 36 Month CDB if completed.

**Career Development Board SELRES (Cont.)**

Career Development

CDB Data

Rank/Rate: AE3	Name: ██████████	Current DSC: 200
ADSD:	PEBD: 04/27/2009	EOS: 04/26/2017
	Soft EOS: 04/26/2017	
REPORT DT: 04/02/2010	PRD: 10/31/2015	DIEMS: 03/20/2009
	DIERF: 03/20/2009	
UIC: ██████ ██████		Warfare Qual:
DEPT: MAIN	DEPT Career Counselor: ██████████	
DIV: 300	DIV Career Counselor: ██████████	
	Mentor Name: ██████████	
<input checked="" type="checkbox"/> Temporary Rate	Start Date: 01/01/2010	Complete Date: <input type="text"/>

**Sponsor Info**

Sponsor: ET2 ██████████ Phone: (504) 999-9999

EmailID: [noreply@navy.mil](mailto:noreply@navy.mil) Alt Phone: (504) 888-8888

CAREER DEVELOPMENT BOARD TRACKING				ADDITIONAL BOARDS CONDUCTED	
Type	Required Date	Completed Date	Not Required		
Reporting	JUL-2010	04/02/2010		Advancement: 1	<span style="font-size: 24px; color: red;">47</span>
6 Month	OCT-2010	10/02/2010		Education: 1	
12 Month	APR-2011	04/16/2011		Career Waypoint: 1	
18 Month	OCT-2011	11/02/2011			
24 Month	APR-2012	06/16/2012	<input type="checkbox"/>		
36 Month	APR-2013	04/12/2013			
48 Month	APR-2014 <span style="color: red; font-weight: bold;">38</span>	03/15/2014 <span style="color: red; font-weight: bold;">39</span>	<input type="checkbox"/>	<span style="color: red; font-weight: bold;">40</span>	
60 Month	APR-2015 <span style="color: red; font-weight: bold;">41</span>	04/12/2015 <span style="color: red; font-weight: bold;">42</span>	<input type="checkbox"/>	<span style="color: red; font-weight: bold;">43</span>	
Completed C-Way CDB's <span style="color: red; font-weight: bold;">44</span>					
<span style="border: 1px solid #ccc; padding: 2px;">07 Yr</span> <input type="button" value="v"/>	APR-2017 <span style="color: red; font-weight: bold;">45</span> Completed Biennial CDB's <span style="color: red; font-weight: bold;">46</span>				

**CAREER DEVELOPMENT TRAINING**

Sponsor Training Date: 01/01/2016      CDTC Completion Date: 02/01/2016      RASW Completion Date: 11/15/2014

Advancement Statistics
Course Data

**Figure 9-9 – CDB Plan Tracking Section (SELRES)**



#### 9.5.4 Career Development Board SELRES (Cont.)

38. **48 Month Required Date** – Date the 48 month CDB is due. This date is calculated by adding 48 months to the date the member reported onboard the command for duty.
39. **48 Month Completion Date** – Date the 48 month CDB was completed. This date will automatically populate from the CDB interview date when a "48 Month" type CDB is verified by the Command Career Counselor.
40. **48 Month Not Required Indicator** – Checked when the 48 month CDB is not required due to a C-Way CDB being conducted after the 24 month CDB and prior to the 48 Month CDB Required Date.
41. **60 Month Required Date** – Date the 60 month CDB is due. This date is calculated by adding 60 months to the date the member reported onboard the command for duty.
42. **60 Month Completion Date** – Date the 60 month CDB was completed. This date will automatically populate from the CDB interview date when a "60 Month" type CDB is verified by the Command Career Counselor.
43. **60 Month Not Required Indicator** – Checked when the 60 month CDB is not required due to a C-Way CDB being conducted after the 48 month CDB and prior to the 60 month CDB Required Date.  
**Note:** C-Way Required Date does not appear for SELRES Sailors.
44. **Completed C-Way CDBs** – Use of this link will display a box containing the completed C-Way CDBs for the member in addition to the date each CDB was completed.
45. **Biennial Required Date** – Personnel are required to have a biennial CDB completed after the 60 month CDB is completed. Use this drop-down to select a desired Biennial CDB year and view the required date.
46. **Completed Biennial CDBs** – Use of this link will display a box containing the completed Biennial CDBs for the member in addition to the date each CDB was completed.
47. **Additional Boards Conducted** – Displays a list of Other CDBs not regularly scheduled with the type and quantity completed.

**Career Development Board Active Duty (Cont.)**

Career Development

CDB Data

Rank/Rate:	Name:	Current DSC: 200	
ADSD:	PEBD: 11/18/2009	EOS: 12/10/2022	Soft EOS: 12/10/2022
REPORT DT: 03/25/2015	PRD: 03/31/2021	DIEMS: 01/24/2009	DIERF: 01/24/2009
UIC:		Warfare Qual: SW	
DEPT: TRNG	DEPT Career Counselor:		
DIV: BT E	DIV Career Counselor:		
Mentor Name:			

CAREER DEVELOPMENT BOARD TRACKING			
Type	Required Date	Completed Date	Not Required
Reporting	JUN-2015	03/25/2015	
6 Month	SEP-2015	03/25/2015	
12 Month	MAR-2016	03/19/2016	
24 Month	MAR-2017	03/16/2017	<input type="checkbox"/>
48 Month	MAR-2019	03/13/2019	<input type="checkbox"/>
60 Month	MAR-2020		<input type="checkbox"/>

ADDITIONAL BOARDS CONDUCTED

Advancement: 1

Completed C-Way CDB's Status      Status Date

**CAREER DEVELOPMENT TRAINING**

Sponsor: CDTC RASW 50

Training Date: 03/09/2016 48      Completion Date: 49      Completion Date: 09/13/2015

**PMK-EE Data** 51

Course Title	Course Start Date	Course Completion Date	
PROF MIL KNOW ELIG EXAM E8	04/04/2019	04/04/2019	

Advancement Statistics 52
Course Data 53

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

Career Development | CDB Data

**Figure 9-10 – Career Development Training (SELRES)**

### 9.5.5 Career Development Board SELRES (Cont.)

- 48. **Sponsor Training Date** – The most current completion of Sponsor Training entered via the CIMS Career Information Training component.
- 49. **CDTC Completion Date** – Displays the most current completion date of the Career Development Training Course entered via the CIMS Career Information Training component.
- 50. **RASW Completion Date** – The most current completion date of the Reserve Affiliation Success Workshop entered via the CIMS Career Information Training component.
- 51. **PMK-EE Data** – Displays the most current Professional Military Requirements course with start and completed dates.
- 52. **Advancement Statistics Link** – Hyperlink to the Naval Education and Training Professional Development and Technology Center (NETPDTC) advancement statistics web site.
- 53. **Course Data Link** – Hyperlink to the NSIPS Course Data entry page

#### Career Development Board Data

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

CDB Type:  Biennial **1**  **A** DEPT: MAIN **5** DIV: 200 **6**

CDB Type 2:  Advancement **2** CDB Type 3:  **3** CDB Type 4:  **4**

CDB Date:  **31**

CDB Rank/Rate:

**Status**

Pending  Completed

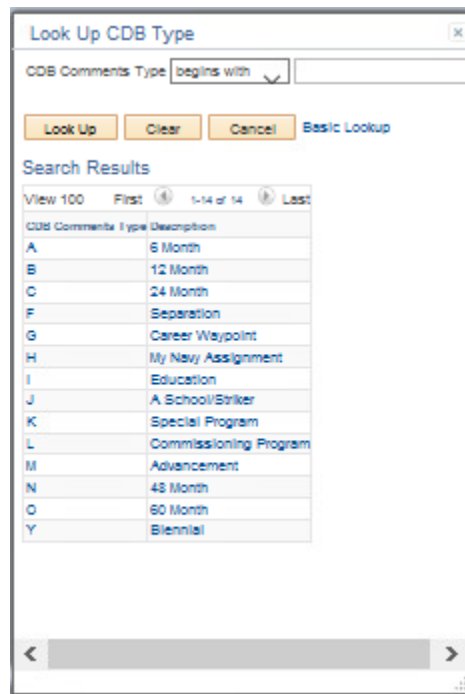
Figure 9-11 – CDB Data pt1

## Career Development Board Data

1. **CDB Type** – (Required) A CDB Type is required to be selected from the following list:

**NOTE:** The first CDB created will always, by default, be a "Reporting" type CDB that cannot be changed.

- A. **Biennial Year Indicator** – Select the appropriate year value for the CDB being conducted.



**Figure 9-12 – CDB Data – CDB Type Lookup**

2. **CDB Type 2** – Selected from the menu displayed in Figure 8-7. When the CDB type selected above also serves to complete an additional purpose the additional type is selected here. CDB Type 2 cannot be selected unless a primary type is selected.
3. **CDB Type 3** – Serves the same purpose as CDB Type 2 except a type 3 cannot be selected unless a Type 2 is also selected.
4. **CDB Type 4** – Serves the same purpose as CDB Type 2 and 3 above except a type 4 cannot be selected unless a Type 2 and 3 is also selected.
5. **DEPT** – The Department to which currently assigned. The Department is updated each time the CDB page is opened (Corporate data).
6. **DIV** – The Division to which currently assigned. The Division is updated each time the CDB page is opened (Corporate data).

### Career Development Board Data

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

CDB Type:  Biennial  DEPT: MAIN DIV: 200

CDB Type 2:  Advancement CDB Type 3:  CDB Type 4:

CDB Date:   Status

CDB Rank/Rate:    Pending  Completed  Verify

**A** **B** **C**

Figure 9-13 – CDB Data pt2

## Career Development Board Data

7. CDB Interview Date – (Required) The date the CDB was conducted is required to be entered in this field. Scheduled CDBs may be completed in any order once a Reporting CDB has been verified at the current command. (i.e., a 12 month CDB may be done even though a 6 Month CDB has not been completed however; the interview date for the 12 Month CDB must be greater than the six month required date, and less than the 24 month required date.)

- Once this date has been entered and the career counselor Tabs out of this field, they will be given the option to load all data from the previous CDB into the current CDB (with the exception of the CDB Comments). When a scheduled CDB is verified by the Command Career Counselor, this date will appear as the Completion Date on the CDB page.

**NOTE:** Data for "Reporting" type CDBs will not be brought forward from previous commands. All data entered on a "Reporting" CDB must be initially verified by the career counselor at the member's new command.

8. CDB Rank/Rate – (Required) The Rank/Rate of the individual that the CDB is being conducted on is required to be entered in this field. Counselors may select a Rank/Rate other than the individuals current Rank/Rate to allow for special circumstances; such as CDBs that are done on personnel that are striking for a rating or frocked.

- If an Active Duty member has been selected but not advanced, CIMS will generate a message to notify the career counselor that this condition exists.

- Additionally, if the Rate/Rank selected is not the same as the member's current Rate/Rank, the career counselor will also be warned of this condition.

**NOTE:** Because the details of a CDB are dependent on the grade level associated with the Rank/Rate entered, the CDB sections will only appear after a Rank/Rate has been selected.

9. Status – Indicates the current status of a Career Development Board:

A. **Pending** – A CDB has been started, but is not fully complete. Once a "Pending" CDB is created, and information from the previous CDB is loaded and saved, an Individual Career Development Plan (ICDP) form may be created to assist board members with the actual CDB.

B. **Completed** – The CDB has actually been conducted, and the information updated. Indicates that the CDB is now ready to be verified by the CCC.

C. **Verify** – Available from the CIMS Verify menu for CCC access ONLY! CCCs may view all CDBs that are in a Complete status, and verify those that are ready for inclusion as a part of the permanent record. Verified CDBs cannot be updated.

### Career Development Board (CDB Data Tab)

Paygrade:	E06 <b>1</b>	Date of Rank:	11/16/2007 <b>2</b>		
Projected Advancement Date	E7: 07/01/2010 <b>3</b>				
Total Times Exam Taken:	6 <b>4</b>	Total Exam Fails:	1 <b>5</b>	Total Exam PNA's:	5 <b>6</b>
				Total Times Board Eligible:	3 <b>7</b>

Highest Education Level: L High School Diploma

Warfare Qual Working Toward:  Start Date:  Target Date:

Degree Working Toward:

Degree Start Date:  USMAP Enrollment Date: 07/01/2014

**PRT DATA:**

1 2015	PARTICIPANT	GOOD
2 2014	MED WAIVED	
1 2014	PARTICIPANT	GOOD
2 2013	PARTICIPANT	GOOD

Personal Goals Set:

Reenlistment Intent:

Year Group: 2015

C-WAY Last Review: APR 2016 Status: Approved - Executed

PCS Orders Received: 03/28/2016 Welcome Aboard Package Received:

Fleet Reserve Application: 01/01/2016 Fleet Reserve Approved: 12/31/2016

Transition Reason: Fleet Reserve DoL Workshop Exemption:

GPS Required: Yes DoL Workshop Completed: 05/28/2015

DD 2648 Completed: 05/28/2015 VA Briefing Completed: 05/28/2015

DD 2958 Completed: 05/28/2015

PACT Decision:  Continuing in PACT program

Short Term Goals:

Long Term Goals:

Board Members:

Board Comments:  250 characters remaining

1000 characters remaining

Figure 9-14 – CDB Data Advancement

## Career Development Board Data (CDB Data Tab)

### 9.5.6 Advancement (CDB Data Tab)

1. **Paygrade** – The member’s current paygrade.
2. **Date of Rank** – Current Date of Rank (DOR) for personnel in grades E2 and above (Corporate data).
3. **Projected Advancement Date** – The projected minimum Time in Rate date that the individual will be eligible for advancement. Dates will only appear when the CDB Rank/Rate is the same as the individual's current Rank/Rate. Projected Advancement Dates are calculated based on the individual's current Time in Rate.
4. **Total Times Exam Taken** – Indicates the total number of times that the advancement exam was taken at the grade level associated with the CDB Rank/Rate entered. This field will only be viewable when the paygrade associated with the Interview Rank/Rate entered is E3 – E6.

**NOTE:** The Exam information displayed begins 01 January 2005 and forward, any exams taken before this date will not be displayed (Corporate data).

5. **Total Exam Fails** – Indicates the total number of times that the advancement exam was failed at the grade level associated with the CDB Rank/Rate entered. This field will only be viewable when the paygrade associated with the Interview Rank/Rate entered is E3 – E6.

**NOTE:** The Exam information displayed begins 01 January 2005 and forward, any exams taken before this date will not be displayed (Corporate data).

6. **Total Exam PNAs** – Indicates the total number of times that the advancement exam was Passed, Not Advanced (PNA) at the grade level associated with the CDB Rank/Rate entered. This field will only be viewable when the paygrade associated with the Interview Rank/Rate entered is E3 – E5.

**NOTE:** The Exam information displayed begins 01 January 2005 and forward, any exams taken before this date will not be displayed (Corporate data).

7. **Total Times Board Eligible** – Indicates the total number of times promotion board eligible at the grade level associated with the CDB Rank/Rate entered. This field will only be viewable when the paygrade associated with the Interview Rank/Rate entered is E6 – E8.



**Career Development Board Data (CDB Data Tab)**

Paygrade: E06      Date of Rank: 11/16/2007  
 Projected Advancement Date E7: 07/01/2010  
 Total Exam PNA's: 5  
 Total Times Exam Taken: 6      Total Exam Fails: 1      Total Times Board Eligible: 3

Highest Education Level: L High School Diploma 8  
 Warfare Qual Working Toward: AW 9 Start Date: 06/02/2016 10 Target Date: 06/02/2017 11  
 Degree Working Toward: Bachelor of Science 12  
 Degree Start Date: 06/05/2014 13 USMAP Enrollment Date: 07/01/2014 14

**PRT DATA:**

1 2015	PARTICIPANT	GOOD
2 2014	MED WAIVED	
1 2014	PARTICIPANT	GOOD
2 2013	PARTICIPANT	GOOD

Personal Goals Set: EXCELLENT  
 Reenlistment Intent: Reenlist  
 Year Group: 2015  
 C-WAY Last Review: APR 2016      Status: Approved - Executed  
 PCS Orders Received: 03/28/2016      Welcome Aboard Package Received: 06/02/2016 31  
 Fleet Reserve Application: 01/01/2016      Fleet Reserve Approved: 12/31/2016  
 Transition Reason: Fleet Reserve      DoL Workshop Exemption:  
 GPS Required: Yes      DoL Workshop Completed: 05/28/2015  
 DD 2648 Completed: 05/28/2015      VA Briefing Completed: 05/28/2015  
 DD 2958 Completed: 05/28/2015

PACT Decision: AD 🔍 Continuing in PACT program  
 Short Term Goals:  📄  
 Long Term Goals:  📄  
 Board Members:  📄  
 Board Comments:  250 characters remaining 📄  
 1000 characters remaining

**Figure 9-15 – CDB Education/Qualifications Section**

## Career Development Board Data (CDB Data Tab)

### 9.5.7 Education/Qualifications (CDB Data Tab)

8. **Highest Education Level** – The code and description of the highest level of education attained (Corporate data).
9. **Warfare Qual Working Toward** – Allows career counselors to enter the warfare qualification an individual has elected to obtain.
10. **Warfare Qual Start Date** – Allows career counselors to enter the date an individual starting working towards attaining warfare qualification entered.
11. **Warfare Qual Target Date** – Allows career counselors to enter the target date for completion for the warfare qualification entered.
12. **Degree Working Toward** – Allows career counselors to enter any college degree progress information.
13. **Degree Start Date** – Allows career counselors to enter the date an individual started working towards attaining a college degree.
14. **USMAP Enrollment Date** – Displays the date of enrollment in a USMAP course that has not been completed (Corporate data).

**Career Development Board Data (CDB Data Tab)**

Paygrade: E06      Date of Rank: 11/16/2007  
 Projected Advancement Date: E7: 07/01/2010  
 Total Exam PNA's: 5  
 Total Times Exam Taken: 6      Total Exam Fails: 1      Total Times Board Eligible: 3  
 Highest Education Level: L High School Diploma  
 Warfare Qual Working Toward:       Start Date:       Target Date:    
 Degree Working Toward:   
 Degree Start Date:       USMAP Enrollment Date: 07/01/2014

<b>PRT DATA:</b> <span style="color: red; font-weight: bold;">15</span>		
1 2015	PARTICIPANT	GOOD
2 2014	MED WAIVED	
1 2014	PARTICIPANT	GOOD
2 2013	PARTICIPANT	GOOD

Personal Goals Set:  16

Reenlistment Intent:

Year Group: 2015  
 C-WAY Last Review: APR 2016      Status: Approved - Executed  
 PCS Orders Received: 03/28/2016      Welcome Aboard Package Received:    
 Fleet Reserve Application: 01/01/2016      Fleet Reserve Approved: 12/31/2016  
 Transition Reason: Fleet Reserve      DoL Workshop Exemption:  
 GPS Required: Yes      DoL Workshop Completed: 05/28/2015  
 DD 2648 Completed: 05/28/2015      VA Briefing Completed: 05/28/2015  
 DD 2958 Completed: 05/28/2015

PACT Decision:  Continuing in PACT program

Short Term Goals:

Long Term Goals:

Board Members:

Board Comments:    
250 characters remaining

1000 characters remaining

**Figure 9-16 – CDB – Physical Fitness Program**

## **Career Development Board Data (CDB Data Tab)**

### **9.5.8 Physical Fitness Program (CDB Data Tab)**

15. **PRT Data** – Displays the Physical Fitness Program cycles, Status and Overall Score up to the past eight PRT cycles (Corporate data).
16. **Personal Goals Set** – Allows career counselors to enter any PRT related personal goals.

**Career Development Board Data (CDB Data Tab)**

Paygrade: E06      Date of Rank: 11/16/2007  
 Projected Advancement Date E7: 07/01/2010  
 Total Exam PNA's: 5  
 Total Times Exam Taken: 6      Total Exam Fails: 1      Total Times Board Eligible: 3  
 Highest Education Level: L High School Diploma  
 Warfare Qual Working Toward:       Start Date:       Target Date:    
 Degree Working Toward:   
 Degree Start Date:       USMAP Enrollment Date: 07/01/2014  
**PRT DATA:**  
 1 2015      PARTICIPANT      GOOD  
 2 2014      MED WAIVED  
 1 2014      PARTICIPANT      GOOD  
 2 2013      PARTICIPANT      GOOD  
 Personal Goals Set:   
**Reenlistment Intent:**  17  
**Year Group:** 2015 18  
**C-WAY Last Review:** APR 2016 19      **Status:** Approved - Executed 20  
**PCS Orders Received:** 03/28/2016 21      **Welcome Aboard Package Received:**  22  
 Fleet Reserve Application: 01/01/2016      Fleet Reserve Approved: 12/31/2016  
 Transition Reason: Fleet Reserve      DoL Workshop Exemption:  
 GPS Required: Yes      DoL Workshop Completed: 05/28/2015  
 DD 2648 Completed: 05/28/2015      VA Briefing Completed: 05/28/2015  
 DD 2958 Completed: 05/28/2015  
 PACT Decision:  Continuing in PACT program  
 Short Term Goals:    
 Long Term Goals:    
 Board Members:    
 Board Comments:  250 characters remaining   
 1000 characters remaining

**Figure 9-17 – CDB – Career Management**

## **Career Development Board Data (CDB Data Tab)**

### **9.5.9 Career Management (CDB Data Tab)**

17. **Year Group** – Displays an active duty member’s Year Group based on their ADSD.
18. **Reenlistment Intent** – Allows career counselors to enter any comments or remarks regarding Reenlistment Intentions.
19. **C-Way Last Review** – Displays the Month and Year that a C-Way Reenlistment request was last reviewed (Corporate data).
20. **C-Way Status** – Displays the current status of a C-Way Reenlistment request. This field will only be available when the paygrade associated with the CDB Rank/Rate entered is E1 – E6 (Corporate data).
21. **PCS Orders Received** – Allows career counselors to enter the date that Permanent Change of Station orders were received.
22. **Welcome Aboard Package Received** – Allows career counselors to enter the date that a Welcome Aboard package was received in connection with transfer orders.

**Career Development Board Data (CDB Data Tab)**

**Paygrade:** E07      **Date of Rank:** 04/16/2019

**Projected Advancement Date**    E8: 07/01/2022      E9: 07/01/2025

**Highest Education Level:** L High School Diploma

**Warfare Qual Working Toward:**     **Start Date:**  31    **Target Date:**  31

**Degree Working Toward:**

**Degree Start Date:**  31      **USMAP Enrollment Date:**

**PRT DATA:**

1 2019	VALIDATED	
2 2018	VALIDATED	EXCELLENT MEDIUM
1 2018	PARTICIPANT	
2 2017	PARTICIPANT	EXCELLENT MEDIUM
1 2017	PARTICIPANT	OUTSTANDING LOW
2 2016	PARTICIPANT	EXCELLENT LOW
1 2016	PARTICIPANT	EXCELLENT MEDIUM
2 2015	PARTICIPANT	OUTSTANDING

**Personal Goals Set:**

**Reenlistment Intent:**

**Year Group:** 2007

**PCS Orders Received:**       **Welcome Aboard Package Received:**  31

<b>Fleet Reserve Application:</b> 23	<b>Fleet Reserve Approved:</b> 24
<b>Transition Reason:</b> 25	<b>DoL Workshop Exemption:</b> 26
<b>GPS Required:</b> 27	<b>DoL Workshop Completed:</b> 28
<b>Pre-Sep Completed:</b> 29	<b>VA Briefing Completed:</b> 30
<b>DD 2648 Completed:</b> 31	<b>Post-9/11 GI Bill TEB:</b> 09/26/2023 32

**Short Term Goals:**  250 characters remaining

**Long Term Goals:**  250 characters remaining

**Figure 9-18 – CDB – Transition**

## Career Development Board Data (CDB Data Tab)

### 9.5.10 Transition (CDB Data Tab)

23. **Fleet Reserve Application Date** – Displays the Fleet Reserve application date entered by the career counselor from the CIMS Career Decisions page (Corporate Data).
24. **Approved Fleet Reserve Transfer Date** – Displays the Fleet Reserve Plan Date entered by the career counselor from the CIMS Career Decisions page (Corporate Data).
25. **Transition Reason** – Displays the Transition Reason as entered on the Career Decisions page. The Career Decisions page is discussed at length in Chapter 9 of this guide.
26. **DoL Workshop Exemption** – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system (Corporate Data).
27. **GPS Required** – GPS required is derived based on the member's current length of service on active duty.
28. **DoL Workshop Completed** – Displays members' completed DoL Workshop from the Defense Manpower Data Center (DMDC) GPS system (Corporate Data).
29. **DD 2648 Completed** – Displays members' completed DD 2648 from the Defense Manpower Data Center GPS system (Corporate Data).
30. **VA Briefing Completed** – Displays members' completed VA Briefing from the DMDC GPS system (Corporate Data).
31. **DD 2958 Completed** – Displays members' completed DD 2958 from the DMDC GPS system (Corporate Data).
32. **Post-9/11 GI Bill TEB** – Displays members' Obligated Service 911 GI Bill End Date.



**Career Development Board Data (CDB Data Tab)**

Paygrade: E06      Date of Rank: 11/16/2007  
 Projected Advancement Date E7: 07/01/2010      Total Exam PNA's: 5  
 Total Times Exam Taken: 6      Total Exam Fails: 1      Total Times Board Eligible: 3

Highest Education: [ ]      Warfare Qual Work: [ ]      Target Date: 06/02/2017 [ ]  
 Degree Working Title: [ ]      Degree Start Date: [ ]      Date: 07/01/2014

**PRT DATA:**  
 1 2015  
 2 2014  
 1 2014  
 2 2013

Personal Goals Start Date: [ ]  
 Reenlistment Intention: [ ]  
 Year Group: 20[ ]  
 C-WAY Last Review Date: [ ]  
 PCS Orders Received: [ ]  
 Fleet Reserve Appointment: [ ]  
 Transition Reason: [ ]

GPS Required: [ ]      DD 2648 Completed: 05/28/2015      VA Briefing Completed: 05/28/2015  
 DD 2958 Completed: 05/28/2015

**Look Up PACT Decision**

PACT Decision begins with [ ]

Look Up   Clear   Cancel   Basic Lookup

**Search Results**

View 100      First 1-12 of 12 Last

PACT Decision	Description
AD	Continuing in PACT program
A1	A School Application Submitted
C0	Designated (Navy Wide Exam)
C1	Designated (Commanding Officer)
C2	Declined A School/Continue at present DUSTA
I1	Ineligible/Erroneous Enlistment Information
I2	Ineligible/Physical Disqualification
I3	Ineligible/ Psychological Disqualification
I4	Ineligible/Conduct Disqualification
I5	Ineligible/Acedemic Disqualification
I6	Ineligible/Security Clearance Disqualification
I7	Ineligible/Other Reason for Disqualification

PACT Decision: AD  Continuing in PACT program 32

Short Term Goals:  33

Long Term Goals:  34

Board Members:  35

Board Comments:  36

250 characters remaining

1000 characters remaining

**Figure 9-19 – CDB – Goals & Comments**

## Career Development Board Data (CDB Data Tab)

### 9.5.11 Goals & Comments Section

32. **PACT Decision** – PACT Decision – A PACT decision code is required to be selected in order to complete CDBs conducted on PACT personnel. NOTE: This field will only be visible until the Sailor has completed the requirements of the PACT program.
33. **Short Term Goals** –Allows career counselors to enter any Short Term Goals associated with the CDB. Up to 60 characters may be entered in this field.
34. **Long Term Goals** –Allows career counselors to enter any Long Term Goals associated with the CDB. Up to 60 characters may be entered in this field.
35. **Board Members** –Allows career counselors to enter Board Members associated with the CDB. Up to 250 characters may be entered in this field.
36. **Board Comments** –Allows career counselors to enter any Board Comments made that are associated with the CDB. Up to 1,000 characters may be entered in this field.

## **Section Ten – Career Decisions Page**

## 10. CAREER DECISIONS PAGE

### 10.1 Career Decisions Page

The following pages are used to enter significant Career Decisions into the system for reporting and tracking purposes. The following decision types are tracked using these pages: Extensions, Reenlistments, Separations, Transfers to the Fleet Reserves, and Retirements.

**NOTE:** Fields on these pages change based upon the decision type entered.

**Career Decisions Page**

Career Decisions

Rank/Rate: ADAN <b>1</b>	Name: [REDACTED] <b>2</b>	Current DSC: 100 <b>3</b>	
ADSD: 01/15/2013 <b>4</b>	PRD: 06/01/2017 <b>5</b>	EAOS: 01/14/2017 <b>6</b>	Soft EAOS: 01/14/2017 <b>7</b>
CREO/ECMO: 2 <b>8</b>	PEBD: 01/15/2013 <b>9</b>	DIEMS: 05/09/2012 <b>10</b>	DIERF: <b>11</b>
UIC: [REDACTED] <b>12</b>			

Separation/Reenlistment/Fleet Reserve Retirement/Extensions Find | View All First 1 of 1 Last

**Program** +

Plan Type:  Planned Date:  31

Comments:  ✓

**Calculators**

[CIMS - Selective Reenlistment Bonus](#) [CIMS - Retirement Plan](#) [CIMS - Survivor Benefit Plan](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)

**Figure 10-1 – Career Decisions-Corporate Data**

## **Career Decisions Page**

### **10.1.1 Corporate Data Section**

1. **Rank/Rate** – Rate/Rank the member is currently being paid (Corporate data).
2. **Name** – Full Last Name, First Name Middle Name of the member (Corporate data).
3. **Current DSC** – Current Duty Status Code of the member (Corporate data).
4. **ADSD** – Current Active Duty Start Date. This information is only displayed for Active Duty personnel (Corporate data).
5. **PRD** – Current Projected Rotation Date (Corporate data).
6. **EAOS** – Current Expiration of Active Obligated Service is only displayed for Active Duty personnel. **EOS** – Current Contract Expiration Date is only displayed for Reserve personnel (Corporate data).

**NOTE:** This Field is the only field that displays differently in this section for Active Duty and Reserve members.

7. **Soft EAOS** – Current Soft Expiration of Active Obligated Service is only displayed for Active Duty personnel (Corporate data).
8. **CREO/ECMO** – Displays the current Career/Reenlistment Objectives code for Active Duty personnel or the current Enlisted Career Management Objective code for Reserve personnel (Corporate data).

**NOTE:** The CREO/ECMO is re-calculated each time the Career Decisions Page is loaded based on the current NAVADMIN.

9. **PEBD** – Pay Entry Base Date (Corporate data).
10. **DIEMS** – Date of Initial Entry into Military Service (Corporate data).
11. **DIERF** – Date of Initial Entry into Reserve Forces is only displayed for Reserve personnel (Corporate data).
12. **UIC** – Unit Identification Code and command short name the member is currently assigned to (Corporate data).

**Career Decisions Page**

**Career Decisions**

Rank/Rate: AO1	Name: [REDACTED]	Current DSC: 100	
ADSD: 06/25/2001	PRD: 07/01/2016	EAOS: 12/03/2019	Soft EAOS: 12/03/2019
CREO/ECMO: 2	PEBD: 06/25/2001	DIEMS: 05/24/2001	DIERF:
UIC: [REDACTED] [REDACTED]			

**Separation/Reenlistment/Fleet Reserve Retirement/Extensions** Find | View All First 1 of 1 Last

**Program** +

Plan Type:  13 Planned Date:  14

**Lump Sum Leave Calculator**

Grade:  15 Base Pay:  16 Days Selling:  17 Est Paid Leave Amt:  18

**Request Status**

Number of Years:  19

**Reenlistment**

Location:  20 Time:  21

Reenlisting Officer:  22  
Last Name, First Name MI., Rank

Comments:  23

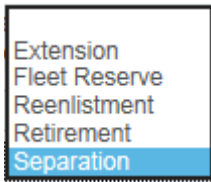
**Calculators**

[CIMS - Selective Reenlistment Bonus](#) [CIMS - Retirement Plan](#) [CIMS - Survivor Benefit Plan](#)



**Figure 10-2 – Career Decisions – Active Duty Reenlistment**

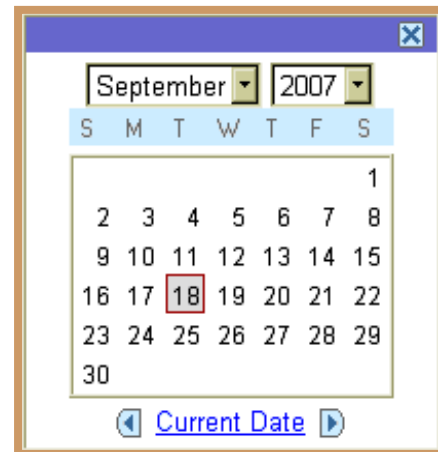
## Career Decisions Page

### 10.1.2 Plan Type: Reenlistment – Active Duty



**Figure 10-3 – Career Decisions Plan Types**

13. **Plan Type** – Career Decisions Plan Type (Required Field): Select Reenlistment from the lookup values.
14. **Career Decisions Planned Date** (Required Field): Enter the scheduled Reenlistment Date. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button  to the right of the field and select the Reenlistment date from the pop-up calendar.
15. **Grade** – Enter the member’s paygrade on the day of reenlistment.
16. **Base Pay**: Member’s monthly base pay at the time of reenlistment.
17. **Number of Leave Days Selling**: Enter a number between 00 & 60, half days are allowed e.g., 12.5 days.
18. **Estimated Paid Leave Amount**: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.
19. **Number of Years Reenlisting (Required Field)**: Enter the total number of years that the member is reenlisting up to the limit of six years. You may enter data in this field manually or by selecting the drop-down arrow then selecting from one of the displayed options.
20. **Location (Required Field)**: Enter location of the reenlistment.
21. **Time**: Reenlistment time using standard military time format e.g., 1400.
22. **Reenlisting Officer (Required Field)**: Information in blocks 20 – 22 will be used later to create a Reenlistment Certificate and certificates for family members. The format for this field is as follows: Last Name, First Name MI., Rank e.g., Sailor, Thomas R., Captain.
23. **Comments**: This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the  icon located below the Comments block.



**Figure 10-4 – Calendar Box**



**Career Decisions Page**

**Career Decisions**

Rank/Rate: ISC	Name: [REDACTED]	Current DSC: 200	
ADSD:	PRD: 03/30/2018	EOS: 10/15/2016	Soft EAOS:
CREO/ECMO:	PEBD: 10/31/2002	DIEMS:	DIERF: 10/31/2002
UIC: [REDACTED]	[REDACTED]		

**Separation/Reenlistment/Fleet Reserve Retirement/Extensions** Find | View All First 1 of 1 Last

**Program** [ + ]

Plan Type: **Reenlistment** <sup>13</sup> Planned Date:  <sup>14</sup>

**Lump Sum Leave Calculator**

Grade: **E07** <sup>15</sup> Base Pay:  <sup>16</sup> Days Selling:  <sup>17</sup> Est Paid Leave Amt:  <sup>18</sup>

**Request Status**

Number of Years:  <sup>19</sup> PNEC: 3924 <sup>20</sup> BSC: 722009032E <sup>21</sup> BILNEC: 3923 <sup>22</sup>

**Bonus Eligibility**

SRB Qualifier:  <sup>23</sup> Tier:  <sup>24</sup>

**Reenlistment**

Location:  Time:

Reenlisting Officer:

Last Name, First Name MI., Rank

Comments:


**Calculators**

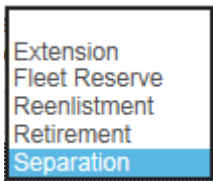
CIMS - Selective Reenlistment Bonus      CIMS - Retirement Plan      CIMS - Survivor Benefit Plan

**Figure 10-5 – Career Decisions – Reserve Reenlistment**

## Career Decisions Page

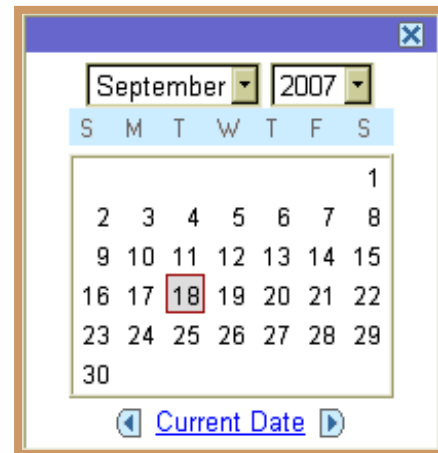
### 10.1.3 Plan Type: Reenlistment – Reserves

13. **Plan Type** – Career Decisions Plan Type (Required Field): Select Reenlistment from the lookup values.
14. **Career Decisions Planned Date** (Required Field): Enter the scheduled Reenlistment Date. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button  to the right of the field and select the Reenlistment date from the pop-up calendar.
15. **Grade** – Enter the member’s paygrade on the day of reenlistment.
16. **Base Pay**: Member’s monthly base pay at time the of reenlistment



**Figure 10-6 – Career Decisions Plan Types**

17. **Number of Leave Days Selling**: Enter a number between 00 & 60, half days are allowed e.g., 12.5 days.
18. **Estimated Paid Leave Amount**: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.
19. **Number of Years Reenlisting**: (Required Field): Enter the total number of years that the member is reenlisting up to the limit of six years. You may enter data in this field manually or by selecting the drop-down arrow then selecting from one of the displayed options.



**Figure 10-7 – Calendar Box**

20. **Primary Navy Enlisted Classification Code**: This Code is loaded from Corporate Data.
21. **Billet Sequence Code**: This Code is preloaded from Corporate Data.
22. **Billet Navy Enlisted Classification Code**: This Code is preloaded from Corporate Data.
23. **SRB Qualifier**: Rank/Rate which the SRB will be based on.
24. **Tier**: Code used to describe the type of enlistment contract. Pressing the Lookup button next to the field will display all options available for the SRB.

**Career Decisions Page**

**Career Decisions**

Rank/Rate: ISC	Name: [REDACTED]	Current DSC: 200	
ADSD:	PRD: 03/30/2018	EOS: 10/15/2016	Soft EAOS:
CREO/ECMO:	PEBD: 10/31/2002	DIEMS:	DIERF: 10/31/2002
UIC: [REDACTED]	[REDACTED]		

**Separation/Reenlistment/Fleet Reserve Retirement/Extensions** Find | View All First 1 of 1 Last

**Program** +

Plan Type: **Reenlistment** Planned Date:

**Lump Sum Leave Calculator**

Grade:  Base Pay:  Days Selling:  Est Paid Leave Amt:

**Request Status**

Number of Years:  PNEC: 3924 BSC: 722009032E BILNEC: 3923

**Bonus Eligibility**

SRB Qualifier:  Tier:

**Reenlistment**

Location:  25 Time:  26

Reenlisting Officer:  27

Last Name, First Name MI., Rank

Comments:  28


**Calculators**

[CIMS - Selective Reenlistment Bonus](#) [CIMS - Retirement Plan](#) [CIMS - Survivor Benefit Plan](#)

**Figure 10-8 – Career Decisions – Reserve Reenlistment pt2**

**Career Decisions Page**

**Plan Type: Reenlistment (Reserve Cont.)**

25. **Location:** (Required Field): Enter location of the reenlistment.
26. **Time:** Reenlistment time using standard military time format e.g., 1400.
27. **Reenlisting Officer:** (Required Field): Information in blocks 20 – 22 will be used later to create a Reenlistment Certificate and certificates for family members. The format for this field is as follows: **Last Name, First Name MI., Rank** e.g., Sailor, Thomas R., Captain.
28. **Comments:** This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the  icon located below the Comments block.

**Career Decisions Page**

**Career Decisions**

Rank/Rate: AO1	Name: [REDACTED]	Current DSC: 100	
ADSD: 06/25/2001	PRD: 07/01/2016	EAOS: 12/03/2019	Soft EAOS: 12/03/2019
CREO/ECMO: 2	PEBD: 06/25/2001	DIEMS: 05/24/2001	DIERF:
UIC: [REDACTED] [REDACTED]			

**Separation/Reenlistment/Fleet Reserve Retirement/Extensions** Find | View All First 1 of 1 Last

**Program** [Extension] 13 Planned Date: [ ] 14

**Lump Sum Leave Calculator**  
Grade: E06 15 Base Pay: 16 Days Selling: 17 Est Paid Leave Amt: 18

**Request Status**  
Number of Months: 19


Comments: 20

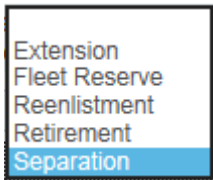
**Calculators**  
CIMS - Selective Reenlistment Bonus CIMS - Retirement Plan CIMS - Survivor Benefit Plan

**Figure 10-9 – Career Decisions – Active Duty Extension**

## Career Decisions Page

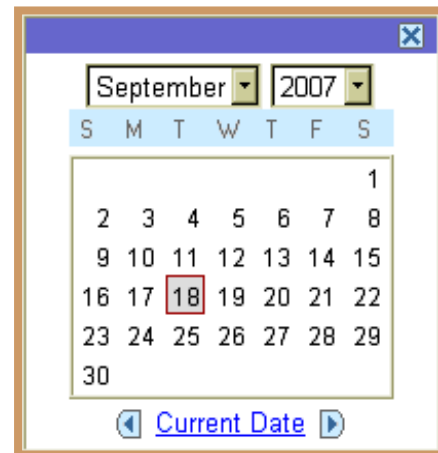
### 10.1.4 Plan Type: Extension Active Duty

13. **Career Decisions Plan Type** (Required Field): For an Extension, enter EXT.
14. **Career Decisions Planned Date** (Required Field): Enter the Date the **Extension** becomes active You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button  to the right of the field and select the Reenlistment date from the pop-up calendar.
15. **Grade** – Enter the member’s paygrade on the day of reenlistment.
16. **Base Pay:** Member’s monthly base pay at time the of reenlistment




**Figure 10-10 – Career Decisions Plan Types**

17. **Number of Leave Days Selling:** Enter a number between 00 & 60 half days are allowed e.g., 12.5 days
18. **Estimated Paid Leave Amount:** This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.
19. **Number of Months Extending** (Required Field): Enter the total number of months that the member is extending their enlistment up to the limit of 48 months. You may enter data in this field manually or by selecting the drop-down arrow then selecting from one of the displayed options.



**Figure 10-11 – Calendar Box**

20. **Comments:** This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the  icon located below the Comments block.

**Career Decisions Page**

**Career Decisions**

Rank/Rate: ISC	Name: [REDACTED]	Current DSC: 200	
ADSD:	PRD: 03/30/2018	EOS: 10/15/2016	Soft EAOS:
CREO/ECMO:	PEBD: 10/31/2002	DIEMS:	DIERF: 10/31/2002
UIC: [REDACTED]	[REDACTED]		

**Separation/Reenlistment/Fleet Reserve Retirement/Extensions** Find | View All First 1 of 1 Last

**Program** 13 14

Plan Type: **Extension** Planned Date: [ ]

**Lump Sum Leave Calculator** 15 16 17 18

Grade: **E07** Base Pay: Days Selling: Est Paid Leave Amt:

**Request Status** 19 20 21 22

Number of Months: PNEC: 3924 BSC: 722009032E BILNEC: 3923

**Bonus Eligibility** 23 24

SRB Qualifier: Tier:

Comments: 25

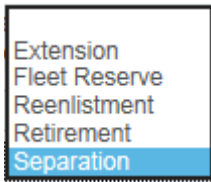
**Calculators**

CIMS - Selective Reenlistment Bonus      CIMS - Retirement Plan      CIMS - Survivor Benefit Plan


**Figure 10-12 – Career Decisions – Reserve Extension**

## Career Decisions Page

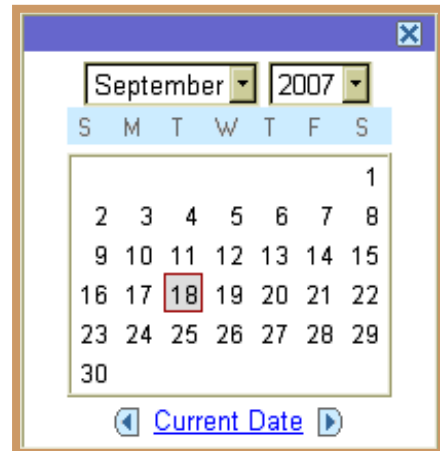
### 10.1.5 Plan Type: Extension Reserves



**Figure 10-13 – Career Decisions Plan Types**


13. **Career Decisions Plan Type** (Required Field): For an Extension, enter EXT.
14. **Career Decisions Planned Date** (Required Field): Enter the Date the Extension becomes active You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button  to the right of the field and select the Reenlistment date from the pop-up calendar.

15. **Grade** – Enter the member’s paygrade on the day of reenlistment.
16. **Base Pay:** Member’s monthly base pay at time the of reenlistment
17. **Number of Leave Days Selling:** Enter a number between 00 & 60 half days are allowed e.g., 12.5 days
18. **Estimated Paid Leave Amount:** This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.
19. **Number of Months Extending** (Required Field): Enter the total number of months that the member is extending their enlistment up to the limit of 48 months. You may enter data in this field manually or by selecting the drop-down arrow then selecting from one of the displayed options.
20. **Primary Navy Enlisted Classification Code:** This Code is loaded from Corporate Data.



**Figure 10-14 – Calendar Box**



21. **Billet Sequence Code:** This Code is preloaded from Corporate Data.
22. **Billet Navy Enlisted Classification Code:** This Code is preloaded from Corporate Data.
23. **SRB Qualifier:** Rank/Rate which the SRB will be based on.
24. **Tier:** Code used to describe the type of enlistment contract (e.g., T2A). Pressing the Lookup button next to the field will display all options available for the SRB Qualifier used.
25. **Comments:** This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the  icon located below the Comments block.

**Career Decisions Page**

**Career Decisions**

Rank/Rate: AO1	Name: [REDACTED]	Current DSC: 100	
ADSD: 06/25/2001	PRD: 07/01/2016	EAOS: 12/03/2019	Soft EAOS: 12/03/2019
CREO/ECMO: 2	PEBD: 06/25/2001	DIEMS: 05/24/2001	DIERF:
UIC: [REDACTED] [REDACTED]			

**Separation/Reenlistment/Fleet Reserve Retirement/Extensions** Find | View All First 1 of 1 Last

**Program** +

Plan Type: **Separation** 13 Planned Date:  14

**Transition (only GPS data completed within 24 months of the current date is displayed)**

GPS Required: <span>15</span>	DoL Workshop Exemption: <span>16</span>
DD 2648 Completed: <span>17</span>	DoL Workshop Completed: <span>18</span>
DD 2958 Completed: <span>19</span>	VA Briefing Completed: <span>20</span>
Career Readiness Met: <span>21</span>	Capstone Course Completed: <span>22</span>

**Lump Sum Leave Calculator**

Grade:  23 Base Pay:  24 Days Selling:  25 Est Paid Leave Amt:  26

<b>PDTY Date</b>	<b>Terminal Leave</b>
From: <input type="text"/> <span>27</span> To: <input type="text"/> <span>28</span>	From: <input type="text"/> <span>29</span> To: <input type="text"/> <span>30</span>

Comments:  31


**Calculators**


- CIMS - Selective Reenlistment Bonus
- CIMS - Retirement Plan
- CIMS - Survivor Benefit Plan

**Figure 10-15 – Career Decisions – Active Duty Separation**

## Career Decisions Page

### 10.1.6 Plan Type: Separation – Active Duty

13. **Career Decisions Plan Type** (Required Field): Select Separation.
14. **Career Decisions Planned Date** (Required Field): Enter the Date the Separation becomes active. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button  to the right of the field and select the Separation date from the pop-up calendar.
15. **GPS Required** – GPS required is derived based on the member's current length of service on active duty.
16. **DoL Workshop Exemption** – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system (Corporate data).
17. **DD 2648 Completed** – Displays member's completed DD 2648 from the Defense Manpower Data Center GPS system (Corporate data).
18. **DoL Workshop Completed** – Displays member's completed DoL Workshop from the Defense Manpower Data Center GPS system (Corporate data).
19. **DD 2958 Completed** – Displays member's completed DD 2958 from the Defense Manpower Data Center GPS system (Corporate data).
20. **VA Briefing Completed** – Displays member's completed VA Briefing from the Defense Manpower Data Center GPS system (Corporate data).
21. **Career Readiness Met** – Displays member's completed CRS from the Defense Manpower Data Center GPS system.
22. **Capstone Completed**: Displays member's completed Capstone from the Defense Manpower Data Center GPS system.
23. **Grade** – Enter the member's paygrade on the day of reenlistment.
24. **Base Pay**: Member's monthly base pay at time the of reenlistment
25. **Number of Leave Days Selling**: Enter a number between 00 & 60 half days are allowed e.g., 12.5 days
26. **Estimated Paid Leave Amount**: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.
27. **PDTY From Date**: Permissive Temporary Duty From Date.
28. **PDTY To Date**: Permissive Temporary Duty To Date.

29. **Terminal Leave From Date:** Separation Leave start date and is less than the Separation planned date.
30. **Terminal Leave To Date:** Separation Leave end date and will be equal to the Separation planned date.
31. **Comments:** This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the  icon located below the Comments block.

**Career Decisions Page**

**Career Decisions**

Rank/Rate: ISC	Name: [REDACTED]	Current DSC: 200	
ADSD:	PRD: 03/30/2018	EOS: 10/15/2016	Soft EAOS:
CREO/ECMO:	PEBD: 10/31/2002	DIEMS:	DIERF: 10/31/2002
UIC: [REDACTED]	[REDACTED]		

**Separation/Reenlistment/Fleet Reserve Retirement/Extensions** Find | View All First 1 of 1 Last

**Program** +

Plan Type: **Separation** 13 Planned Date: [ ] 14

**Transition (only GPS data completed within 24 months of the current date is displayed)**

GPS Required: 15	DoL Workshop Exemption: 16
DD 2648 Completed: 17	DoL Workshop Completed: 18
DD 2958 Completed: 19	VA Briefing Completed: 20
Career Readiness Met: 21	Capstone Course Completed: 22

**Lump Sum Leave Calculator**

Grade: E07 23 Base Pay: 24 Days Selling: [ ] 25 Post Paid Leave Amt: [ ] 26

Comments: [ ] 27



**Calculators**

CIMS - Selective Reenlistment Bonus      CIMS - Retirement Plan      CIMS - Survivor Benefit Plan

**Figure 10-16 – Career Decisions – Reserve Separation**

## Career Decisions Page

### 10.1.7 Plan Type: Separation Reserves

13. **Career Decisions Plan Type** (Required Field): Select Separation.
14. **Career Decisions Planned Date** (Required Field): Enter the Date the Separation becomes active. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button  to the right of the field and select the Separation date from the pop-up calendar.
15. **GPS Required** – GPS required is derived based on the member’s current length of service on active duty.
16. **DoL Workshop Exemption** – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system (Corporate data).
17. **DD 2648 Completed** – Displays member’s completed DD 2648 from the Defense Manpower Data Center GPS system (Corporate data).
18. **DoL Workshop Completed** – Displays member’s completed DoL Workshop from the Defense Manpower Data Center GPS system (Corporate data).
19. **DD 2958 Completed** – Displays member’s completed DD 2958 from the Defense Manpower Data Center GPS system (Corporate data).
20. **VA Briefing Completed** – Displays member’s completed VA Briefing from the Defense Manpower Data Center GPS system (Corporate data).
21. **Career Readiness Met** – Displays member’s completed CRS from the Defense Manpower Data Center GPS system.
22. **Capstone Completed**: Displays member’s completed Capstone from the Defense Manpower Data Center GPS system.
23. **Grade** – Enter the member’s paygrade on the day of reenlistment.
24. **Base Pay**: Member’s monthly base pay at time the of reenlistment
25. **Number of Leave Days Selling**: Enter a number between 00 & 60 half days are allowed e.g., 12.5 days
26. **Estimated Paid Leave Amount**: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.
27. **Comments**: This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the  icon located below the Comments block.

**Career Decisions Page**

Career Decisions

Rank/Rate: AO1	Name: <span style="background-color: black; color: black;">[REDACTED]</span>	Current DSC: 100
ADSD: 06/25/2001	PRD: 07/01/2016	EAOS: 12/03/2019
Soft EAOS: 12/03/2019		
CREO/ECMO: 2	PEBD: 06/25/2001	DIEMS: 05/24/2001
DIERF:		
UIC: <span style="background-color: black; color: black;">[REDACTED]</span> <span style="background-color: black; color: black;">[REDACTED]</span>		

**Separation/Reenlistment/Fleet Reserve Retirement/Extensions**
Find | View All
First 1 of 1 Last

Program +

Plan Type: Fleet Reserve 13

Planned Date:  14

Transition (only GPS data completed within 24 months of the current date is displayed)

GPS Required: <span style="color: red; font-weight: bold;">15</span>	DoL Workshop Exemption: <span style="color: red; font-weight: bold;">16</span>
DD 2648 Completed: <span style="color: red; font-weight: bold;">17</span>	DoL Workshop Completed: <span style="color: red; font-weight: bold;">18</span>
DD 2958 Completed: <span style="color: red; font-weight: bold;">19</span>	VA Briefing Completed: <span style="color: red; font-weight: bold;">20</span>
Career Readiness Met: <span style="color: red; font-weight: bold;">21</span>	Capstone Course Completed: <span style="color: red; font-weight: bold;">22</span>

Lump Sum Leave Calculator

Grade: <input type="text" value="E06"/> <span style="color: red; font-weight: bold;">23</span>	Base Pay: <input type="text"/> <span style="color: red; font-weight: bold;">24</span>	Days Selling: <input type="text"/> <span style="color: red; font-weight: bold;">25</span>	Net Paid Leave Amt: <input type="text"/> <span style="color: red; font-weight: bold;">26</span>
--	---	---	---

Request Status

Applied: <input type="text"/> <span style="color: red; font-weight: bold;">27</span>	Acknowledged: <input type="text"/> <span style="color: red; font-weight: bold;">28</span>	DTG of Message: <input type="text"/> <span style="color: red; font-weight: bold;">29</span>
--	---	---

PDTY Date	Terminal Leave
From: <input type="text"/> <span style="color: red; font-weight: bold;">30</span> To: <input type="text"/> <span style="color: red; font-weight: bold;">31</span>	From: <input type="text"/> <span style="color: red; font-weight: bold;">32</span> To: <input type="text"/> <span style="color: red; font-weight: bold;">33</span>

Comments:  34


**Calculators**

[CIMS - Selective Reenlistment Bonus](#)
[CIMS - Retirement Plan](#)
[CIMS - Survivor Benefit Plan](#)

**Figure 10-17 – Career Decisions – Active Duty Fleet Reserve**


## Career Decisions Page

### 10.1.8 Plan Type: Fleet Reserves Active Duty

13. **Career Decisions Plan Type** (Required Field): Select Fleet Reserve.
14. **Career Decisions Planned Date** (Required Field): Enter the Date the member has requested to transfer to the Fleet Reserve. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button  to the right of the field and select the Separation date from the pop-up calendar.
15. **GPS Required** – GPS required is derived based on the member’s current length of service on active duty.
16. **DoL Workshop Exemption** – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system (Corporate data).
17. **DD 2648 Completed** – Displays member’s completed DD 2648 from the Defense Manpower Data Center GPS system (Corporate data).
18. **DoL Workshop Completed** – Displays member’s completed DoL Workshop from the Defense Manpower Data Center GPS system (Corporate data).
19. **DD 2958 Completed** – Displays member’s completed DD 2958 from the Defense Manpower Data Center GPS system (Corporate data).
20. **VA Briefing Completed** – Displays member’s completed VA Briefing from the Defense Manpower Data Center GPS system (Corporate data).
21. **Career Readiness Met** – Displays member’s completed CRS from the Defense Manpower Data Center GPS system.
22. **Capstone Completed**: Displays member’s completed Capstone from the Defense Manpower Data Center GPS system.
23. **Grade** – Enter the member’s paygrade on the day of reenlistment.
24. **Base Pay**: Member’s monthly base pay at time the of reenlistment
25. **Number of Leave Days Selling**: Enter a number between 00 & 60 half days are allowed e.g., 12.5 days
26. **Estimated Paid Leave Amount**: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.
27. **Applied**: Enter the date the official request was made to the approval authority.
28. **Acknowledge Date**: Enter the date of the Request Acknowledgement Message.

**NOTE:** The date entered here will always be before the Career Decisions Planned Date.



29. **Date Time Group of Message:** Enter the Full Date Time Group of the acknowledgement message.
30. **PDTY From Date:** Permissive Temporary Duty From Date.
31. **PDTY To Date:** Permissive Temporary Duty To Date.
32. **Terminal Leave From Date:** Separation Leave start date and is less than the Separation planned date.
33. **Terminal Leave To Date:** Separation Leave end date and will be equal to the Separation planned date.
34. **Comments:** This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the  icon located below the Comments block.

**Career Decisions Page**



**Figure 10-18 – Career Decisions – Reserve FLT Error Message**

**Career Decisions Page**

**10.1.9 Plan Type: Fleet Reserves**

13. **Career Decisions Plan Type:** Fleet Reserve is not a valid value for Reserve Members and will display Error Message.

**Career Decisions Page**

**Career Decisions**

Rank/Rate: AO1	Name: [REDACTED]	Current DSC: 100	
ADSD: 06/25/2001	PRD: 07/01/2016	EAOS: 12/03/2019	Soft EAOS: 12/03/2019
CREO/ECMO: 2	PEBD: 06/25/2001	DIEMS: 05/24/2001	DIERF:
UIC: [REDACTED]	[REDACTED]		

**Separation/Reenlistment/Fleet Reserve Retirement/Extensions** Find | View All First 1 of 1 Last

**Program** +

Plan Type: **Retirement** 13 Planned Date: [ ] 14

**Transition (only GPS data completed within 24 months of the current date is displayed)**

GPS Required: 15	DoL Workshop Exemption: 16
DD 2648 Completed: 17	DoL Workshop Completed: 18
DD 2958 Completed: 19	VA Briefing Completed: 20
Career Readiness Met: 21	Capstone Course Completed: 22

**Lump Sum Leave Calculator**

Grade: E06 23 Base Pay: 24 Days Selling: [ ] 25 Paid Leave Amt: [ ] 26

**Request Status**

Applied: [ ] 27 Acknowledged: [ ] 28 DTG of Message: [ ] 29

<b>PDTY Date</b>	<b>Terminal Leave</b>
From: [ ] 30 To: [ ] 31	From: [ ] 32 To: [ ] 33

Comments: [ ] 34


**Calculators**

CIMS - Selective Reenlistment Bonus      CIMS - Retirement Plan      CIMS - Survivor Benefit Plan


**Figure 10-19 – Career Decisions – Active Duty Retirement**

## Career Decisions Page

### 10.1.10 Plan Type: Retirement – Active Duty

13. **Career Decisions Plan Type** (Required Field): Select Retirement.
14. **Career Decisions Planned Date** (Required Field): Enter the Date the member has requested to transfer to Retire. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button  to the right of the field and select the Separation date from the pop-up calendar.
15. **GPS Required** – GPS required is derived based on the member's current length of service on active duty.
16. **DoL Workshop Exemption** – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system (Corporate data).
17. **DD 2648 Completed** – Displays member's completed DD 2648 from the Defense Manpower Data Center GPS system (Corporate data).
18. **DoL Workshop Completed** – Displays member's completed DoL Workshop from the Defense Manpower Data Center GPS system (Corporate data).
19. **DD 2958 Completed** – Displays member's completed DD 2958 from the Defense Manpower Data Center GPS system (Corporate data).
20. **VA Briefing Completed** – Displays member's completed VA Briefing from the Defense Manpower Data Center GPS system (Corporate data).
21. **Career Readiness Met** – Displays member's completed CRS from the Defense Manpower Data Center GPS system.
22. **Capstone Completed**: Displays member's completed Capstone from the Defense Manpower Data Center GPS system.
23. **Grade** – Enter the member's paygrade on the day of reenlistment.
24. **Base Pay**: Member's monthly base pay at time the of reenlistment
25. **Number of Leave Days Selling**: Enter a number between 00 & 60 half days are allowed e.g., 12.5 days
26. **Estimated Paid Leave Amount**: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.
27. **Applied**: Enter the date the official request was made to the approval authority.
28. **Acknowledge Date**: Enter the date of the Request Acknowledgement Message.

**NOTE:** The date entered here will always be before the Career Decisions Planned Date.

29. **Date Time Group of Message:** Enter the Full Date Time Group of the acknowledgement message.
30. **PDTY From Date:** Permissive Temporary Duty From Date.
31. **PDTY To Date:** Permissive Temporary Duty To Date.
32. **Terminal Leave From Date:** Separation Leave start date and is less than the Separation planned date.
33. **Terminal Leave To Date:** Separation Leave end date and will be equal to the Separation planned date.
34. **Comments:** This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the  icon located below the Comments block.

**Career Decisions Page**

**Career Decisions**

Rank/Rate: ISC	Name: [REDACTED]	Current DSC: 200	
ADSD:	PRD: 03/30/2018	EOS: 10/15/2016	Soft EAOS:
CREO/ECMO:	PEBD: 10/31/2002	DIEMS:	DIERF: 10/31/2002
UIC: [REDACTED]	[REDACTED]		

**Separation/Reenlistment/Fleet Reserve Retirement/Extensions** Find | View All First 1 of 1 Last

**Program** +

Plan Type: **Retirement** 13 Planned Date: [ ] 14

**Transition (only GPS data completed within 24 months of the current date is displayed)**

GPS Required: 15	DoL Workshop Exemption: 16
DD 2648 Completed: 17	DoL Workshop Completed: 18
DD 2958 Completed: 19	VA Briefing Completed: 20
Career Readiness Met: 21	Capstone Course Completed: 22

**Lump Sum Leave Calculator**

Grade: E07 23 Base Pay: 24 Days Selling: [ ] 25 1st Paid Leave Amt: [ ] 26

**Request Status**

Acknowledged: [ ] 27 DTG of Message: [ ] 28

Comments: [ ] 29


**Calculators**

- CIMS - Selective Reenlistment Bonus
- CIMS - Retirement Plan
- CIMS - Survivor Benefit Plan


Figure 10-20 – Career Decisions – Reserve Retirement

## Career Decisions Page

### 10.1.11 Plan Type: Retirement Reserves

13. **Career Decisions Plan Type** (Required Field): Select Retirement.
14. **Career Decisions Planned Date** (Required Field): Enter the Date the member has requested to transfer to Retire. You may enter a date manually in the format MM/DD/YYYY or you may select the date calendar button  to the right of the field and select the Separation date from the pop-up calendar.
15. **GPS Required** – GPS required is derived based on the member’s current length of service on active duty.
16. **DoL Workshop Exemption** – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system (Corporate data).
17. **DD 2648 Completed** – Displays member’s completed DD 2648 from the Defense Manpower Data Center GPS system (Corporate data).
18. **DoL Workshop Completed** – Displays member’s completed DoL Workshop from the Defense Manpower Data Center GPS system (Corporate data).
19. **DD 2958 Completed** – Displays member’s completed DD 2958 from the Defense Manpower Data Center GPS system (Corporate data).
20. **VA Briefing Completed** – Displays member’s completed VA Briefing from the Defense Manpower Data Center GPS system (Corporate data).
21. **Career Readiness Met** – Displays member’s completed CRS from the Defense Manpower Data Center GPS system.
22. **Capstone Completed**: Displays member’s completed Capstone from the Defense Manpower Data Center GPS system.
23. **Grade** – Enter the member’s paygrade on the day of reenlistment.
24. **Base Pay**: Member’s monthly base pay at time the of reenlistment
25. **Number of Leave Days Selling**: Enter a number between 00 & 60 half days are allowed e.g., 12.5 days
26. **Estimated Paid Leave Amount**: This amount is automatically calculated and entered by the system upon completing the Days Selling & Monthly Base Pay fields.
27. **Acknowledge Date**: Enter the date of the Request Acknowledgement Message.  
**NOTE:** The date entered here will always be before the Career Decisions Planned Date.



28. **Date Time Group of Message:** Enter the Full Date Time Group of the acknowledgement message.
29. **Comments:** This is a free text field and may be left blank. Text in this field may be spell checked by clicking on the  icon located below the Comments block.

## **Section Eleven – Correspondence Tracking**

## **11. CORRESPONDENCE TRACKING**

This section covers the Correspondence Tracking page and provides Career Counselors the ability to track 20 Active Duty and 9 Reserve correspondence types. Data entered onto this page may be used for reporting and statistical analysis in CIMS Online/CIMS Analytics in NRMS.

### Correspondence Tracking

Corr Tracking

Rank/Rate: ADAN **1** Name: XXXXXXXXXX **2** Current DSC: 100 **3**

ADSD: 01/15/2013 **4** PRD: 06/01/2017 **5** EAOS: 01/14/2017 **6** **7** EAOS: 01/14/2017 **8**

CREO/ECMO: 2 **9** PEBD: 01/15/2013 **10** DIEMS: 05/09/2012 **11** DIERF: **12**

Correspondence Tracking										Personalize	Find	First	1-2 of 2	Last
Prog Type		Pkg Type		Submission Date	Status		Status Date	Comments						
CON	CONVERSION	5	Request	02/01/2013	A	Approved	06/09/2016	Comments		+	-			
SPG	SPECIAL PROGRAMS	3	Board Package	06/01/2016	P	Pending	06/09/2016	Comments		+	-			

**Figure 11-1 – Correspondence Tracking – Corporate Data**

### ***11.1 Correspondence Tracking***

1. **Rate/Rank** – Rate/Rank level the member is currently being paid (Corporate data).
2. **Name** – Full Last Name, First Name Middle Name (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **ADSD** – Current Active Duty Service Date is only displayed for Active Duty personnel (Corporate data).
5. **PRD** – Current Projected Rotation Date (Corporate data).
6. **EAOS** – Current Expiration of Active Obligated Service is only displayed for Active Duty personnel (Corporate data).
7. **EOS** – Current Contract Expiration Date is only displayed for Reserve personnel (Corporate data).
8. **Soft EAOS** – Current Soft Expiration of Active Obligated Service is only displayed for Active Duty personnel (Corporate data).
9. **CREO/ECMO** – Displays the current Career/Reenlistment Objectives code for active duty personnel or the current Enlisted Career Management Objective code for Reserve personnel. The CREO/ECMO is re-calculated each time the CDB page is opened based on the current NAVADMIN.
10. **PEBD** – Pay Entry Base Date (Corporate data).
11. **DIEMS** – Date of Initial Entry into Military Service (Corporate data).
12. **DIERF** – Date of Initial Entry into Reserve Forces is only displayed for Reserve personnel (Corporate data).

**Correspondence Tracking**

Corr Tracking

Rank/Rate: ADAN      Name: [REDACTED]      Current DSC: 100

ADSD: 01/15/2013      PRD: 06/01/2017      EAOS:01/14/2017      SEAOS: 01/14/2017

CREO/ECMO: 2      PEBD: 01/15/2013      DIEMS: 05/09/2012      DIERF:

Correspondence Tracking								Personalize	Find	First	1-2 of 2	Last
Prog Type	Pkg Type	Submission Date	Status	Status Date	Comments							
CON	CONVERSION	5 Request	02/01/2013	A Approved	06/09/2016	Comments	+ -					
SPG	SPECIAL PROGRAMS	3 Board Package	06/01/2016	P Pending	06/09/2016	Comments	+ -					

Save    Return to Search    Previous in List    Next in List

**Figure 11-2 – Correspondence Tracking – Program & Package Detail**

**ACTIVE**

Program Type code	Description
AOC	AOCS
ASC	A School
CON	CONVERSION
CSB	Career Status Bonus
CWO	Chief Warrant Officer
CWP	Career Waypoint
ENL	ESRP
HAR	HARP
HYT	High Year Tenure Waiver
LDO	Limited Duty Officer
MEC	MECP
OCS	Officer Candidate School
OHA	OHARP
OTE	OTEIP
OTH	Other
REQ	1306 / 7
RET	Fleet Reserve
SCR	SCORE
SEA	SEA
SPG	SPECIAL PROGRAMS
STA	STA-21
STR	STAR
USM	US MAP

**Figure 11-3 – Correspondence Tracking – Active Duty Program Type Codes**

**RESERVE**

Program Type code	Description
ACD	ACDU Recall
BSN	HN to BSN
MSK	MGIB-SR Kicker
MSS	MGIB-SR Suspension
MST	MGIB-SR Termination
RBS	Reserve Bonus Suspension
RBT	Reserve Bonus Termination
SRR	SELRES Retirement Request
WVR	Age 60 Waver

**Figure 11-4 – Correspondence Tracking – SELRES Program Type Codes**

**11.2 Correspondence Tracking Status Codes and Type Codes**

- PROGRAM TYPE** – A 3 digit code used to describe the program type applied for. You may also use the lookup list to select one of 23 Active Duty program types **A** or 9 Reserve program types **B**.

**NOTE:** More than one Program Type package may be tracked at one time. Additional packages may be added by using the **Add Row** button.

- PACKAGE TYPE** – The Package Type Code is a one digit number used to describe how the request was made and may be entered manually or by selecting the type for the available lookup list in Figure 10-5.

Package Type	Description
1	1306/7
2	Message
3	Board Package
4	Electronic
5	Request
6	Letter

- PACKAGE SUBMISSION DATE** – Date the current program request was submitted for approval.

**Figure 11-5 – Correspondence Tracking – Package Type Codes**

- PROGRAM STATUS** – Code used to identify the current status of the package and may be entered manually or by selecting one of the values from the lookup list in Figure 10-6.

**NOTE:** Not all values are valid with all program types, an error message will appear if the selected Status code is not valid.

A	Approved
C	Conversion Approved
D	Disapproved
E	Separate
H	In-house
I	In Rate Approved
P	Pending
R	PTS Reenlistment
S	Submitted
T	CSB Accepted
U	CSB Rejected

**Figure 11-6 – Correspondence Tracking – Program Status Codes**

- PROGRAM STATUS DATE** – Date of the current status entered in MM/DD/YYYY format.
- COMMENTS** – This button is used to open a comment block and allows entry of a statement of up to 250 characters. The word “Comments” changes to red when a comment is present for viewing.

## **Section Twelve – Career Information Training**



## 12. CAREER INFORMATION TRAINING

This section covers the Career Information Training page and provides Career Counselors the ability to enter Career Information Training completion dates for Sponsor Training, CDTC, FTSW, and RASW. Data entered on this page may be used for reporting processes in CIMS Online.

**(NOTE: Officer Completion dates are limited to Sponsor Training only)**

CIMS Training

**Retrieval Criteria**

Required	Optional
Active/Reserve: <input type="text" value="Active"/> <span style="color: red; font-weight: bold;">1</span>	<input type="checkbox"/> CDT Member <input type="checkbox"/> First Term <input type="checkbox"/> Sponsors
UIC: <input type="text"/> <span style="color: red; font-weight: bold;">2</span>	
Officer/Enlisted: <input type="text" value="Enlisted"/> <span style="color: red; font-weight: bold;">3</span>	
<span style="color: red; font-weight: bold;">4</span> <input type="button" value="Retrieve Records"/>	

**New Values to Apply**

Sponsor Training  5
 CDTC  6
 FTSW  7
 RASW  8

**Career Information Training Update** 9 10

Rank/Rate	Name	Active/Reserve	UIC	Dept	Div	CDTC	FTSW	RASW	Sponsor Training	Select
		Active								<input type="checkbox"/>
		Active							05/22/2013	<input type="checkbox"/>
		Active								<input type="checkbox"/>
		Active					11/02/2017			<input type="checkbox"/>
		Active				04/19/2011				<input type="checkbox"/>
		Active				12/01/2014			10/14/2011	<input type="checkbox"/>
		Active								<input type="checkbox"/>
		Active					11/02/2017			<input type="checkbox"/>
		Active					04/20/2017			<input type="checkbox"/>
		Active					01/14/2015			<input type="checkbox"/>
		Active								<input type="checkbox"/>
		Active								<input type="checkbox"/>

**Figure 12-1 – Career Information Training Page**

### **12.1 Career Information Training**

1. **Active/Reserve** – Selection criteria that changes listing from Active to Reserve.
2. **UIC** – Listing can be run using any UIC within the Users security parameters.
3. **Officer/Enlisted** – Selection criteria that changes listing from Enlisted to Officer.  
Officer select can only assign or update Sponsor Training Date  
Or CDTC Date for user selected member.
4. **Retrieve Records** – Activates listing based on selection criteria entered.
5. **Sponsor Training** – Sponsor Training date to be applied to all records selected.
6. **CDTC** – Career Development Team Course date to be applied to all records selected.
7. **FTSW** – First Term Success Workshop date to be applied to all records selected.
8. **RASW** – Reserve Affiliation Success Workshop date to be applied to all records selected.
9. **Rate/Rank** – Rate/Rank level the member is currently being paid (Corporate data).
10. **Name** – Full Last Name, First Name Middle Name (Corporate data).
11. **Active/Reserve** – Current Active or Reserve Status (Corporate Data).
12. **UIC** – The Unit Identification Code of the command.
13. **DEPT** – The current Department Assigned (Corporate Data).
14. **DIV** – The current Division Assigned (Corporate Data).
15. **CDTC** – The current Career Development Team Course date assigned (Corporate data).
16. **FTSW** – The current First Term Success Workshop date assigned (Corporate data).
17. **RASW** – The current Reserve Affiliation Success Workshop date assigned (Corporate data).
18. **Sponsor Training** – The current Sponsor Training date assigned (Corporate data).

## **Section Thirteen – Rating Conversion**

### 13. RATING CONVERSION

The Rating Conversion page is a tool used to help members considering a rating conversion to determine fields they may be qualified for and is based solely on the ASVAB scores displayed on the page. Career Counselors should investigate each desired rating further to determine if a member is fully qualified for that field.

**Rating Conversion**

---

Name: [REDACTED] **1** Rank/Rate: AM1 **2** Current DSC: 100 **3**

**Education** **4**

Level: 1 Less than High School Diploma Years: 11

**5**

ASVAB/AFCT Test ID: 01D AFQT: 79 NAPT CD: NFQT Score:  
Most Recent Test Date: 04/23/2003 Test Site UIC: 30646

**Scores** **6**

GS: 56	WK: 52	NO/AO: 60	AS: 49	MC: 65	VE: 54	AI: 0	RADIO: 0
AR: 65	PC: 56	CS: 0	MK: 60	EI: 60	DLAB: 666	SONAR: 0	ESTS: 0

[Calculate Eligibility Ratings](#) **7**

**Eligible Ratings** **8**

ABE, ABF, ABH, AC, AD, AE, AECF, AG, AIRCREW, AM, AME, AO, AS, AT, AW, AZ, BM, BU, CE, CM, CS, CS(SS), CTA, CTI, CTM, CTN, CTR, CTT, CTT(AEF), DC, EA, EM, EN, EN(ATF), EO, EOD, ET(AECF), ET(SS), FC(AECF), FT(SS), GM, GSE, GSM, HM, HT, HT(ATF), IC, IC(ATF), IS, IT, LN, MA, MC, MM, MM(SS), MN, MR, MT, ND, OS, PC, PR, PS, QM, RP, SB, SECF, SH, SK, SK(SS), SN(SS), SO, ST(SS), STG, STG(AEF), SW, UT, YN, YN(SS).

Figure 13-1 – Rating Conversion Page

### **13.1 RATING CONVERSION**

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).
2. **Rate/Rank** – Rate/Rank level the member is currently being paid (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **Education** – Highest education level attained and the equivalent years (Corporate data).
5. **ASVAB Test Description** – Information contained in this section describes the test given including the date and UIC of the test site (Corporate data).
6. **Scores** – Displays the test results for each subsection of the test described in Section 6 of this page (Corporate data).
7. **Calculate Button** – When this button is pressed the page will calculate all the ratings that the member may qualify for.

**NOTE:** These calculations are based strictly on the ASVAB scores and do not take into consideration any other requirements that may exist for a particular rating.

8. **Eligible Ratings** – This box appears only after the Calculate Button is pressed.

**NOTE:** Ratings displayed in this box are based solely on the ASVAB Scores, other Rating Requirements may exist.

## **Section Fourteen – United States Military Apprenticeship Program**

#### 14. UNITED STATES MILITARY APPRENTICESHIP PROGRAM

The USMAP Information page can be used to check the current progress of service member's apprenticeship program. All information contained on this page is corporate data and cannot be updated using this page. Updates may be accomplished at the USMAP site.

The screenshot shows the USMAP Information page with the following data and callouts:

- USMAP** (Page Header)
- Rank/Rate:** AM1 (1)
- Name:** [Redacted] (2)
- Current DSC:** 100 (3)
- AIMS:** 0510 SHEET METAL WORKER (ANY INDUSTRY) (4)
- Symbol:**
- Status:** 5 Completed (5)
- Enrollment Information:**
  - Date Enrolled:** 01/27/2012 (6)
  - Date Completed:** 03/29/2014 (7)
  - Last Update:** 04/10/2014 (8)
- Progress Information:**
  - Pre-Registration Credit:** 4000 (9)
  - Additional Credit:** (10)
  - Total Hours Earned:** 4000.0 (11)
  - Total Hours Required:** 8000 (12)
- NETC USMAP Data** (13)

Figure 14-1 – USMAP Page

***14.1 UNITED STATES MILITARY APPRENTICESHIP PROGRAM***

1. **Rate/Rank** – Rate/Rank level the member is currently being paid (Corporate data).
2. **Name** – Full Last Name, First Name Middle Name (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **AIMS Symbol** – Code and Name of the program the service member has applied for (Corporate data).
5. **Status** – Current status of the program (Corporate data).
6. **Date Enrolled** – Date of enrollment in to the program (Corporate data).
7. **Date Completed** – Date the member completed the program (Corporate data).
8. **Last Update** – Date the USMAP record was last updated (Corporate data).
9. **Pre-Registration Credit** – Number of credits awarded toward the completion of the program based on experience in the field, listed in hours (Corporate data).
10. **Additional Credit** – Other credits awarded towards the completion of the program, listed in hours (Corporate data).
11. **Total Hours Earned** – Number of credit hours earned since registering for the program (Corporate data).
12. **Total Hours Required** – Total number of hours required to complete the Apprenticeship program (Corporate data).
13. **USMAP Data Link** – Activating the link will open a new window on the USMAP page at <https://usmap.netc.navy.mil/> where more information on the member's USMAP progress can be viewed or updated by the registered member.



## **Section Fifteen – Verify Process**

## **15. VERIFY PROCESS**

### **Career Development Board**

The Verification process is available only to Command Career Counselors and used to validate information entered by the Department/Division Career Counselors on the Career Development board page. This allows the Command Career Counselor to make corrections, additions, or other changes to the record before it becomes permanent in the database. Command Career Counselors should make every effort to ensure that information in CDBs is accurate and complete.

**Verify Process**

**Career Development Board – Data**

Career Development		CDB Data	
Rank/Rate: AN	Name: [REDACTED]	Current DSC: 100	
ADSD: 03/06/2012	PEBD: 03/06/2012	EAOS: 03/05/2016	Soft EAOS: 03/05/2016
REPORT DT: 03/19/2013	PRD: 03/01/2015	DIEMS: 07/28/2011	DIERF:
<b>Career Development Comments</b> Find   View All First 1 of 1 Last			
CDB Type: <input type="text" value="P"/> 18 Month	DEPT: OPS		DIV: OF
CDB Type 2: <input type="text" value="I"/>	CDB Type 3: <input type="text"/>	CDB Type 4: <input type="text"/>	
CDB Date: <input type="text" value="01/22/2015"/>			
CDB Rank/Rate: <input type="text" value="AN"/>			
<b>Status</b> 7			
<input type="radio"/> Pending <input type="radio"/> Completed <input checked="" type="radio"/> Verified			

**Figure 15-1 – Verify – CDB Corporate Data Section**

### **15.1 VERIFY PROCESS**

When validating a CDB the CCC will highlight the Status Verified. It is essential that the CCC review every field for accuracy and completeness before saving the CDB. Once a CDB has been marked Verified and Saved it can no longer be changed without contacting the NSIPS Help Desk. For detailed information on this page please see Section 8.









### **15.2 Verify – CDB Data**

7. **Status** – Indicates the current status of a Career Development Board. Command Career Counselors may verify any Pending or Completed CDB.

**NOTE:** Extreme caution should be taken when validating a CDB still in the Pending state. A Pending status means that the CDB has not been completed and may still require additional information be entered.

**Verify Process**

**Career Development Board – Data**

<b>PACT Decision:</b>	A0  Continuing in PACT program
<b>Short Term Goals:</b>	Save money, earns EAWS 
<b>Long Term Goals:</b>	Earn welding certification 
<b>Board Members:</b>	IC2 [redacted] IC1 [redacted] ICC [redacted] 
<b>Board Comments:</b>	217 characters remaining Recommend member to attend walk through for EAWS/ESWS. Recommend member to utilize TA for welding school. Recommend member to attend fleet and family class for house buying before buying a house. 
<b>Leadership Title:</b>	CMC 
<b>Leadership Comments:</b>	Concur with board comments.  223 characters remaining 

**Figure 15-2 – Verify – CDB Leadership Title and Comments**

## **Verify Process**

### **Career Development Board**

1. **Leadership Title** – (Required) Only available to personnel with Command Career Counselor access from the CIMS Verify menu. A Leadership Title is required to be entered prior to verifying the CDB.
2. **Leadership Comments** – (Required) Only available to personnel with Command Career Counselor access from the CIMS Verify menu. Leadership Comments are required to be entered prior to verifying the CDB. If Leadership Comments have been entered, and the record is saved in a Complete or Pending status, the Leadership Comments block will be blanked out on save. This is to prevent personnel from viewing comments prior to final verification.

## **Section Sixteen – Calculators**

16. CALCULATORS – RETIREMENT

Retirement Calc

Retirement Calculator

Active
 Reserve

Required Info for Retirement Calculation

Retirement Grade:    EBD:    ADSD:

Date of Retirement:   

**Total Active Federal Military Service**   
 27 Years      0 Months

Select Retirement Plan

Final Pay
 High - 3
 REDUX

Current Base Pay

Pay Scale Date:

Pay Grade:

LOS for Pay:

Monthly Base Pay: 6636.90

Prior Base Pay

Pay Scale Date:

Pay Grade:

LOS for Pay:

Monthly Base Pay: 5009.40

Entered Service after September 7, 1980: Enter all base pay amounts received for the last 36 Months of Service and number of month's each base pay amount was received to determine the Retired Base Pay	Final 36 Months Pay Amt	*# of Months Received	Total Amount
	<input type="text" value="6636.90"/>	<input type="text" value="12"/> ▼	79642.80
	<input type="text" value="5804.70"/>	<input type="text" value="12"/> ▼	69656.40
	<input type="text" value="5673.60"/>	<input type="text" value="06"/> ▼	34041.60
	<input type="text" value="5009.40"/>	<input type="text" value="06"/> ▼	30056.40
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
Retired Base Pay: <input type="button" value="10"/>	\$5927.70	Total Mos: 36	\$213397.20

Estimated Retirement Amount

Year	Retired Pay Multiplier	Retired Monthly Pay	Retired Annual Pay
2017	67.500 %	\$4001.20	\$48014.37

High 3 and REDUX calculations require monthly base pay be averaged for the final 36 months of service to determine the Retired Base Pay IAW DOD FMR 7000.14-R VOLUME 7B.

\* = Required when the field is open      [SBP Calculator](#)

Figure 16-1 – Calculators – Retirement– Active Duty



### **16.1 CALCULATORS – RETIREMENT – ACTIVE DUTY**

1. **Active/Reserve Selector** – Select the appropriate option for the type of calculation desired.
2. **Retirement Grade** – Enter the paygrade or select the appropriate paygrade from the lookup.
3. **PEBD** – Enter the member’s Pay Entry Base Date.
4. **ADSD** – Enter the member’s Active Duty Start Date.
5. **Date of Retirement** – Enter the member’s date of retirement.
6. **Total Active Service** – Calculated based on the Date of Retirement minus the ADSD.
7. **Retirement Plan** – Select the member’s retirement plan. The member’s retirement plan is available on their Leave and Earning Statement from DFAS.

**NOTE:** Every effort to use the appropriate calculator is important for each member, so that decisions made are based on the most accurate information possible.

8. **Current Base Pay** – Calculated based on the member’s current grade and PEBD.
9. **Prior Base Pay** – Is a lookup to view a member’s prior base pay based on the user entries of Pay Scale Date, Paygrade, and Length of Service for Pay. Prior Base pay amounts are used in High 3 and REDUX retirement plans.
10. **Retired Base Amount** – Amount used to calculate Retired Annual Pay when multiplied by Retired Pay Multiplier (#12).

**NOTE:** When calculating High 3 or REDUX plans it is necessary to enter the highest 36 month average of monthly base pay (normally the last 36 months) to calculate the Retired Base Amount.

11. **Year** – Year member is retiring.
12. **Retired Pay Multiplier** –Percentage calculated based on the Retirement Plan selected and Total Active Service.
13. **Retired Monthly Pay** – Calculated monthly retired pay based on Retired Pay Multiplier multiplied by Retired Base Amount.
14. **Retired Annual Pay** – Calculated annual retired pay based on Retired Monthly Pay multiplied by 12.

**NOTE:** These calculations are only an estimate and intended to provide the member information to make Career Decisions

15. **SBP Calculator Link** – Link to the CIMS Survivor Benefit Plan Calculator. Link will transfer data from the retirement calculator to SBP calculator.

**CALCULATORS – RETIREMENT – Reserve**

Retirement Calc

### Retirement Calculator 1

Active                       Reserve

#### Required Info for Retirement Calculation

Retirement Grade:  2   
 EBD:  3   
 Total Points Earned:  4

Date of Retirement:  5

#### Select Retirement Plan 6

Final Pay                     
  High - 3                     
  REDUX

**Current Base Pay 8**

Pay Scale Date:

Pay Grade:

LOS for Pay:

Monthly Base Pay:

**Prior Base Pay 7**

Q

Q

Q

Monthly Base Pay:

Entered Service after September 7, 1980: Enter all base pay amounts received for the last 36 Months of Service and number of month's each base pay amount was received to determine the Retired Base Pay	Final 36 Months Pay Amt	*# of Months Received	Total Amount
<input type="text" value="6636.90"/>	<input type="text" value="12"/>	<input type="text" value="12"/>	79642.80
<input type="text" value="5804.70"/>	<input type="text" value="12"/>	<input type="text" value="12"/>	69656.40
<input type="text" value="5673.60"/>	<input type="text" value="06"/>	<input type="text" value="06"/>	34041.60
<input type="text" value="5009.40"/>	<input type="text" value="06"/>	<input type="text" value="06"/>	30056.40
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Retired Base Pay:</b>	<input type="text" value="\$5927.70"/> <span style="float: right;">9</span>	<b>Total Mos: 36</b>	<input type="text" value="\$213397.20"/>

#### Estimated Retirement Amount

Year <span style="float: right;">10</span>	Retired Pay Multiplier <span style="float: right;">11</span>	Retired Monthly Pay <span style="float: right;">12</span>	Retired Annual Pay <span style="float: right;">13</span>
2017		\$1337.85	\$16054.19

High 3 and REDUX calculations require monthly base pay be averaged for the final 36 months of service to determine the Retired Base Pay IAW DOD FMR 7000.14-R VOLUME 7B.

\* = Required when the field is open                     
 [SBP Calculator](#) 14

**Figure 16-2 – Calculators – Retirement – Reserve**

## **16.2 CALCULATORS – RETIREMENT – Reserve**

1. **Active/Reserve Selector** – Select the appropriate option for the type of calculation desired.
2. **Retirement Grade** – Enter the paygrade or select the appropriate paygrade from the lookup.
3. **PEBD** – Enter the member’s Pay Entry Base Date.
4. **Total Points Earned** – Enter the expected reserve retirement points.
5. **Date of Retirement** – Enter the member’s date of retirement.
6. **Retirement Plan** – Select the member’s retirement plan. The member’s retirement plan is available on their Leave and Earning Statement from DFAS. REDUX is not selectable for SELRES.

**NOTE:** Every effort to use the appropriate calculator is important for each member, so that decisions made are based on the most accurate information possible.

7. **Current Base Pay** – Calculated based on the member’s current grade and PEBD.
8. **Prior Base Pay** – Is a lookup to view a member’s prior base pay based on the user entries of Pay Scale Date, Paygrade, and Length of Service for Pay. Prior Base pay amounts are used in High 3 and REDUX retirement plans.
9. **Retired Base Amount** – Amount used to calculate Retired Annual Pay when multiplied by Retired Pay Multiplier (#12).

**NOTE:** When calculating High 3 plan it is necessary to enter the highest 36 month average of monthly base pay (normally the last 36 months) to calculate the Retired Base Amount.

10. **Year** – Year member is retiring.
11. **Retired Pay Multiplier** –Percentage calculated based on the Retirement Plan selected and Total Active Service.
12. **Retired Monthly Pay** – Not used in SELRES calculations.
13. **Retired Annual Pay** – Calculated annual retired pay based on Retired Monthly Pay multiplied by 12.

**NOTE:** These calculations are only an estimate and intended to provide the member information to make Career Decisions

14. **SBP Calculator Link** – Link to the CIMS Survivor Benefit Plan Calculator. Link will transfer data from the retirement calculator to SBP calculator.

**CALCULATORS – Selective Reenlistment Bonus (SRB) Active Duty**

SRB Calculator

**Selective Reenlistment Bonus Calculator**

**USN**     
  **FTS**     
  **RESERVE**

PEBD:       
 ADSD:

Pay Grade:      
 Bonus Type:

Broken Service Status:

SRB Qualifier:      
 SRB Max Amount:

Zone Description:

Bonus Rating:      
 Bonus Warfare:      
 Bonus NEC:

INOP NUC EXT:      
 INOP OTH EXT:

EAOS at Reenlistment:       
 SEAOS at Reenlistment:

Date of Reenlistment:       
 Reenlistment Term:

Monthly Base Pay:      
 LOS for Pay:      
 New EAOS:

Reduction Months

INOP NUC EXT:      
 Early Reenlistment:

INOP OTH EXT:      
 Over 16 Years:

Estimated SRB Amount

Zone: **A**    Tier Description: **T2**      NAVADMIN#: **036/16**

Award Level: **3.0**      Months Used to Calculate Bonus: **36**

Total Act Serv at REENL: **6 Yrs 0 Mos 0 Days**

Total Act Serv after REENL: **10 Yrs 0 Mos 0 Days**     
 SRB Amount: **\$23,527.80**

**Figure 16-3 – Calculators – Selective Reenlistment Bonus-Active Duty**

### **16.3 CALCULATORS – SRB Active Duty**

1. **USN/FTS/RESERVE Selector** – Select the appropriate option for member the calculation is performed.
2. **PEBD** – Enter the Pay Entry Base of Date.
3. **ADSD** – Enter the Active Duty Service Date.
4. **Pay Grade** – Select the paygrade at time of reenlistment.
5. **Bonus Type** – Select the bonus type.
6. **Broken Service Status** – Select the option from the drop-down mention that corresponds with the member’s current status. Only available when Bonus Type is Broken Service.
7. **SRB Qualifier** – Select the qualifier or part of the qualifier then use the lookup button to locate one.
8. **SRB Max Amount** – Select the maximum amount based on the SRB Qualifier selected.
9. **Zone Description** – Display only of the reenlistment zones eligible for a SRB based on the SRB Qualifier and SRB Max Amount selected.
10. **Bonus Rating** – Display only of rating used to establish eligibility for the SRB based on the SRB Qualifier selected. If the SRB Qualifier is based on a NEC field will be blank.
11. **Bonus Warfare** – Display only of warfare used to establish eligibility for the SRB based on the SRB Qualifier selected. Displayed only when SRB Qualifier is based on a Rating and Warfare listed on current NAVADMIN, else field is blank.
12. **Bonus NEC** – Display only of NEC used to establish eligibility for the SRB based on the SRB Qualifier selected. If the SRB Qualifier is based on a Rating field will be blank.
13. **INOP NUC EXT** – Enter enlistment extension months incurred for nuclear training schools obligations.
14. **INOP OTH EXT** – Enter all other enlistment extension months incurred.
15. **EAOS at Reenlistment** – Enter the member’s EAOS on day of reenlistment.
16. **SEAOS at Reenlistment** – Enter the member’s SEAOS on day of reenlistment.
17. **Date of Reenlistment** – Enter the date of reenlistment.
18. **Reenlistment Term** – Use the drop-down list to select the number of years the member is planning to reenlist. Select three, four, five, or six years.
19. **Base Pay Per Month** – Display only of monthly base pay derived based on the Paygrade, PEBD and Date of Reenlistment entered.
20. **LOS for Pay** – Display only of length of service for pay derived based on the Paygrade, PEBD and Date of Reenlistment entered.
21. **New EAOS** – Display only of new EAOS after reenlistment derived based on the Date of Reenlistment plus the Reenlistment Term.

22. **INOP NUC EXT (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on of the INOP NUC EXT and Term of Enlistment entries.
23. **Early Reenlistment (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on of the Date of Reenlistment minus EAOS at Reenlistment.
24. **INOP OTH EXT (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on of the INOP OTH EXT.
25. **Over 16 Years (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on of the Date of Reenlistment minus ADSD.
26. **Estimated SRB Amount** – This section displays the calculator’s results. Display only of Zone, Tier, NAVADMIN , Award Level, Months Used to Calculate Bonus, Total Active Service at Reenlistment, Total Active Service after Reenlistment that were used to determine the SRB Amount.

**NOTE:** Every effort to use the appropriate calculator is important for each member, so that decisions made are based on the most accurate information possible.

**NOTE:** These calculations are only an estimate and intended to provide the member information to make Career Decisions.

### CALCULATORS – Selective Reenlistment Bonus (SRB) SELRES

**SRB Calculator**

**Selective Reenlistment Bonus Calculator**

USN       FTS       RESERVE

SRB Qualifier:       SRB Max Amount:

Type REEN/EXT:      6 YEAR REENLISTMENT

**Estimated SRB Amount**

Award Level:	T3A	SRB Amount:	\$7,500.00	NAVADMIN#:	086/14
--------------	-----	-------------	------------	------------	--------

All fields Required when open.

**Figure 16-4 – Calculators – Selective Reenlistment Bonus-SELRES**

#### ***16.4 CALCULATORS – SRB SELRES***

1. **USN/FTS/RESERVE Selector** – Select the appropriate option for member the calculation is performed.
2. **SRB Qualifier** – Select the qualifier or part of the qualifier then use the lookup button to locate one.
3. **SRB Max Amount** – Select the maximum amount based on the SRB Qualifier selected.
4. **Type Reenlistment** – Length of reenlistment.
5. **Estimated SRB Amount** – This section displays the calculator's results. Display only of Award Level, SRB Amount and NAVADMIN used in the calculations.

**NOTE:** Every effort to use the appropriate calculator is important for each member, so that decisions made are based on the most accurate information possible.

**NOTE:** These calculations are only an estimate and intended to provide the member information to make Career Decisions.



### CALCULATORS – SBP

**SBP Calculator**

---

**Cost Estimate Form**

**SBP Cost Estimate Form**

Spouse Only       Child Only       Spouse and Child

Last Name:       Member's DOB:

\*SBP Base Amount:       Spouse DOB:

\*Projected Retirement Date:        Youngest Child DOB:

Entered service prior to 1 March 1990

---

**Estimation Worksheet**

**SBP Monthly Cost and Annuity Estimates**

Member Birth Date:       Spouse Birth Date:       Child Birth Date:

	Monthly Cost	Annuity
Spouse Cost/Annuity:		
Child Cost/Annuity:		
<b>Spouse &amp; Child/Annuity:</b>	\$87.03	\$735.82

\* = Required when the field is open

**Figure 16-5 – Calculators – SBP Cost Estimate Form**

### **16.5 CALCULATORS – SBP**

1. **Spouse/Child/Spouse and Child Selector** – Select the appropriate option for member the calculation is performed.
2. **Last Name** – Enter the last name of the member. (Not Required)
3. **SBP Base Amount** – Enter the member’s base retirement pay before allowances and special pays.
4. **Projected Retirement Date** – Enter the retirement date.
5. **Entered service prior to 02 March 1990 Checkbox** – Check this box if the member entered service prior to 02 March 1990.
6. **Member’s DOB** – Enter the member’s date of birth by manually entering the date or using the date selector next to the field.
7. **Spouse DOB** – Enter the spouse’s date of birth by manually entering the date or using the date selector next to the field. Enter a date in this field for Spouse Only and Spouse and Child Only calculations.

**NOTE:** When performing a Spouse Only calculation the Youngest Child DOB must be blank; and when performing a Child Only calculation the Spouse DOB must be blank.

8. **Youngest Child DOB** – Enter the member’s youngest child’s date of birth by manually entering the date or using the date selector next to the field. Enter a date in this field for Child Only, and Spouse and Child Only calculations.
9. **Estimation Worksheet** – This section displays the calculator’s results.

**NOTE:** These calculations are only an estimate and intended to provide the member information to make Career Decisions.

**NOTE:** It is advisable for the Career Counselor to perform SBP estimates for each scenario and review the results carefully with the member.

**CALCULATORS – Selective Reenlistment Bonus (SRB) Active Duty**

SRB Calculator

Rank/Rate: AD3	Name: <span style="background-color: black; color: black;">[REDACTED]</span>	Current DSC: 100
----------------	--	------------------

▶ **Contract/Service Dates**

▶ **Navy Enlisted Classification Code**

**Selective Reenlistment Bonus Calculator**

**USN**                       **FTS**

PEBD: 07/01/2010	ADSD: 07/01/2010
------------------	------------------

Pay Grade: E05	Bonus Type: 1AA
Broken Service Status: 1 - Broken Service	
SRB Qualifier: AC:T2	SRB Max Amount: \$45000.00
Zone Description: (ZONES A & B ONLY)	
Bonus Rating: AC	Bonus Warfare:
	Bonus NEC:

INOP NUC EXT: 12	INOP OTH EXT: 12
EAOS at Reenlistment: 06/30/2016	SEAOS at Reenlistment: 06/30/2016
Date of Reenlistment: 07/01/2016	Reenlistment Term: 48 Month
Monthly Base Pay: \$2614.20	LOS for Pay: 4      New EAOS: 06/30/2020
<b>Reduction Months</b>	
INOP NUC EXT: 00	Early Reenlistment: 00
INOP OTH EXT:	Over 16 Years: 00

**Estimated SRB Amount**

Zone: A	Tier Description: T2	NAVADMIN#: 036/16
Award Level: 3.0	Months Used to Calculate Bonus: 36	
Total Act Serv at REENL: 6 Yrs 0 Mos 0 Days		
Total Act Serv after REENL: 10 Yrs 0 Mos 0 Days		SRB Amount: \$23,527.80

All fields Required when open.

**Figure 16-6 – Calculators – Selective Reenlistment Bonus-Submission Calculator Active Duty**

September 27, 2021

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NonCDRL\_TO0029\_27SEP21\_CIMS User Guide

Unclassified

### **16.6 CALCULATORS – SRB Submission Active Duty**

1. **Member Data** – Rank/Rate, Name, and Duty Status Code (Corporate data).
2. **Contract/Service Dates** – PEBD, ADSD, UIC, CED, Term, Extensions, EAOS and SEAOS (Corporate data).
3. **NEC – PNEC and SNEC (Corporate data).**
4. **USN/FTS Selector** – Select the appropriate option for member the calculation is performed.
5. **PEBD** – Enter the Pay Entry Base of Date.
6. **ADSD** – Enter the Active Duty Service Date.
7. **Pay Grade** – Select the paygrade at time of reenlistment.
8. **Bonus Type** – Select the bonus type.
9. **Broken Service Status** – Select the option from the drop-down mention that corresponds with the member’s current status. Only available when Bonus Type is Broken Service.
10. **SRB Qualifier** – Select the qualifier or part of the qualifier then use the lookup button to locate one.
11. **SRB Max Amount** – Select the maximum amount based on the SRB Qualifier selected.
12. **Zone Description** – Display only of the reenlistment zones eligible for a SRB based on the SRB Qualifier and SRB Max Amount selected.
13. **Bonus Rating** – Display only of rating used to establish eligibility for the SRB based on the SRB Qualifier selected. If the SRB Qualifier is based on a NEC field will be blank.
14. **Bonus Warfare** – Display only of warfare used to establish eligibility for the SRB based on the SRB Qualifier selected. Displayed only when SRB Qualifier is based on a Rating and Warfare listed on current NAVADMIN, else field is blank.
15. **Bonus NEC** – Display only of NEC used to establish eligibility for the SRB based on the SRB Qualifier selected. If the SRB Qualifier is based on a Rating field will be blank.
16. **INOP NUC EXT** – Enter enlistment extension months incurred for nuclear training schools obligations.
17. **INOP OTH EXT** – Enter all other enlistment extension months incurred.
18. **EAOS at Reenlistment** – Enter the member’s EAOS on day of reenlistment.
19. **SEAOS at Reenlistment** – Enter the member’s SEAOS on day of reenlistment.
20. **Date of Reenlistment** – Enter the date of reenlistment.
21. **Reenlistment Term** – Use the drop-down list to select the number of years the member is planning to reenlist. Select three, four, five, or six years.
22. **Base Pay Per Month** – Display only of monthly base pay derived based on the Paygrade, PEBD and Date of Reenlistment entered.

23. **LOS for Pay** – Display only of length of service for pay derived based on the Paygrade, PEBD and Date of Reenlistment entered.
24. **New EAOS** – Display only of new EAOS after reenlistment derived based on the Date of Reenlistment plus the Reenlistment Term.
25. **INOP NUC EXT (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on of the INOP NUC EXT and Term of Enlistment entries.
26. **Early Reenlistment (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on of the Date of Reenlistment minus EAOS at Reenlistment.
27. **INOP OTH EXT (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on of the INOP OTH EXT.
28. **Over 16 Years (Reduction Months)** – Display only of the number months used to reduce the SRB Amount based on of the Date of Reenlistment minus ADSD.
29. **Estimated SRB Amount** – This section displays the calculator’s results. Display only of Zone, Tier, NAVADMIN , Award Level, Months Used to Calculate Bonus, Total Active Service at Reenlistment, Total Active Service after Reenlistment that were used to determine the SRB Amount.

**NOTE:** Every effort to use the appropriate calculator is important for each member, so that decisions made are based on the most accurate information possible.

**NOTE:** These calculations are only an estimate and intended to provide the member information to make Career Decisions.


## **Section Seventeen–Certificates**

## 17. CERTIFICATES


This section will aid you in the creation of a variety of Certificates for use in ceremonies. The Menu below displays the Certificates that you can produce within.



### **CERTIFICATES – Reenlistment (Member)**

Certificates

Member Information	
SSN:	<input type="text" value="....."/>  <b>1</b>
*Full Name:	<input type="text" value="John Doe Smith"/> <b>2</b>
*Gender:	<input type="text" value="Male"/> <b>3</b>

Signing Official Information	
Official Name:	<input type="text" value="██████████ FADM, USN"/> <b>4</b> <small>(First Name MI Last Name, Rank, Branch/Class)</small>
Official Title:	<input type="text" value="Chief of Naval Operations"/> <b>5</b>
Official Command:	<input type="text" value="OPNAV"/> <b>6</b>

Certificate Information	
*Certificate Type:	<input type="text" value="Reenlistment"/> <b>7</b>
*Certificate Date:	<input type="text" value="06/15/2016"/>  <b>8</b>
*Recipient Name:	<input type="text" value="John Doe Smith"/> <b>9</b>
*Relationship To Member:	<input type="text" value="Self"/> <b>10</b>

Rating Information	
Rank/Rate Code:	<input type="text" value="NCCM"/>  Master Chief Navy Counselor <b>11</b>
Rank/Rate:	<input type="text" value="Master Chief Navy Counselor"/> <b>12</b>
Warfare Designator Code:	<input type="text" value="S"/>  (SW) Surface Warfare Specialist <b>13</b>
Warfare Designator:	<input type="text" value="(SW/AW)"/> <b>14</b>
Full Rating:	<input type="text" value="Master Chief Navy Counselor (SW/AW)"/> <b>15</b>

**Figure 17-1 – Certificate Reenlistment Input (Member)**

**17.1 CERTIFICATES – Reenlistment (Member)**

1. **SSN** – Enter the member’s SSN. **Note:** Enter the SSN manually or part of the SSN to use the lookup button to search for members that contain that part of the SSN. Field is not required and be left blank.
2. **Full Name** – Member’s full name. Field is pre-populated when a SSN is entered or can be manually entered and edited.
3. **Gender** – Member’s gender. Field is pre-populated when a SSN is entered or can be manually entered and edited.
4. **Official Name** – Enter the signing official’s information in the following format First Name MI Last Name, Rank, Branch/Class.
5. **Official Title** – The signing official’s title spelled out.
6. **Official Command**- Enter the signing official’s command name.
7. **Certificate Type** – Select Reenlistment.
8. **Certificate Date** – Enter the award date for the certificate.
9. **Recipient Name** – Display only field when Relationship to Member is set to Self. Editable by updating the Full Name (field #2).
10. **Relationship To Member** – Select Self.
11. **Rank/Rate Code** – Member’s abbreviated rate/rank. Field is pre-populated when a SSN is entered or can be manually selected.
12. **Rank/Rate** – Member’s long title rate/rank formatted for the certificate. Field is pre-populated when a SSN is entered or can be manually selected.
13. **Warfare Designator Code** – Member’s Warfare designator Field is pre-populated when a SSN is entered or can be manually selected.
14. **Warfare Designator** – Member’s Warfare designator formatted for the certificate.
15. **Full Rating** – Member’s full rating and warfare that will be displayed on the certificate.



**CERTIFICATES – Reenlistment (Member)**



***CERTIFICATE OF REENLISTMENT***

*To all who shall see these presents, greetings:*

*Know ye, that by the authority vested in me*

*I do hereby reenlist*

*Master Chief Naval Aircrewmen Helicopter (SEAL)*

████████████████████

*in the*

*United States Navy*

*Having solemnly sworn*

*to support, defend and bear true faith and allegiance to the Constitution of the United States; to obey the orders of the President of the United States and all superiors; and to abide by the rules and regulations prescribed under Naval law and the Uniform Code of Military Justice, the enlistee is thus entitled to all honors, courtesies and privileges accorded by Naval law, custom and tradition.*

*Solemnly sworn to before me this 17th day of March, 2021.*

████████████████████

*Chief of Naval Operations  
OPNAV*

**Figure 17-2 – Certificates – Reenlistment (Member)**

### CERTIFICATES Reenlistment (Family)

Certificates

---

**Member Information**

SSN:   1

\*Full Name:  2

\*Gender:   3

---

**Signing Official Information**

Official Name:  4  
(First Name MI Last Name, Rank, Branch/Class)

Official Title:  5

Official Command:  6

---

**Certificate Information**

\*Certificate Type:   7

\*Certificate Date:   8

\*Recipient Name:  9

\*Relationship To Member:   10

---

Figure 17-3 – Certificate Reenlistment (Family)

***17.2 CERTIFICATES – Reenlistment (Family)***

1. **SSN** – Enter the member’s SSN. **Note:** Enter the SSN manually or part of the SSN to use the lookup button to search for members that contain that part of the SSN. Field is not required and be left blank.
2. **Full Name** – Member’s full name. Field is pre-populated when a SSN is entered or can be manually entered and edited.
3. **Gender** – Member’s gender. Field is pre-populated when a SSN is entered or can be manually entered and edited.
4. **Official Name** – Enter the signing official’s information in the following format First Name MI Last Name, Rank, Branch/Class.
5. **Official Title** – The signing official’s title spelled out.
6. **Official Command** – Enter the signing official’s command name.
7. **Certificate Type** – Select Reenlistment.
8. **Certificate Date** – Enter the award date for the certificate.
9. **Recipient Name** – Display only field when Relationship To Member is set to Self. Editable by updating the Full Name (field #2).
10. **Relationship To Member** – Select Parent, Child or Spouse as appropriate.

**CERTIFICATES – Reenlistment (Family)**

*Certificate of Appreciation  
From the United States Navy*



*To all who shall see these presents, greetings*

*To*



*By the authority vested in me, it is my pleasure to express the grateful appreciation of the United States Navy, to you, for your unselfish, faithful, and dedicated assistance during the naval service of your husband. Your unfailing support and understanding have helped immeasurably to make possible your husband's decision to continue a naval career.*

*Given this 20th day of June, 2016.*



*Chief of Naval Operations  
OPNAV*

**Figure 17-4 – Certificates – Reenlistment (Family)**

### CERTIFICATES – Honorable Discharge

Certificates

---

**Member Information**

SSN:

\*Full Name:  1

\*Gender:  2

**Signing Official Information** 3

Official Name:  4  
(First Name MI Last Name, Rank, Branch/Class)

Official Title:

Official Command:  5

**Certificate Information** 6

\*Certificate Type:  7

\*Certificate Date:   8

\*Recipient Name:  9

\*Relationship To Member:  10

**Rating Information**

Rank/Rate Code:   Master Chief Navy Counselor

Rank/Rate:  11

Warfare Designator Code:   (SW) Surface Warfare Specialist 12

Warfare Designator:  13

Full Rating: Master Chief Navy Counselor (SW/AW) 14

---

15

Figure 17-5 – Honorable Discharge

### ***17.3 CERTIFICATES – Honorable Discharge***

1. **SSN** – Enter the member’s SSN. **Note:** Enter the SSN manually or part of the SSN to use the lookup button to search for members that contain that part of the SSN. Field is not required and be left blank.
2. **Full Name** – Member’s full name. Field is pre-populated when a SSN is entered or can be manually entered and edited.
3. **Gender** – Member’s gender. Field is pre-populated when a SSN is entered or can be manually entered and edited.
4. **Official Name** – Enter the signing official’s information in the following format First Name MI Last Name, Rank, Branch/Class.
5. **Official Title** – The signing official’s title spelled out.
6. **Official Command** – Enter the signing official’s command name.
7. **Certificate Type** – Select Honorable Discharge.
8. **Certificate Date** – Enter the award date for the certificate.
9. **Recipient Name** – Display only field when Relationship to Member is set to Self. Editable by updating the Full Name (field #2).
10. **Relationship To Member** – Select Self.
11. **Rank/Rate Code** – Member’s abbreviated rate/rank. Field is pre-populated when a SSN is entered or can be manually selected.
12. **Rank/Rate** – Member’s long title rate/rank formatted for the certificate. Field is pre-populated when a SSN is entered or can be manually selected.
13. **Warfare Designator Code** – Member’s Warfare designator Field is pre-populated when a SSN is entered or can be manually selected.
14. **Warfare Designator** – Member’s Warfare designator formatted for the certificate.
15. **Full Rating** – Member’s full rating and warfare that will be displayed on the certificate.

**CERTIFICATES – Honorable Discharge**

# Honorable Discharge



*from the Armed forces of the United States of America*

*This is to certify that*

[REDACTED]

*was Honorably Discharged from the*

*United States Navy*

*on the 2nd day of January, 2008. This certificate is awarded as a  
testimonial of Honest and Faithful Service*

[REDACTED]  
COMMANDING OFFICER

**Figure 17-6 – Certificates – Honorable Discharge**

### CERTIFICATES – Fleet Reserve

Certificates

---

**Member Information**

SSN:  1

\*Full Name:  2

\*Gender:  3

---

**Signing Official Information**

Official Name:  4  
(First Name MI Last Name, Rank, Branch/Class)

Official Title:  5

Official Command:  6

---

**Certificate Information**

\*Certificate Type:  7

\*Certificate Date:  8

\*Recipient Name:  9

\*Relationship To Member:  10

---

**Rating Information**

Rank/Rate Code:  Master Chief Navy Counselor 11

Rank/Rate:  12

Warfare Designator Code:  (SW) Surface Warfare Specialist 13

Warfare Designator:  14

Full Rating:  15

---

**Retirement Information**

Retirement Years:  16

---

Figure 17-7 – Fleet Reserve



#### ***17.4 CERTIFICATES – Fleet Reserve***

1. **SSN** – Enter the member’s SSN. **Note:** Enter the SSN manually or part of the SSN to use the lookup button to search for members that contain that part of the SSN. Field is not required and be left blank.
2. **Full Name** – Member’s full name. Field is pre-populated when a SSN is entered or can be manually entered and edited.
3. **Gender** – Member’s gender. Field is pre-populated when a SSN is entered or can be manually entered and edited.
4. **Official Name** – Enter the signing official’s information in the following format First Name MI Last Name, Rank, Branch/Class.
5. **Official Title** – The signing official’s title spelled out.
6. **Official Command** – Enter the signing official’s command name.
7. **Certificate Type** – Select Fleet Reserve.
8. **Certificate Date** – Enter the award date for the certificate.
9. **Recipient Name** – Display only field when Relationship to Member is set to Self. Editable by updating the Full Name (field #2).
10. **Relationship To Member** – Select Self.
11. **Rank/Rate Code** – Member’s abbreviated rate/rank. Field is pre-populated when a SSN is entered or can be manually selected.
12. **Rank/Rate** – Member’s long title rate/rank formatted for the certificate. Field is pre-populated when a SSN is entered or can be manually selected.
13. **Warfare Designator Code** – Member’s Warfare designator Field is pre-populated when a SSN is entered or can be manually selected.
14. **Warfare Designator** – Member’s Warfare designator formatted for the certificate.
15. **Full Rating** – Member’s full rating and warfare that will be displayed on the certificate.
16. **Retirement Years** – Member’s years of service at time of retirement.

**CERTIFICATES – Fleet Reserve**

# *Fleet Reserve*



*Of the*

*United States Navy*

*This is to certify that*

[REDACTED]

[REDACTED]

*was transferred from, active duty to the Fleet Reserve, of the  
United States Navy on the 30th day of September, 2007 after 22 years of  
service. This certificate is awarded as a Testimonial of Faithful  
and Honorable Service.*

[REDACTED]  
*Commanding Officer*

**UNITED STATES NAVY**

**Figure 17-8 – Certificates – Fleet Reserve**

### CERTIFICATES – Retirement (Family)

Certificates

---

**Member Information**

SSN:   1

\*Full Name:  2

\*Gender:  3

---

**Signing Official Information**

Official Name:  4  
(First Name MI Last Name, Rank, Branch/Class)

Official Title:  5

Official Command:  6

---

**Certificate Information**

\*Certificate Type:  7

\*Certificate Date:   8

\*Recipient Name:  9

\*Relationship To Member:  10

---

Figure 17-9 – Retirement (Family)

**CERTIFICATES – Retirement (Family)**

1. **SSN** – Enter the member’s SSN. **Note:** Enter the SSN manually or part of the SSN to use the lookup button to search for members that contain that part of the SSN. Field is not required and be left blank.
2. **Full Name** – Member’s full name. Field is pre-populated when a SSN is entered or can be manually entered and edited.
3. **Gender** – Member’s gender. Field is pre-populated when a SSN is entered or can be manually entered and edited.
4. **Official Name** – Enter the signing official’s information in the following format First Name MI Last Name, Rank, Branch/Class.
5. **Official Title** – The signing official’s title spelled out.
6. **Official Command** – Enter the signing official’s command name.
7. **Certificate Type** – Select Fleet Reserve.
8. **Certificate Date** – Enter the award date for the certificate.
9. **Recipient Name** – Display only field when Relationship to Member is set to Self. Editable by updating the Full Name (field #2).
10. **Relationship To Member** – Select Parent, Child or Spouse as appropriate.

**CERTIFICATES – Retirement (to Wife)**

*Certificate of Appreciation  
From the United States Navy*



*To all who shall see these presents, greetings:*

*To*



*By the authority vested in me, it is my pleasure to express the grateful appreciation of the United States Navy, to you, for your unselfish, patriotic and devoted service during your husband's military career . Your unfailing support and understanding helped immeasurably to make possible his lasting contribution to the nation. To those who say a single man cannot make a difference, I say wrong. Your husband did! He made our Navy stronger and kept our nation safe. With his service to the Navy now complete, he will be able to spend more time with you in the future. The United States Navy thanks you and I thank you.*

*Given this 3rd day of December, 2007*



*Executive Officer*

**Figure 17-10 – Certificates – Retirement (Family)**

## **Section Eighteen–Forms**

## **18. FORMS**

The Forms section within CIMS provides the opportunity to produce Individual Career Development Plans (ICDP), and Pre-separation Checklist for Active and Reserve Members.

### FORMS – ICDP

ICDP Forms

Rank/Rate: AOAN **1** Name: [REDACTED] **2** Current DSC: 100 **3**

**CIMS CDB Comments** Personalize | Find | [Print] | [Calendar] First 1-4 of 4 Last

<b>4</b>	UIC	CDB Type	CDB Interview Date	CDB Interview Rank/Rate	Grade	Verify Date
<input type="checkbox"/>	[REDACTED]	24 Month	06/17/2016	AOAN	E03	
<input type="checkbox"/>	[REDACTED]	6 Month	01/19/2015	AOAN	E03	02/04/2015
<input type="checkbox"/>	[REDACTED]	Reporting	11/04/2014	AOAA	E02	12/18/2014
<input type="checkbox"/>	[REDACTED]	Reporting	07/01/2014	AOAN	E03	07/01/2014

Print ICDP Form(s) **5**

Figure 18-1 – Forms – ICDP



***18.1 FORMS – ICDP FORM***

1. **Rate/Rank** – Rate/Rank level of the member (Corporate data).
2. **Name** – Full Last Name, First Name Middle Name (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **Select** – Checkbox selects the CDB used to produce the ICDP form.
5. **Print Form** – Button begins the form creation and print process.

**FORMS – ICDP**

VFA ██████  
 Advancement Individual Career Development Plan (ICDP) for:  
 ADAN ██████

DEPT:	MAIN	DIV:	100	Report:	6/1/2013	PRD:	6/1/2017	ADSD:	1/15/2013	EAOS:	1/14/2017	SEAOS:	1/14/2017	
<b>ADVANCEMENT / EDUCATION / QUALIFICATIONS</b>														
Current	Paygrade:	E03		Date of Rate:	12/16/2013									
Advancement Timeline	E02:			E03:			E04:	6/1/2014		E05:				
	E06:			E07:			E08:			E09:				
Examination Participation	Number Times Taken:	3		Number Times PNA:	3		Number Times Failed:	0						
Education	Highest Level:	B - Adult Education Diploma									USMAP Enrolled:	12/13/2014		
	Degree Working Toward:	BS									Start Date:	1/1/2016		
Warfare Qualification	Warfare Working Toward:	EAWS						Start Date:	12/31/2015		Estimated Completion:	12/31/2016		
<b>PHYSICAL FITNESS PROGRAM</b>														
PRT Data	1.	1 2015	- PARTICIPANT	- SATISFACTORY	5.	1 2013	- PARTICIPANT	- GOOD						
	2.	2 2014	- PARTICIPANT	- GOOD	6.	-	-							
	3.	1 2014	- PARTICIPANT	- SATISFACTORY	7.	-	-							
	4.	2 2013	- PARTICIPANT	- SATISFACTORY	8.	-	-							
	Personal Goals Set:		EXCELLENT UPCOMING PRT											
<b>CAREER MANAGEMENT</b>														
Reenlistment Intentions	REENLIST													
Career Waypoint Reenlistment	Year Group:	2013		C-WAY Status Date:	5/1/2016		C-Way Status:	Approved						
PCS Orders	Orders Received:	Welcome Aboard Package/Message Received:												
<b>TRANSITION</b>														
Transition Reason:	GPS Required:	Y		DoL Workshop Exemption:	-									
DD 2648 Completed:	DD 2958 Completed:			DoL Workshop Completed:			VA Briefing Completed:							

VFA ██████  
 Advancement Individual Career Development Plan (ICDP) for:  
 ADAN ██████

<u>Notes from the Advancement CDB held on 5/1/2016</u>	
Short Term Goals:	EAWS, ADV TO AD3, BASIC DC
Long Term Goals:	ADV TO AD2, BACHELOR DEGREE, OFFICER PROGRAM
Board Members:	AD ██████ ADC ██████ CMDCM ██████
Board Comments:	CONCUR WITH GOALS CONTINUE WORKING TOWARD THEM.
XO COMMENTS:	CONJUR WITH BOARD COMMENTS
<u>Notes from the Reporting CDB held on 7/15/2013</u>	
Short Term Goals:	
Long Term Goals:	
Board Members:	NC: ██████
Board Comments:	MEMBER COMPLETED CDB UPON CHECKING INTO COMMAND. ASSIGNED TO COMMAND INDOC/NP&P/FTSW AUGUST 2013
CCC COMMENTS:	COMPLETED AND VERIFIED THIS DATE. BOARD CHAIRMAN CONCURS WITH BOARD RECOMMENDATIONS AND COMMENTS.

**Figure 18-2 – Forms – ICDP**

### 18.2 ***FORMS – CDB Minutes Report***

**CDB Minutes Forms**

\*Active/Reserve: Active 1      \*CDB Status: Completed 2 Completed Completed  
\*From Date: 03/01/2021 3      \*To Date: 03/31/2021 4 Pending  
Dept Code: ADMN 5      Div Code: OPS 6 Verified  
\*Sort Option: Name 7  
UIC Access: 8      Add UIC 9      Add All UICs 10      Remove All UICs 11

**UIC List**      Personalize | Find | View All | 12 | 13      First 14 1 of 1 15 Last

UIC	Description	Activity Long Title	NOSC	
████	████████████████████	████████████████████		[-]

Print Form(s) 12

**Figure 18-3 – FORMS – CDB Minutes Report**

### ***18.3 FORMS – CDB Minutes Report***

1. **Active/Reserve List** – Selection determines whether Active or Reserve members are displayed on the report.
2. **CDB Status – Completed** will display CDBs that are in a completed status and not yet verified. **Pending** will display CDBs that are in a pending status and not yet verified. **Verified** will display CDBs that have been verified during the date range selected below.
3. **From Date** – From and To date range is used to display CDBs for a specific period.
4. **To Date** – From and To date range is used to display CDBs for a specific period.
5. **Dept Code** – Select a Department Code from the lookup table by clicking the magnifying glass.
6. **Div Code** – Select a Division code from lookup table by clicking magnifying glass.
7. **Sort Options** – Determines the order that data is presented on the report.
8. **UIC Access** – Click the magnifying glass to select UIC and click Add UIC to the report.
9. **Add UIC** – Adds selected UIC to the report.
10. **Add All UICs** – Adds all UICs a specific user has access to the report.
11. **Remove All UICs – Removes** all UICs a specific user has selected.
12. **Print Form** – Button begins the form creation and print process.

**FORMS – CDB Minutes Report**

**Active Duty Completed CDB Minutes Report For  
VFA [REDACTED]  
05/01/2016 to 06/30/2016**

<b>Name:</b> ADAN [REDACTED]			
<b>DEPT / DIV:</b>	MAIN / 100	<b>CDB Date (Type):</b>	05/01/2016 (Advancement)
<b>Short Term Goals:</b>	EAWS, ADV TO AD3, BASIC DC		
<b>Long Term Goals:</b>	ADV TO AD2, BACHELOR DEGREE, OFFICER PROGRAM		
<b>Board Comments:</b>	CONCUR WITH GOALS CONTINUE WORKING TOWARD THEM.		
<b>XO Comments:</b>	CONUR WITH BOARD COMMENTS		
<b>Name:</b> AM2 [REDACTED]			
<b>DEPT / DIV:</b>	MAIN / 100	<b>CDB Date (Type):</b>	05/22/2016 (60 Month)
<b>Short Term Goals:</b>	PC, EAWS, Return to 120.		
<b>Long Term Goals:</b>	Degree, Stay Navy for 20.		
<b>Board Comments:</b>	Enroll into online classes. Finish quals. Enroll into USMAP to gain Journeyman's License.		
<b>Comments:</b>			

**Active Duty Pending CDB Minutes Report For  
[REDACTED]  
03/01/2019 to 03/31/2020**

<b>Name:</b> [REDACTED]			
<b>DEPT / DIV:</b>	[REDACTED]	<b>CDB Date (Type):</b>	05/15/2019 (24 Month)
<b>Short Term Goals:</b>	[REDACTED]		
<b>Long Term Goals:</b>	[REDACTED]		
<b>Board Members:</b>	[REDACTED]		
<b>Board Comments:</b>	[REDACTED]		
<b>Leadership Comments:</b>			

**Active Duty Verified CDB Minutes Report For**  
[REDACTED]  
**03/01/2019 to 03/31/2020**

<b>Name:</b>	[REDACTED]		
<b>DEPT / DIV:</b>	TOD /	<b>CDB Date (Type):</b>	04/24/2019 (24 Month)
<b>Short Term Goals:</b>	[REDACTED]		
<b>Long Term Goals:</b>	[REDACTED]		
<b>Board Members:</b>	[REDACTED]		
<b>Board Comments:</b>	[REDACTED]		
<b>CMC Comments:</b>	[REDACTED]		

**Figure 18-4 – FORMS – CDB Minutes Report**

## **Section Nineteen–Lists**

### 19. LISTS – MULTI UIC SELECTION FOR LISTINGS (ACTIVE/RESERVE)

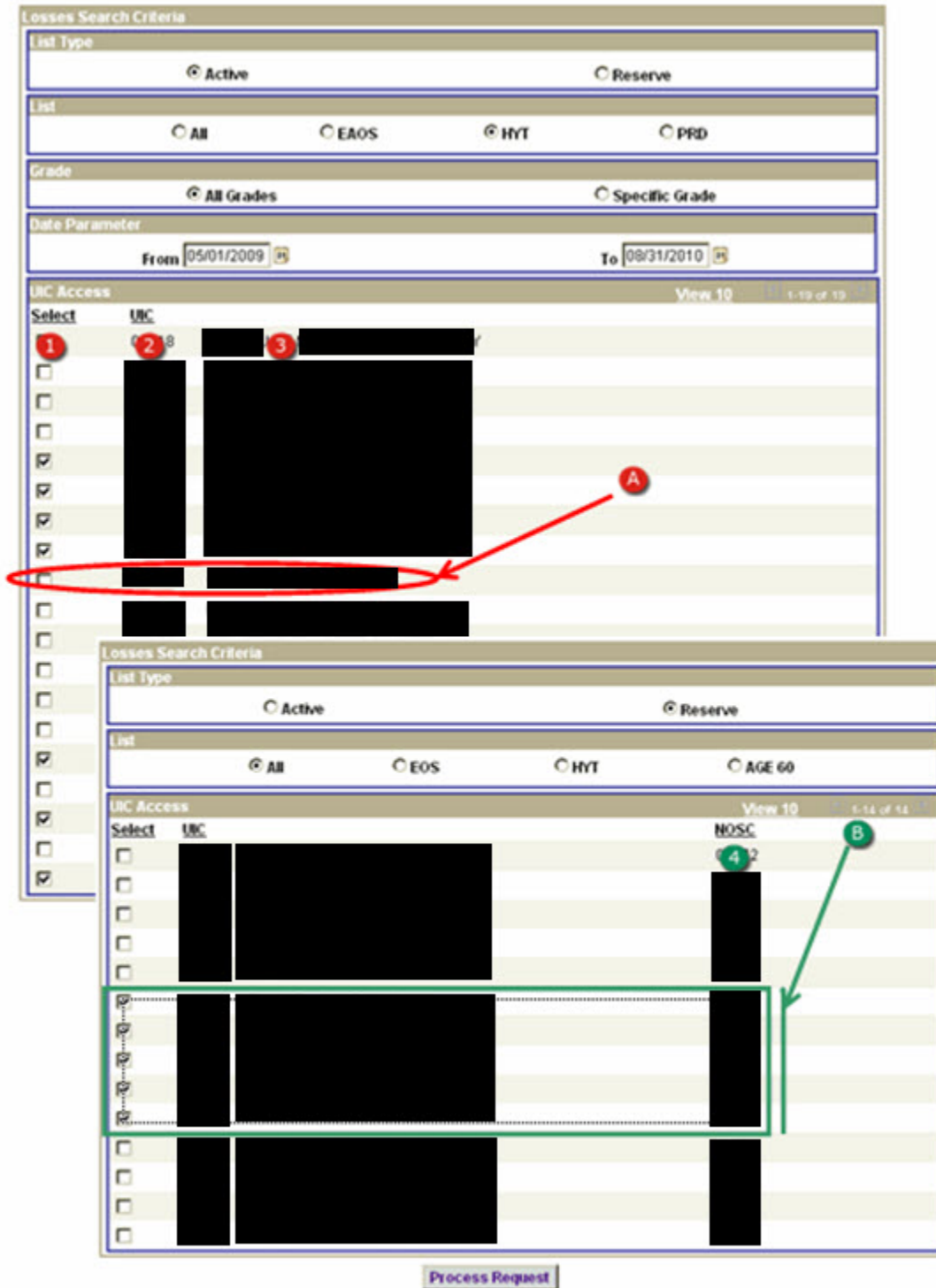


Figure 19-1 – Multi UIC Selection for Listings (Active/Reserve)



### **19.1 Multi UIC Selection for Listings (Active/Reserve)**

Updates to most Listings allow generating reports for multiple UICs at once. To increase performance some limitations are imposed on this feature and the limitations are different for Active Duty and Reserve list reports. Specifics are identified below.

All List Reports are currently supporting multiple UIC selection except the Advancement Information Advancement Statistics List. The Advancement Statistics List only allows the selection of one active duty UIC or one Reserve UIC.

1. Select – Use these checkboxes to select the UIC/UICs for the desired listing.
2. UIC – The Unit Identification Code of the command.
  - A. There is a 3000 member limit on active duty lists so when selecting larger commands selecting multiple UICs will not be possible.

**NOTE:** Since the system counts the number of members after a checkbox is selected it will be necessary to wait for the system before selecting the next UIC. An error warning will be displayed if too many UICs (members) have been selected. The displayed UIC list is based upon access granted through the SAAR process. If a required UIC is not displayed see page 5 of this guide.

3. Command – Command short name of the UIC.
4. NOSC – (Reserve lists only) displays the UIC for the Navy Operational Support Center (NOSC) that the command belongs to.
  - B. Users are only permitted to select multiple UICs when they belong to the same NOSC.

**NOTE:** NOSCs with a large number of UICs may wish to limit the number selected in order to expedite processing of the report.

### LIST – Advancement Information Listings (Active/Reserve)

**Advancement Search**

---

**Advancement Search Criteria**

**List Type**

Active  Reserve

**List Selection**

All **1**  Time in Rate Eligible **2**  Advancement Statistics **3**

**Selection Criteria - Grade Groupings**

E1 / E2  E3 / E4 / E5  E6  E7 / E8 / E9

**UIC Access** [Personalize](#) | [Find](#) | [View All](#) | First  Last

Select	UIC
<input type="checkbox"/>	[REDACTED]

**Process Request**

Figure 19-2 – List – Advancement Search (Active & Reserve)

***19.2 Advancement Information Listings (Active/Reserve)***

1. **All** – Displays a list of all command personnel in the selected paygrade, data displayed on this listing directly pertains to advancement.
2. **Time in Rate Eligible** – Displays a list of command personnel with the required time in rate to be eligible for the selected exam cycle.
3. **Advancement Statistics** – Displays navy wide or command advancement statistics for the selected exam cycle and/or criteria.

**NOTE:** There is no fundamental difference between the Active Duty and Reserve functionality for this page other than the Active/Reserve status of the personnel displayed although some columns displayed on the listings may vary.

**Advancement Information – All E1/E2 (Active Duty)**

Active Advancement Information for E1/E2 Listing											
Rank/Rate	Name	Dept	Div	BR/CL	SPI	TIR Date	DOR	Proj Adv Date	Recc	Last EVAL	Degree
1		AIR	V-6	11		09/01/2006	08/25/2006	06/16/2007			
2		DECK	BOAT	11		01/01/2007	01/16/2007	10/16/2007			
3		OPS		11		03/01/2007	03/16/2007	12/16/2007			
4		OPS		11		09/13/2006	09/13/2006	06/16/2007			
5		OPS		11		05/01/2005	05/16/2005	02/16/2006			
6		OPS		11		04/01/2005	04/16/2005	01/16/2006			
7		DECK	BOAT	32	Q	09/01/2006	09/16/2006	06/16/2007			
8		AIR	V-6	11		01/25/2005	01/25/2005	11/16/2005			
9		AIR	V-6	11		12/01/2006	12/16/2006	09/16/2007			
10		DECK	BOAT	11		07/01/2006	07/16/2006	04/16/2007			
11		AIR	V-6	11		01/01/2005	01/05/2005	10/16/2005			
12		DECK	BOAT	11		09/01/2006	09/16/2006	06/16/2007			

**Figure 19-3 – List – Advancement Information – All E1/E2 (Active Duty)**

**19.2.1 Advancement Information – All E1/E2 (Active Duty)**

1. **Rank/Rate** – The current Rate/Rank to which actually advanced.
2. **Name** – The name of the individual listed.
3. **Dept** – Displays the individuals assigned Department.
4. **Div** – Displays the individuals assigned Division.
5. **BR/CL** – The current Branch/Class.
6. **SPI** – The current Special Program Indicator.  
**NOTE:** The SPI code for USN personnel will be blank.
7. **TIR Date** – The current Time in Rate Date.
8. **DOR** – The current Date of Rate.
9. **Proj Adv Date** – Projected date the member will be advanced to the next paygrade.
10. **Recc** – This column indicates displays a “Y” when a member is recommended for advancement from the most current Evaluation.
11. **Last EVAL** – Date of last evaluation.
12. **Degree** – Indicates the member’s highest degree earned.

**Advancement Information – All E3/E4/E5 (Active Duty)**

Active Advancement Information for E3/E4/E5 Listing														Personalize	Find	View All	First	1-89 of 89	Last
UIC	Rank/Rate	Name	Dept	Div	BR/CL	SPI	TIR Date	DOR	Recc	Last EVAL	# Taken	Sel # PNA	# Fail	Degree	Profile Info	Exam Analysis			
1	AM2	2	3	MA	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	ADAN				32	V	03/01/2015	03/16/2015		03/15/2016	2	Y	1		Profile Info	Exam Analysis			
	ADAN		MAIN		32	V	12/01/2015	12/16/2015			1	Y			Profile Info	Exam Analysis			
	AME2		MAIN		32	V	01/01/2012	02/16/2012	Y	03/15/2016	4		4		Profile Info	Exam Analysis			
	PR3		MAIN		32	V	07/01/2015	08/16/2015			1		1		Profile Info	Exam Analysis			
	AM2		MAIN		32	V	07/01/2015	11/16/2015	Y	03/15/2016				Baccalaureate Degree	Profile Info	Exam Analysis			
	ATAN		MAIN		32	V	08/01/2015	08/16/2015			1	Y			Profile Info	Exam Analysis			
	AO2		MAIN		32	V	01/01/2013	03/16/2013	Y	03/15/2016	2		2		Profile Info	Exam Analysis			
	AOAN		MAIN		32	V	09/01/2015	09/16/2015							Profile Info	Exam Analysis			
	ADAN		MAIN		32	V	10/01/2014	10/16/2014							Profile Info	Exam Analysis			
	ADAN		MAIN		32	V	12/01/2015	12/16/2015							Profile Info	Exam Analysis			
	AT3		MAIN		32	V	07/01/2014	12/16/2014							Profile Info	Exam Analysis			
	AME3		MAIN		32	V	07/01/2014	10/16/2014							Profile Info	Exam Analysis			

EXAM ANALYSIS of AM2					
Exam Analysis					
Exam Cycle	Exam Rate	Topic	# Questions	# Correct	Percentile
224	AM2	AIRCRAFT STRUCTURES	28	12	0.39
220	AM3	AIRCRAFT STRUCTURES	25	15	0.84
227	AM2	AIRCRAFT STRUCTURES	30	15	0.61
224	AM2	CAREER INFORMATION	9	5	0.84
227	AM2	CAREER INFORMATION	9	3	0.23
224	AM2	CORROSION CONTROL	18	11	0.81
227	AM2	CORROSION CONTROL	23	16	0.94
220	AM3	CORROSION CONTROL	20	9	0.46
220	AM3	CUSTOMS & TRADITIONS	10	7	0.64
224	AM2	FLIGHT CONTROLS	21	11	0.79
227	AM2	FLIGHT CONTROLS	18	8	0.46
220	AM3	FLIGHT CONTROLS	10	7	0.87
220	AM3	HYDRAULICS	20	9	0.38

**Figure 19-4 – List – Advancement Information – All E3/E4/E5 (Active Duty)**

**19.2.2 Advancement Information – All E3/E4/E5 (Active Duty)**

1. Rank/Rate – The current Rate/Rank to which actually advanced.
2. Name – The name of the individual listed.
3. Dept – Displays the individuals assigned Department.
4. Div – Displays the individuals assigned Division.
5. BR/CL – The current Branch/Class.
6. SPI – The current Special Program Indicator.  
**NOTE:** The SPI code for USN personnel will be blank.
7. SEL – This column indicates members selected for the next paygrade.
8. TIR Date – The current Time in Rate Date.
9. DOR – The current Date of Rate.
10. Recc – This column indicates displays a “Y” when a member is recommended for advancement from the most current Evaluation.
11. Last EVAL – Date of the member’s last Evaluation.
12. # Taken – Displays the total number of times the member has taken the exam for the next paygrade.
13. Sel – Member is selected for the next paygrade.
14. # PNA – Displays the number of times the member has passed but not advanced the exam.
15. # Fail – Displays the total number of exam fails for the next paygrade.
16. Degree – Indicates the member’s highest degree earned.
17. Profile Info – This link allows users to view exam profile sheets from previous tests taken.
18. Exam Analysis – Link opens a pop up window with exam statistics for all exams taken and is organized by topics and cycle.

**Advancement Information – All E6 (Active Duty)**

Active Advancement Information for E6 Listing

Personalize | Find | View All | First 1-32 of 32 Last

UIC	Rank/Rate	Name	Dept	Div	BR/CL	SPI	TIR Date	DOR	Recc	Last EVAL	# Taken	Sel	# Fail	# Board Elig	Degree	Profile Info	Exam Analysis	
1	AM1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	AM1		MAIN		32	V	01/01/2011	06/16/2011	Y	11/15/2015	4			2	Baccalaureate Degr	Profile Info	Exam Analysis	
	AO1		MAIN		32	V	01/01/2013	01/16/2013	Y	11/15/2015	1	Y				Profile Info	Exam Analysis	
	PR1		MAIN		32	V	01/01/2013	06/16/2013		11/15/2015	2					Profile Info	Exam Analysis	
	AD1		MAIN		32	V	07/01/2007	11/16/2007	Y	11/15/2015	6			1		Profile Info	Exam Analysis	
	AE1		MAIN		32	V	07/01/2009	12/16/2009										
	AD1				32	V	07/01/2013	10/16/2013										
	AO1		MAIN		32	V	01/01/2012	03/16/2012										
	PR1				32	V	01/01/2009	06/16/2009										
	AT1		MAIN		32	V	07/01/2011	12/16/2011										
	NC1		ADMN		32	V	01/01/2014	06/16/2014										

**EXAM ANALYSIS of [REDACTED]**

Exam Cycle	Exam Rate	Topic	# Questions	# Correct	Percentile
224	AM2	AIRCRAFT STRUCTURES	28	12	0.39
220	AM3	AIRCRAFT STRUCTURES	25	15	0.84
227	AM2	AIRCRAFT STRUCTURES	30	15	0.61
224	AM2	CAREER INFORMATION	9	5	0.84
227	AM2	CAREER INFORMATION	9	3	0.23
224	AM2	CORROSION CONTROL	18	11	0.81
227	AM2	CORROSION CONTROL	23	16	0.94
220	AM3	CORROSION CONTROL	20	9	0.46
220	AM3	CUSTOMS & TRADITIONS	10	7	0.64
224	AM2	FLIGHT CONTROLS	21	11	0.79
227	AM2	FLIGHT CONTROLS	18	8	0.46
220	AM3	FLIGHT CONTROLS	10	7	0.87
220	AM3	HYDRAULICS	20	9	0.38

**Figure 19-5 – List – Advancement Information – All E6 (Active Duty)**



### 19.2.3 Advancement Information – All E6 (Active Duty)

1. **Rank/Rate** – The current Rate/Rank to which actually advanced.
2. **Name** – The name of the individual listed.
3. **Dept** – Displays the individuals assigned Department.
4. **Div** – Displays the individuals assigned Division.
5. **BR/CL** – The current Branch/Class.
6. **SPI** – The current Special Program Indicator.  
**NOTE:** The SPI code for USN personnel will be blank.
7. **SEL** – This column indicates members selected for the next paygrade.
8. **TIR Date** – The current Time in Rate Date.
9. **DOR** – The current Date of Rate.
10. **Recc** – This column indicates displays a “Y” when a member is recommended for advancement from the most current Evaluation.
11. **Last EVAL** – Date of the member’s last Evaluation.
12. **# Taken** – Displays the total number of times the member has taken the exam for the next paygrade.
13. **Sel** – Member is selected for the next paygrade.
14. **# PNA** – Displays the number of times the member has passed but not advanced the exam.
15. **# Fail** – Displays the total number of exam fails for the next paygrade.
16. **Degree** – Indicates the member’s highest degree earned.
17. **Profile Info** – This link allows users to view exam profile sheets from previous tests taken.
18. **Exam Analysis** – Link opens a pop up window with exam statistics for all exams taken and is organized by topics and cycle.

**Advancement Information – All E7/E8/E9 (Active Duty)**

Active Advancement Information for E7/E8/E9 Listing																
Customize   Find   View All   First 1-81 of 81 Last																
Rank/Rate	Name	Dept	Div	BR/CL	SPI	Sel	TIR Date	DOR	Recc	Last FITREP	# Board Elig	Degree	Profile Info			
1		DECK	BOAT	11			09/01/2003	09/16/2003	Y	09/15/2004			<a href="#">Profile Info</a>			
2		OPS		11			07/01/2003	06/16/2004	Y	09/15/2005			<a href="#">Profile Info</a>			
3				11			09/01/2006	09/16/2006	Y	03/25/2005			<a href="#">Profile Info</a>			
4				11			07/01/2005	09/16/2005	Y	09/15/2004			<a href="#">Profile Info</a>			
5	1 S		2	3	4	5	6	7	8	9	10	11	12	13	14	<a href="#">Profile Info</a>
6				11			07/01/2000	06/16/2001	Y	08/06/2004			<a href="#">Profile Info</a>			
7				11			09/01/2001	04/16/2002	Y	06/07/2004			<a href="#">Profile Info</a>			
8		DECK	BOAT	11			07/01/2002	10/16/2002	Y	05/25/2004			<a href="#">Profile Info</a>			
9				11			07/01/2005	09/16/2005	Y	09/15/2004			<a href="#">Profile Info</a>			
10				11			09/01/2005	02/16/2006	Y	11/15/2004			<a href="#">Profile Info</a>			

**Figure 19-6 – List – Advancement Information – All E7/E8/E9 (Active Duty)**

**19.2.4 Advancement Information – All E7/E8/E9 (Active Duty)**

1. **Rank/Rate** – The current Rate/Rank to which actually advanced.
2. **Name** – The name of the individual listed.
3. **Dept** – Displays the individuals assigned Department.
4. **Div** – Displays the individuals assigned Division.
5. **BR/CL** – The current Branch/Class.
6. **SPI** – The current Special Program Indicator.  
**NOTE:** The SPI code for USN personnel will be blank.
7. **SEL** – This column indicates members selected for the next paygrade.
8. **TIR Date** – The current Time in Rate Date.
9. **DOR** – The current Date of Rate.
10. **Recc** – This column indicates displays a “Y” when a member is recommended for advancement from the most current Evaluation.
11. **Last FITREP** – Date of the member’s last Evaluation.
12. **# Board Elig** – Displays the number of times the member has been Board Eligible but not advanced.
13. **Degree** – Indicates the member’s highest degree earned.
14. **Profile Info** – This link allows users to view exam profile sheets from previous tests taken.

**19.3 Advancement Information Listings (Reserve)**

**Advancement Information – All (Reserve)**

Reserve Advancement Information for E3/E4/E5 Listing													
USC	Bank/Rate	Name	Dept	Div	TIR Date	DOR	Recc	Last Eval	# Taken	# PNA	# Fail	Degree	Profile Info
	AT3		200	200	01/01/2011	01/16/2011							<a href="#">Profile Info</a>
1	2	3	100	100	03/01/2004	03/16/2004			1	1			<a href="#">Profile Info</a>
			MANT	100	07/01/2006	06/16/1998	Y	03/15/10	9	6	12	Bacc	14 <a href="#">Profile Info</a>
			050	CTL	12/01/2007	03/11/2010			5	5			<a href="#">Profile Info</a>
			100	100	07/01/2001	12/16/2001	Y	03/15/2010	9	9			<a href="#">Profile Info</a>
			100	100	08/01/2009	07/28/2009			1	1			<a href="#">Profile Info</a>
			100	100	09/01/2008	08/19/2008			2	2			<a href="#">Profile Info</a>
			MAIN	200	01/01/2011	02/16/2011							<a href="#">Profile Info</a>
			MANT	100	01/01/2004	03/16/2004			8	6	2		<a href="#">Profile Info</a>
				100	07/01/2001	08/30/2001	Y	09/25/2006	7	7		Associates Degree	<a href="#">Profile Info</a>
			300	300	07/01/2002	11/06/2002			6	2	2		<a href="#">Profile Info</a>
			CTL	CTL	07/01/2009	12/16/2009							<a href="#">Profile Info</a>
			100	100	01/01/2004	03/16/2004			9	9			<a href="#">Profile Info</a>
			CTL	CTL	07/01/2009	10/16/2009	Y	03/15/2010					<a href="#">Profile Info</a>
			MANT	200	07/01/2008	12/16/2008	Y	03/15/2010					<a href="#">Profile Info</a>
			MAIN	100	01/01/2008	01/16/2008	Y	07/15/2006					<a href="#">Profile Info</a>
			MANT	CTL	01/01/2010	05/16/2010	Y	03/15/2010					<a href="#">Profile Info</a>
			CTL	CTL	01/01/2010	06/16/2010	Y	03/15/2010					<a href="#">Profile Info</a>
				200	04/27/2009	08/27/2010							<a href="#">Profile Info</a>
			CTL	CTL	07/01/2008	09/16/2008	Y	03/15/2010					<a href="#">Profile Info</a>
			CTL	CTL	07/01/2004	09/16/2004	Y	03/15/2010	2	2			<a href="#">Profile Info</a>
				100	07/01/2009	12/16/2009							<a href="#">Profile Info</a>

**Figure 19-7 – List – Advancement Information – All (Reserve)**

### 19.3.1 Advancement Information – All (Reserve)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **TIR Date** – The current Time in Rate Date.
7. **DOR** – The current Date of Rate.
8. **Recc** – This column indicates displays a “Y” when a member is recommended for advancement from the most current Evaluation.
9. **Last EVAL** – Date of the member’s last Evaluation.
10. **# Taken** – Displays the total number of times the member has taken the exam for the next paygrade.
11. **# Fail** – Displays the total number of exam fails for the next paygrade.
12. **# Board Elig** – Displays the number of times the member has been Board Eligible but not advanced.
13. **Degree** – Indicates the member’s highest degree earned.
14. **Profile Info** – This link allows users to view exam profile sheets from previous tests taken.

**Advancement Information – TIR List**

Advancement Search **TIR List**

Active TIR Eligibility Listing Exam Cycle - 250 JAN 21. Personalize | Find | View 100 | First 1-100 of 305 Last

UIC	Rank/Rate	Name	Dept	Div	BR/CL	SPI	Sel	TIR Date	DOR	Recc	Last EVAL	LTC	Degree	EAW Status	Eligibility Status	ESO Verification	Certified EAW	PMK - EE
1	2	3	CS	CS3	11			07/01/2015	12/16/2015	Y	11/15/2019		Associates Degree	D	Ineligible	N	N	N
			WEPS	G1	11			07/01/2018	07/21/2018	Y	11/15/2019		Associates Degree	D	Ineligible	N	N	N
			OPS	OIC	11			07/01/2018	07/01/2018	Y	11/15/2019		Associates Degree	D	Eligible	N	N	Y
			CS	CS3	11			07/01/2015	12/16/2015	Y	10/11/2019		Associates Degree	D	Ineligible	N	N	N
			SUP	S2	11			01/01/2017	08/16/2017	Y	11/15/2019			D	Eligible	N	N	Y
			INTL	QC	11			01/01/2019	05/16/2019	Y	11/15/2019		Baccalaureate Degree	D	Ineligible	N	N	N
			SEC	OF	11			01/01/2018	08/16/2018	Y	11/15/2019			D	Ineligible	N	N	N
			ENG	SMM	11			07/01/2013	12/16/2013	Y	11/15/2019			D	Ineligible	N	N	N
			AIR	V2	11			07/01/2017	12/16/2017	Y	11/15/2019		Masters Degree	D	Ineligible	N	N	N
			RX	RM	11			07/01/2007	11/16/2007	Y	11/15/2019			D	Ineligible	N	N	N
					11			01/01/2017	04/16/2017	Y	11/15/2019			D	Ineligible	N	N	N
			RX	RC	11			01/01/2018	01/16/2018	Y	11/15/2019			D	Ineligible	N	N	N
			WEPS	G1	11			01/01/2018	08/16/2018	Y	10/16/2019			D	Ineligible	N	N	N
			AIR	V1	11			01/01/2018	08/16/2018	Y	11/15/2019			D	Eligible	N	N	Y
			SUP	S13	11			01/01/2012	01/05/2012	Y	11/15/2019			D	Ineligible	N	N	N
			ENG	EE	11			01/01/2018	08/16/2018	Y	11/15/2019			D	Ineligible	N	N	N
			SUP	S5	11			01/01/2009	02/16/2009	Y	11/15/2018			D	Ineligible	N	N	N
			RX	RE	11			01/01/2015	08/16/2015	Y	11/15/2019			D	Ineligible	N	N	N
			ADMN	X2	11			01/01/2017	08/16/2017	Y	11/15/2019			D	Ineligible	N	N	N
			AIMD	IM1	11			07/01/2018	12/16/2018	Y	01/18/2020		Associates Degree	D	Ineligible	N	N	N

**Figure 19-8 – List – Advancement Information – TIR List**

### 19.3.2 Advancement Information – TIR List

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **BR/CL** – The current Branch/Class. (Active Duty Only)
7. **SPI** – The current Special Program Indicator. (Active Duty Only)  
**NOTE:** The SPI code for USN personnel will be blank.
8. **SEL** – This column indicates members selected for the next paygrade. (Active Duty Only)
9. **TIR Date** – The current Time in Rate Date.
10. **DOR** – The current Date of Rate.
11. **Recc** – This column indicates displays a “Y” when a member is recommended for advancement from the most current Evaluation.
12. **Last EVAL** – Date of the member’s last Evaluation.
13. **Degree** – Indicates the member’s highest degree earned.
14. **EAW Status** – Displays the individual’s current EAW Status.
15. **Eligibility Status** – Displays the individual’s current Eligibility Status.
16. **ESO Verification** – Displays the individual’s current ESO Verification Data (Yes/No).
17. **Certified EAW** – Displays the individual’s current Certified EAW Data (Yes/No).
18. **PMK-EE** – Displays the individual’s current PMK-EE Data (Yes/No).

**Advancement Information – Advancement Statistics (UIC)**

USN																						
E4 CANDIDATES (COMMAND)																						
E5 CANDIDATES (COMMAND)																						
E6 CANDIDATES (COMMAND)																						
View All   First   Last																						
ERATE	GRP	CMD TOTAL	CMD ADV	CMD %ADV	CMD PNA	CMD %PNA	CMD FAIL	CMD %FAIL	CMD DISC	CMD %DISC	CMD ADV \$S	NAVY TOTAL	NAVY ADV	NAVY %ADV	NAVY PNA	NAVY %PNA	NAVY FAIL	NAVY % FAIL	NAVY DISC	NAVY %DISC	NAVY ADV \$S	
ABF1		3	1	33.3	2	66.7					57.43	198	16	8.1	177	89.4	5	2.5			62.01	
ABH1		3	2	66.7	1	33.3					62.52	314	45	14.3	268	85.4	1	0.3			62.40	
AC1		2			2	100.0						328	28	8.5	298	90.9	2	0.6			65.75	
AD1		2			2	100.0						917	11	1.2	900	98.1	6	0.7			71.67	
AM1		2			2	100.0						1031	45	4.4	973	94.4	13	1.3			63.85	
AO1		4	1	25.0	3	75.0					67.73	599	54	9.0	533	89.0	12	2.0			64.94	
AS1		3			3	100.0						392	12	3.1	378	96.4	2	0.5			66.77	
ATT1		1			1	100.0						532	22	4.1	500	94.0	10	1.9			65.04	
1		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	C	3	19	20	21	22
BM1		7			7	100.0						936	22	2.4	904	96.6	10	1.1			65.51	
CS1	2	7	1	14.3	5	71.4	1	14.3			64.53	849	85	10.0	715	84.2	49	5.8			63.13	
CTT1		1			1	100.0						125	29	23.2	93	74.4	3	2.4			58.12	
DC1		1			1	100.0						219	6	2.7	212	96.8	1	0.5			67.79	
OS1		4			4	100.0						1467	59	4.0	1346	91.8	61	4.2	1	0.1	66.50	
QM1		2			2	100.0						281	20	7.1	250	89.0	11	3.9			66.51	
SH1		2			2	100.0						321	18	5.6	302	94.1	1	0.3			66.26	
SK1	2	5	1	20.0	4	80.0					55.99	1422	134	9.4	1268	89.2	20	1.4			64.90	
YN1	2	1			1	100.0						834	35	4.2	792	95.0	7	0.8			68.64	
Total		73	10	13.7	62	84.9	1	1.4			61.47	29784	3114	10.5	26210	88.0	459	1.5	1		60.70	

FTS																					
E5 CANDIDATES (COMMAND)																					

**Figure 19-9 – List – Advancement Information – Advancement Statistics (UIC)**



### 19.3.3 Advancement Information – Advancement Statistics (UIC)

1. **ERATE** – Exam Rate
2. **GRP** – Rating category sub grouping
3. **CMD TOTAL** – Command wide number of members in the Exam Rate who took the exam at the selected UIC.
4. **CMD ADV** – Command wide total number of Exam Rate participants who advanced this cycle.
5. **CMD % ADV** – Actual command wide percentage of Exam Rate participants who advanced this cycle from the selected command.
6. **CMD PNA** – Total number of members command wide in the Exam Rate who passed the exam but did not advance this cycle.
7. **CMD % PNA** – Actual command wide percentage of Exam Rate participants who passed the exam but did not advance this cycle.
8. **CMD FAIL** – Total number of members command wide in the Exam Rate who failed the exam this cycle.
9. **CMD % FAIL** – Actual percentage command wide of Exam Rate participants who failed the exam this cycle.
10. **CMD DISC** – Exam discrepancies reported.
11. **CMD % DISC** – Percentage of exam discrepancies reported.
12. **CMD ADV SS** – Minimum Standard Score of members command wide in the Exam Rate advanced this cycle.
13. **TOTAL** – NAVYWIDE total of members in the Exam Rate who took the exam.
14. **NAVY ADV** – NAVYWIDE total number of Exam Rate participants who advanced this cycle.
15. **NAVY % ADV** – NAVYWIDE percentage of Exam Rate participants who advanced this cycle.
16. **NAVY PNA** – NAVYWIDE total number of members in the Exam Rate who passed the exam but did not advance this cycle.
17. **NAVY % PNA** – NAVYWIDE percentage of Exam Rate participants who passed the exam but did not advance this cycle.
18. **NAVY FAIL** – NAVYWIDE number of members in the Exam Rate who failed the exam this cycle.
19. **NAVY % FAIL** – NAVYWIDE percentage of Exam Rate participants who failed the exam this cycle.
20. **NAVY DISC** – NAVYWIDE exam discrepancies reported.
21. **NAVY % DISC** – NAVYWIDE percentage of exam discrepancies reported.
22. **NAVY ADV SS** – NAVYWIDE minimum Standard Score required to advance this cycle.

**Advancement Information – Advancement Statistics (NAVYWIDE)**

Advancement Search All Navy Active

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**USN**

CYCLE: 203 USN

E4 CANDIDATES (NAVYWIDE)

E5 CANDIDATES (NAVYWIDE)

E6 CANDIDATES (NAVYWIDE)

First Last

ERATE	GRP	TOTAL	ADV	%ADV	PNA	%PNA	FAIL	%FAIL	DISC	%DISC	ADV SS											
ABE1		180	28	15.6	146	81.1	6	3.3			60.97											
ABF1		198	16	8.1	177	89.4	5	2.5			62.01											
ABH1		314	45	14.3	268	85.4	1	0.3			62.40											
AC1		328	28	8.5	298	90.9	2	0.6			65.75											
AD1	1	2	3	4	5	6	7	8	9	10	11	12	917	11	1.2	900	98.1	6	0.7			61.67
AE1		494	17	3.4	474	96.0	3	0.6			64.48											
AG1		99	16	16.2	82	82.8	1	1.0			59.03											
AM1		1031	45	4.4	973	94.4	13	1.3			63.85											
AME1		209	15	7.2	191	91.4	3	1.4			61.96											
SW1		53	9	17.0	44	83.0					61.26											
UT1		113	7	6.2	105	92.9	1	0.9			63.70											
YN1	2	834	35	4.2	792	95.0	7	0.8			68.64											
YN1	1	91	17	18.7	71	78.0	3	3.3			59.04											
<b>Total</b>		<b>29784</b>	<b>3114</b>	<b>10.5</b>	<b>26210</b>	<b>88.0</b>	<b>459</b>	<b>1.5</b>	<b>1</b>		<b>60.70</b>											

FTS

CANREC

**Figure 19-10 – List – Advancement Information – Advancement Statistics (NAVYWIDE)**

#### **19.3.4 Advancement Information – Advancement Statistics (NAVYWIDE)**

1. **ERATE** – Exam Rate.
2. **GRP** – Rating category sub grouping.
3. **TOTAL** – Total number of members in the Exam Rate who took the exam.
4. **ADV** – Advanced. Total number of Exam Rate participants who advanced this cycle.
5. **% ADV** – Percent Advanced. Actual percentage of Exam Rate participants who advanced this cycle.
6. **PNA** – Passed Not Advanced. Total number of members in the Exam Rate who passed the exam but did not advance this cycle.
7. **% PNA** – Percent Passed Not Advanced. Actual percentage of Exam Rate participants who passed the exam but did not advance this cycle.
8. **FAIL** – Total number of members in the Exam Rate who failed the exam this cycle.
9. **% FAIL** – Percent Failed. Actual percentage of Exam Rate participants who failed the exam this cycle.
10. **DISC** – Exam discrepancies reported.
11. **% DISC** – Percentage of exam discrepancies reported.
12. **ADV SS** – Advancement Standard Score. Minimum Standard Score required to advance this cycle.

**19.4 Losses Listings (Active & Reserve)**

Losses Criteria

**Losses Search Criteria**

**List Type**

Active  Reserve

**List**

All <sup>1</sup>  EAOS <sup>2</sup>  PRD <sup>4</sup>  HYT <sup>5</sup>

**UIC Access** Personalize Find View All First 1-8 of 8 Last

Select	UIC	
<input type="checkbox"/>	██████	████████████████████

Process Request

**Figure 19-11 – Losses Listings (Active)**

Losses Criteria

**Losses Search Criteria**

**List Type**

Active  Reserve

**List**

All  EOS <sup>3</sup>  PRD  HYT  AGE 60 <sup>6</sup>

**UIC Access** Personalize Find View All First 1-2 of 2 Last

Select	UIC		NOSC
<input type="checkbox"/>	██████	████████	██████

Process Request

**Figure 19-12 – Losses Listings (Reserve)**

#### 19.4.1 Losses Listings (Active & Reserve)

1. **All Listing** – Displays a list of all enlisted personnel with their current enlistment/extension information and expected loss details. (Active & Reserve List)
2. **EAOS Listing** – Displays enlistment/extension information, expected EAOS and any Career Decisions plans for the member. (Active List)
3. **EOS Listing** – Displays enlistment/extension information, expected EOS and any Career Decisions plans for the member. (Reserve List)
4. **PRD Listing** – In addition to the member's new command this listing also displays PRD and sponsor information. (Active & Reserve List)
5. **HYT Listing** – Use this listing to identify members close to HYT and assist with tracking HYT waiver status. (Active & Reserve List)
6. **AGE 60 Listing** – Use this listing to identify members approaching the age of 60 and assist with tracking waiver status. (Reserve List)

**Losses List – ALL (Active)**

Losses Criteria Active All List

UIC	Rank/Rate	Name	Dept	Div	CC	Report Date	ADSD	EAOS	EXT OTH	EXT SCH	EXT OPR	SEAOs	PRD	HYT Date	C-WAY Status	C-WAY Date	EDLN RSN	EDLN Date	Career Decision Plan	Career Decision Plan Date	Career Decision
						06/28/2019	10/01/2009	03/28/2023				03/28/2023	10/01/2022	09/30/2031							Career Decision
						02/09/2019	07/23/2013	04/21/2026				04/21/2026	12/01/2022	07/22/2029							Career Decision
						02/21/2018	07/21/2015	05/28/2024				05/28/2024	03/01/2021	07/20/2031							Career Decision
						01/05/2019	07/12/2017	07/11/2021		24		07/11/2023	07/01/2023	07/11/2027							Career Decision
						04/09/2020	08/08/2017	03/26/2026				03/26/2026	02/01/2023	08/07/2027							Career Decision
						04/27/2019	07/12/2018	07/11/2022				07/11/2022	04/01/2021	07/11/2024			HYT	07/11/2024			Career Decision
						03/06/2020	11/14/2019	11/13/2023		12		11/13/2024	11/01/2024	11/13/2023							Career Decision
						11/23/2019	07/23/2019	07/22/2023		12		07/22/2024	06/01/2024	07/22/2025							Career Decision
						03/27/2020	07/19/2017	07/18/2021	8			03/18/2022	03/01/2022	07/18/2027	Submitted	11/01/2020					Career Decision
						09/28/2019	04/15/2008	04/15/2024				04/15/2024	01/01/2023	04/14/2030							Career Decision

**Figure 19-13 – Losses List – ALL (Active)**

#### 19.4.2 Losses List – ALL (Active)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **Report Date** – Member’s current report date.
8. **ADSD** – Member’s current Active Duty Service Date.
9. **EAOS** – Expiration of Active Obligated Service Date.
10. **EXT OTH** – Extension Months Other.
11. **EXT SCH** – Extension Months School.
12. **EXT OPR** – Operative Extension Months.
13. **SEAOS** – Soft Expiration of Active Obligated Service Date.
14. **PRD** – Projected Rotation Date.
15. **HYT Date** – High Year Tenure Date.
16. **C-WAY STATUS** – Status of the most recent C-Way application
17. **C-WAY DATE**– Member’s most recent C-Way Date.
18. **EDLN RSN** – Estimated Date of Loss to the Navy Reason Code.
19. **EDLN Date** – Estimated Date of Loss to the Navy.
20. **Career Decision Plan** – Member Career Decision Plan.
21. **Career Decision Plan Date** – Member Career Decision Plan Date.
22. **Career Decision Link** – Link opens a new page and navigates to the Career Decisions page for the member selected.

**Losses List – ALL (Reserve)**

Losses Criteria		Reserve All List																
UIC	Rank/Rate	Name	Dept	Div	CC	Report Date	PEBD	EOS	EXT OTH	EXT SCH	EXT OPR	SEOS	PRD	HYT Date	Age 60 Date	Career Decision Plan	Career Decision Plan Date	Career Decision
						01/01/2019	09/09/2013	04/17/2021				04/17/2021	12/31/2021	09/08/2035	07/29/2047			Career Decision
						04/01/2017	04/30/2005	12/12/2020				12/12/2020	08/31/2020	04/29/2027	02/14/2044			Career Decision
						10/01/2018	10/02/2007	05/01/2021				05/01/2021	09/30/2021	10/01/2029	07/05/2044			Career Decision
						10/01/2015	07/05/2007	04/28/2024				04/28/2024	06/30/2021	07/04/2027	04/01/2045			Career Decision
						01/09/2020	01/19/2011	10/30/2024				10/30/2024	03/31/2022	01/18/2031	09/04/2048			Career Decision
						04/19/2013	12/14/2011	09/26/2021				09/26/2021	09/30/2023	12/13/2033	06/15/2044			Career Decision
						10/01/2018	05/29/2014	03/27/2022				03/27/2022	09/30/2025	05/28/2036	12/02/2042			Career Decision
						02/16/2012	02/07/1995	03/31/2024				03/31/2024	12/31/2021	02/06/2021	12/08/2031			Career Decision

**Figure 19-14 – Losses List – ALL (Reserve)**



### 19.4.3 Losses List – ALL (Reserve)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **Report Date** – Member’s current report date.
8. **PEBD** – Member’s current Pay Entry Base Date.
9. **EOS** – Expiration of Enlistment.
10. **EXT OTH** – Extension Months Other.
11. **EXT SCH** – Extension Months School.
12. **EXT OPR** – Extension Months Operative.
13. **SEOS** – Soft Expiration Obligated Service.
14. **PRD** – Projected Rotation Date.
15. **HYT Date** – High Year Tenure Date.
16. **Age 60 Date** – Date the member turns 60.
17. **Plan Date** – Career Decisions Plan Date.
18. **Plan Type** – Career Decisions Plan Type.
19. **Career Decisions Link** – Link opens a new page and navigates to the Career Decisions page for the member selected.

**Losses List – EAOS (Active)**

Losses Criteria		EAOS List																														
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					
UIC	Rank/Rate	Name	Dept	Div	CC	ACC	Report Date	ADSD	Zone	EAOS	EXT OTH	EXT SCH	EXT OPR	SEAOS	C-WAY Status	C-WAY Date	Post-9/11 GIB TEB	EDLN RSN	EDLN Date	Plan Type	Plan Date	Pre-Sep	DoL Workshop	VA Briefing	DD 2648	CRS Met	Career Decision					
			100				09/03/2020	04/16/2002	D	01/29/2022	4			05/29/2022	Approved - Executed	04/01/2013		PFR	04/30/2022			04/02/2021							Career Decision			
			100				09/17/2018	04/24/2018	A	04/23/2022		12		04/23/2023																Career Decision		
			100				08/07/2017	04/24/2017	A	04/23/2022			12	04/23/2022	Approved	12/01/2020														Career Decision		
			100				12/15/2017	08/15/2017	A	08/14/2021		12		08/14/2022	Approved	12/01/2020														Career Decision		
			100				08/22/2017	06/11/2013	B	06/11/2021				06/11/2021	Denied - Final Actv	09/01/2020				Separation	06/11/2021	05/06/2020	02/10/2021	02/10/2021	02/10/2021	02/10/2021	Yes	Career Decision				

**Figure 19-15 – Losses List – EAOS (Active)**

#### 19.4.4 Losses List – EAOS (Active)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **ACC** – Display Onboard Status Account Code.
8. **Report Date** – Displays member’s current report date.
9. **ADSD** – Active Duty Service Date
10. **Zone** – Current C-Way Zone
11. **EAOS** – Expiration of Active Obligated Service Date.
12. **EXT OTH** – Extension Months Other.
13. **EXT SCH** – Extension Months School.
14. **EXT OPR** – Extension Months Operative.
15. **SEAOS** – Soft Expiration of Active Obligated Service Date.
16. **C-Way Status** – Displays members’ current C-WAY Status code description.
17. **C-Way Date** – Displays members’ current C-WAY Date.
18. **Post 9/11 GI Bill TEB** – Display members’ current OS 911 GI Bill End date.
19. **EDLN RSN** – Estimated Date of Loss to the Navy Reason Code.
20. **EDLN Date** – Estimated Date of Loss to the Navy.
21. **Plan Date** – Career Decisions Plan Date.
22. **Plan Type** – Career Decisions Plan Type.

23. **Pre-Sep – Displays Pre-Sep Date.**
24. **DoL Workshop Completed** – Displays members' completed DoL Workshop from the Defense Manpower Data Center GPS system (Corporate data).
25. **VA Briefing Completed** – Displays members' completed VA Briefing from the Defense Manpower Data Center GPS system (Corporate data).
26. **DD 2648 Completed** – Displays members' completed DD 2648 from the Defense Manpower Data Center GPS system (Corporate data).
27. **CRS Met** – Displays if members' met CRS from the completed DD 2958 from the Defense Manpower Data Center GPS system (Corporate data).
28. **Career Decisions Link** – Link opens a new page and navigates to the Career Decisions page for the member selected.

**Losses List – EOS (Reserve)**

Losses Criteria																
Reserve All List																
EOS List																
Reserve EOS Listing																
UIC	Rank/Rate	Name	Dept	Div	CC	Report Date	PEBD	EOS	EXT OTH	EXT SCH	EXT OPR	SEOS	Post-9/11 GIB TEB	Plan Type	Plan Date	Career Decision
						10/01/2018	10/02/2007	05/01/2021				05/01/2021				Career Decision
						04/19/2013	12/14/2011	09/26/2021				09/26/2021				Career Decision
						03/21/2014	12/06/2011	11/05/2021				11/05/2021				Career Decision
						02/01/2018	11/17/2003	05/29/2021				05/29/2021				Career Decision

**Figure 19-16 – Losses List – EOS (Reserve)**

#### 19.4.5 Losses List – EOS (Reserve)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **Report Date** – Displays members' current report date.
8. **PEBD** – Members' current Pay Entry Base Date.
9. **EOS** – Expiration of Enlistment.
10. **EXT OTH** – Extension Months Other.
11. **EXT SCH** – Extension Months School.
12. **EXT OPR** – Extension Months Operative.
13. **SEOS** – Soft Expiration Obligated Service.
14. **Post 9/11 GI Bill TEB** – Display members' current OS 911 GI Bill End date.
15. **Plan Type** – Career Decisions Plan Type.
16. **Plan Date** – Career Decisions Plan Date.
17. **Career Decisions Link** – Link opens a new page and navigates to the Career Decisions page for the member selected.

**Losses List – HYT (Active)**

UIC	Rank/Rate	Name	Dept	Div	CC	Grade	Report Date	ADSD	PEBD	HYT Date	EAOS	SEAOs	EDLN RSN	EDLN Date	C-WAY Status	C-WAY Date	Waiver Status	Waiver Submit Date
							05/16/2019	10/28/1996	10/28/1996	10/27/2020	11/11/2020	11/11/2020	260	10/31/2020				
							09/20/2019	03/27/1990	03/27/1990	03/26/2020	03/26/2022	03/26/2022	HYT	03/26/2022				
							06/08/2017	07/03/1996	07/03/1996	07/02/2020	08/23/2021	08/23/2021	267	07/31/2021				
					Y		02/26/2020	07/25/1994	07/25/1994	07/24/2020	02/22/2021	12/22/2021	HY1	12/31/2021				
							04/21/2018	08/19/1998	08/19/1998	08/18/2014	04/08/2021	04/08/2021	288	09/30/2020	Approved - Executed	07/01/2011		
							06/08/2020	10/14/2014	10/14/2014	10/13/2018	10/13/2019	07/13/2020	HYT	10/13/2020				
					Y		01/16/2019	02/19/2008	02/19/2008	02/18/2018	11/13/2020	08/13/2021	HYT	02/18/2018	Approved	04/01/2020		
							08/21/2018	05/05/1999	05/05/1999	05/04/2021	03/18/2021	06/18/2021	PFR	05/31/2021	Approved - Executed	06/01/2011		
							03/26/2018	04/18/2017	04/18/2017	04/17/2021	04/17/2021	04/17/2022						
							03/21/2020	03/07/2017	03/07/2017	03/06/2021	03/06/2021	03/06/2023	HYT	03/06/2023	Cancelled	06/01/2020		
							06/06/2019	12/07/2004	12/07/2004	12/06/2020	12/15/2020	12/15/2023	HY2	12/06/2023	Approved - Executed	01/01/2017		
							03/25/2020	03/08/2005	03/08/2005	03/07/2021	03/27/2022	03/27/2022	HY1	03/07/2022	Approved - Executed	06/01/2017		
							09/16/2015	09/28/2004	09/28/2004	09/27/2020	09/02/2021	09/02/2021	HY1	09/27/2021	Approved - Executed	07/01/2017		

**Figure 19-17 – Losses List – HYT (Active)**

#### 19.4.6 Losses List – HYT (Active)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **Grade** – Paygrade.
8. **Report Date** – Displays members’ current report date.
9. **ADSD** – Active Duty Start Date.
10. **PEBD** – Members’ current Pay Entry Base Date.
11. **HYT Date** – Projected HYT Date.
12. **EAOS** – Expiration of Active Obligated Service Date.
13. **SEAOS** – Soft Expiration of Active Obligated Service Date.
14. **EDLN RSN** – Estimated Date of Loss to the Navy Reason Code.
15. **EDLN Date** – Estimated Date of Loss to the Navy.
16. **C-Way Status** – Displays members’ current C-WAY Status code description.
17. **C-Way Date** – Displays members’ current C-WAY Date.
18. **Waiver Status** – High Year Tenure waiver status displayed from the CIMS Correspondence Tracking Comment.
19. **Waiver Submit Date** – Submission date of the member’s High Year Tenure waiver displayed from the CIMS Correspondence Tracking Comment.



**Losses List – HYT (Reserve)**

Reserve HYT Listing												
UIC	Rank/Rate	Name	Dept	Div	CC	Report Date	PEBD	HYT Date	EOS	SEOS	Waiver Status	Waiver Submit Date
						02/16/2012	02/07/1995	02/06/2021	03/31/2024	03/31/2024		
						01/03/2019	08/25/2000	08/24/2020	04/22/2020	08/22/2022		

**Figure 19-18 – Losses List – HYT (Reserve)**

**19.4.7 Losses List – HYT (Reserve)**

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **Report Date** – Displays members' current report date.
8. **PEBD** – Pay Entry Base Date.
9. **HYT Date** – Projected HYT Date.
10. **EOS** – Expiration of Enlistment.
11. **SEOS** – Soft Expiration Obligated Service.
12. **Waiver Status** – High Year Tenure waiver status displayed from the CIMS Correspondence Tracking Comment.
13. **Waiver Submit Date** – Submission date of the member's High Year Tenure waiver displayed from the CIMS Correspondence Tracking Comment.

**Losses List – PRD (Active)**

Active PRD Listing																
UIC	Rank/Rate	Name	Dept	Div	CC	ACC	Report Date	ADSD	PRD	SEAOs	EDD	EDA	C-Way Status	C-WAY Date	Ultimate UIC	View Orders
							06/08/2020	10/14/2014			07/13/2020					<a href="#">View Orders</a>
							09/03/2020	11/14/2007			12/03/2023		Approved - Executed	03/01/2019		<a href="#">View Orders</a>
							08/27/2020	02/01/2017			01/31/2022		Approved	09/01/2020		<a href="#">View Orders</a>
							10/08/2020	06/30/2020			06/29/2024					<a href="#">View Orders</a>
							08/19/2020	06/24/2019			01/12/2026					<a href="#">View Orders</a>
							10/29/2020	08/20/2018			08/19/2024					<a href="#">View Orders</a>
							10/15/2016	07/07/2016	05/01/2021		07/06/2022		Approved - Expired	12/01/2018		<a href="#">View Orders</a>
							08/15/2019	04/22/2014	08/01/2021		11/01/2021		Approved	05/01/2020		<a href="#">View Orders</a>
							08/14/2016	02/27/2008	06/01/2021		06/03/2021		Approved	02/01/2020		<a href="#">View Orders</a>
							11/03/2016	07/26/2016	06/01/2021		07/12/2026		Approved - Executed	02/01/2020		<a href="#">View Orders</a>
							06/04/2019	02/08/2018	05/01/2021		02/07/2022					<a href="#">View Orders</a>
							05/16/2019	02/07/2019	05/01/2021		02/06/2022					<a href="#">View Orders</a>

**Figure 19-19 – Losses List – PRD (Active)**

#### 19.4.8 Losses List – PRD (Active)

1. **UIC** – Unit identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **ACC** – Members' current Accounting Category Code.
8. **Report Date** – Displays members' current report date.
9. **ADSD** – Active Duty Start Date.
10. **PRD** – Projected Rotation Date
11. **SEAOS** – Soft Expiration of Active Obligated Service Date.
12. **EDD** – Members' Orders Estimated Detachment Date.
13. **EDA** – Members' Orders Projected Date of Arrival at Temp Station.
14. **C-Way Status** – Displays members' current C-WAY Status code description.
15. **C-Way Date** – Displays members' current C-WAY Date.
16. **Ultimate UIC** – Displays members' Ultimate UIC.
17. **View Orders** – Link will open a new page and display the most current set of orders for the PG.

**Losses List – Age 60 (Reserve)**

Reserve Age 60 Listing											Personalize   Find   View All   [Print] [Refresh]		First	1-7 of 7	Last
UIC	Rank/Rate	Name	Dept	Div	CC	Report Date	PEBD	Age 60 Date	EOS	SEOS	Waiver Status	Waiver Submit Date			
	LS1					09/10/2018	06/20/1996	05/2022	05/22/2020	05/22/2020					
	LSC					06/01/2018	05/05/1994	01/2022	11/04/2022	11/04/2022					
	LS1				Y	11/30/2012	11/24/1990	02/2022	02/05/2020	02/05/2020					
	MACS				Y	01/01/2016	10/25/1995	10/2021	06/08/2022	06/08/2022					
	MACS					08/26/2003	09/22/1999	06/2021	12/15/2020	12/15/2020					
	MAC					03/21/2008	06/01/1997	08/2021	01/08/2020	01/08/2020					
	MA1					04/10/2014	06/01/2002	06/2022	10/16/2021	10/16/2021					

**Figure 19-20 – Losses List – Age 60 (Reserve)**

**19.4.9 Losses List – Age 60 (Reserve)**

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Career Counselor indicator.
7. **Report Date** – Displays members' current report date.
8. **PEBD** – Pay Entry Base Date.
9. **Age 60 Date** – Date the member turns 60.
10. **EOS** – Expiration Obligated Service.
11. **SEOS** – Secondary Expiration Obligated Service.
12. **Waiver Status** – Age 60 waiver status displayed from the CIMS Correspondence Tracking Comment.
13. **Waiver Submit Date** – Submission date of the member's Age 60 waiver displayed from the CIMS Correspondence Tracking Comment.

### 19.5 GPS Listing

**Search Criteria**

\*List Type:  1    List Value:  2

\*Active/Reserve:  3    \*Officer/Enlisted:  4

\*Filter Type:  5    Filter Value:  6

From Date:  7    To Date:  8

UIC Access:  9     10     11     12

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

UIC	Description	Activity Long Title	NOSC
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

13

Figure 19-21 – GPS Listing Search

### 19.5.1 GPS Listings (Active & Reserve)

1. **List Type** – Defaulted to GPS Data with no user allowed.
2. **List Value** – Not Applicable.
3. **Active/Reserve List** – Defaulted to Active with no user allowed.
4. **Officer/Enlisted** – Select Officer or Enlisted.
5. **Filter Type** – Selectable based on type listing desired. Enlisted filter types are EDLN and SEAOS Date, EDLN Date or SEAOS EAOS. Officer type is EDLN Date with no user allowed.
6. **Filter Value** – Not Applicable.
7. **From Date** – From and To date range is used to display Filter Type for a specific period.
8. **To Date** – From and To date range is used to display Filter Type for a specific period.
9. **UIC Access**: Select a UIC with the user's permissions.
10. **Add UIC** – Adds selected UIC to the report.
11. **Add All UICs** – Adds all UICs a specific user has access to the report.
12. **Remove All UICs** – Removes all UICs a specific user has selected.
13. **Process List** – Button begins the list creation.



**GPS List – Enlisted**

GPS Listing																			Personalize	Find	View 100	First	1-11 of 715	Last
Name	UII	Rank/Rate	Grade	Dir	EDLN Date	EDLN Reason	EAOS	SEAOS	GPS Required	Pre-Sep	DoL Workshop Exempt	DoL Workshop	VA Briefing	Capstone Course	DD 2640	CRS Met	Plan Type	Career Decision						
[REDACTED]	[REDACTED]	[REDACTED]	AIR	V4	06/09/2021	HYT	06/09/2019	06/09/2019	Y	04/12/2019	N			04/12/2019	04/12/2019	Y	SEP	Career Decision						
[REDACTED]	[REDACTED]	[REDACTED]	INTL	QZ			08/13/2021	08/13/2021	Y		N	04/26/2019	04/26/2019			N	SEP	Career Decision						
[REDACTED]	[REDACTED]	[REDACTED]	SUP	S2			05/15/2021	05/15/2021	Y		N					N	REN	Career Decision						
[REDACTED]	[REDACTED]	[REDACTED]	FRC	400			09/13/2021	09/13/2021	Y		N					N		Career Decision						
[REDACTED]	[REDACTED]	[REDACTED]	N00M		07/31/2021	PFR	07/21/2021	07/21/2021	Y		N					N		Career Decision						
[REDACTED]	[REDACTED]	[REDACTED]	WEPS	G3	04/29/2024	HYT	04/29/2021	04/29/2021	Y		N					N		Career Decision						
[REDACTED]	[REDACTED]	[REDACTED]	MAIN				02/12/2022	02/12/2022	Y		N					N		Career Decision						
[REDACTED]	[REDACTED]	[REDACTED]	MAIN				07/26/2021	07/26/2021	Y		N					N		Career Decision						
[REDACTED]	[REDACTED]	[REDACTED]	RX	RA			09/12/2021	09/12/2021	Y		N					N		Career Decision						
[REDACTED]	[REDACTED]	[REDACTED]	ENG	ER			01/22/2021	02/22/2022	Y		N					N		Career Decision						
[REDACTED]	[REDACTED]	[REDACTED]	RX	RXM			04/17/2021	04/17/2021	Y		N					N		Career Decision						

Search Criteria | GPS Listing

**Figure 19-22 – GPS List – Enlisted (Active)**

### 19.5.2 GPS List – Enlisted (Active)

1. **Name** – The name of the individual listed.
2. **UIC** – Unit Identification Code
3. **Rank/Rate** – The current Rate/Rank to which actually advanced.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **EDLN Date** – Estimated Date Loss to Navy.
7. **EDLN Reason** – Estimated Date Loss to Navy Reason.
8. **EAOS** – Expiration of Active Obligated Service Date.
9. **SEAOS** – Soft Expiration of Active Obligated Service Date.
10. **GPS Required** – GPS required is derived based on the members' current length of service on active duty
11. **Pre-Sep** – Pre Separation Date.
12. **DoL Workshop Exemption** – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system.
13. **DoL Workshop Completed** – Displays members' completed DoL Workshop from the Defense Manpower Data Center GPS system.
14. **VA Briefing Completed** – Displays members' completed VA Briefing from the Defense Manpower Data Center GPS system.
15. **Capstone Completed** – Displays members' completed Capstone from the Defense Manpower Data Center GPS system.
16. **DD 2648 Completed** – Displays members' completed DD 2648 from the Defense Manpower Data Center GPS system.
17. **Career Readiness Met** – Displays members' completed CRS from the Defense Manpower Data Center GPS system.
18. **Plan Type** – Career Decisions Plan Type.
19. **Career Decisions Link** – Link opens a new page and navigates to the Career Decisions page for the member selected.

### GPS List – Officer

The screenshot shows a web-based interface for 'GPS Listing'. At the top, there are two tabs: 'Search Criteria' and 'GPS Listing'. Below the tabs is a header bar with the title 'GPS Listing' and a search icon (1). The main area contains a table with columns: Name (2), UIC (3), Rank/Rate (4), Dept (5), Div (6), EDLN Date (7), EDLN Reason (8), GPS Required (9), DD 2648 (10), DoL Workshop Exempt (11), DoL Workshop (12), VA Briefing (13), Capstone Course (14), DD 2958 (15), and CRS Met. The table contains two rows of data. The first row has a redacted name and UIC, Rank/Rate CDR, Dept OPS, Div OZ, EDLN Date 06/01/2016, EDLN Reason V, GPS Required Y, DD 2648 02/03/2016, DoL Workshop Exempt N, DoL Workshop 02/26/2016, VA Briefing 02/26/2016, Capstone Course 03/09/2016, DD 2958 03/09/2016, and CRS Met Y. The second row has a redacted name and UIC, Rank/Rate CDR, Dept OPS, Div OC, EDLN Date 06/01/2016, EDLN Reason V, GPS Required Y, DD 2648 01/11/2015, DoL Workshop Exempt Y, DoL Workshop 02/27/2015, VA Briefing 02/27/2015, Capstone Course 02/03/2016, DD 2958 02/03/2016, and CRS Met Y. At the bottom left, there is a link 'Search Criteria | GPS Listing'.

Name	UIC	Rank/Rate	Dept	Div	EDLN Date	EDLN Reason	GPS Required	DD 2648	DoL Workshop Exempt	DoL Workshop	VA Briefing	Capstone Course	DD 2958	CRS Met
[Redacted]	[Redacted]	CDR	OPS	OZ	06/01/2016	V	Y	02/03/2016	N	02/26/2016	02/26/2016	03/09/2016	03/09/2016	Y
[Redacted]	[Redacted]	CDR	OPS	OC	06/01/2016	V	Y	01/11/2015	Y	02/27/2015	02/27/2015	02/03/2016	02/03/2016	Y

Figure 19-23 – GPS List – Officer (Active)

### 19.5.3 GPS List – Officer (Active)

1. **Name** – The name of the individual listed.
2. **UIC** – Unit Identification Code
3. **Rank/Rate** – The current Rate/Rank to which actually advanced.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **EDLN Date** – Estimated Date Loss to Navy.
7. **EDLN Reason** – Estimated Date Loss to Navy Reason.
8. **GPS Required** – GPS required is derived based on the members' current length of service on active duty
9. **DD 2648 Completed** – Displays members' completed DD 2648 from the Defense Manpower Data Center GPS system.
10. **DoL Workshop Exemption** – Displays the DoL Workshop Exemption received from the Defense Manpower Data Center GPS system.
11. **DoL Workshop Completed** – Displays members' completed DoL Workshop from the Defense Manpower Data Center GPS system.
12. **VA Briefing Completed** – Displays members' completed VA Briefing from the Defense Manpower Data Center GPS system.
13. **Capstone Completed** – Displays members' completed Capstone from the Defense Manpower Data Center GPS system
14. **DD 2958 Completed** – Displays members' completed DD 2958 from the Defense Manpower Data Center GPS system.
15. **Career Readiness Met** – Displays members' completed CRS from the Defense Manpower Data Center GPS system.

**19.6 Personnel Information Listings (Active Duty & Reserve)**

Personnel Information Search Criteria	
<b>List Type</b>	
<input checked="" type="radio"/> Active	<input type="radio"/> Reserve
<b>List</b>	
<input checked="" type="radio"/> CDTC/FTSW/RASW	
<b>1</b> <input checked="" type="radio"/> Citizenship	<b>2</b> <input type="radio"/> CDTC/FTSW
<b>3</b> <input type="radio"/> Family Care Plan	<b>4</b> <input type="radio"/> Education
<b>5</b> <input type="radio"/> Language	<b>6</b> <input type="radio"/> PFA
<b>7</b> <input type="radio"/> Security Clearance	<b>8</b> <input type="radio"/> USMAP
<b>9</b> <input type="radio"/> Warfare Qualification	

Personnel Information Search Criteria	
<b>List Type</b>	
<input type="radio"/> Active	<input checked="" type="radio"/> Reserve
<b>List</b>	
<input checked="" type="radio"/> Citizenship	<input type="radio"/> CDTC/RASW
<input type="radio"/> Language	<input type="radio"/> PFA
<input type="radio"/> Security Clearance	<input type="radio"/> USMAP
<input type="radio"/> Family Care Plan	<input type="radio"/> Education
<input type="radio"/> Warfare Qualification	

**Figure 19-24 – Personnel Information Listings (Active Duty & Reserve)**

### 19.6.1 Personnel Information Listings (Active Duty & Reserve)

1. **Citizenship Listing** – Displays a list of all enlisted personnel with their citizenship codes and code descriptions.
2. **CDTC/FTSW/RASW Listing** – When a CDTC listing is selected, all personnel assigned to the selected UICs will be displayed with completion dates for the Career Development Training Course. When a FTSW listing is selected, all E4 and below personnel are displayed, along with their First Term Success Workshop date. When the RASW listing is selected, all E6 and below reserve personnel are displayed, along with the Reserve Affiliation Success Workshop date.
3. **Family Care Plan Listing** – Displays a list of all Enlisted and Officer Personnel’s dependent status. For those individuals that may require a Family Care Certificate, the date the certificate is entered by the supporting Pay & Personnel Support Activity is also included.
4. **Education Listing** – Displays a list of all enlisted personnel with their highest education level completed.
5. **Language Listing** – Displays a list of personnel who are proficient in a foreign language. The listing will display each foreign language proficiency if an individual is proficient in more than one foreign language.
6. **PFA** – The Physical Fitness Assessment list displays command personnel’s PFA status for the selected test cycle.
7. **Security Clearance** – Displays a list of command personnel and their individual security clearance as well as which agency investigated.
8. **USMAP Listing** – Displays a list of personnel that have enrolled in a United States Military Apprenticeship Program as reported by the Naval Education and Training Professional Development and Technology Center.
9. **Warfare Qualification Listing** – Displays a list of personnel that have attained a warfare qualification. The listing displays all warfare qualifications each individual attained, along with qualification dates for each platform.

**Citizenship Listings**

Active Citizenship Listing							Customize	Find	View 100	First	1-100 of 138	Last
	<u>UIC</u>	<u>Rank/Rate</u>	<u>Name</u>	<u>Dept</u>	<u>Div</u>	<u>Citizenship Code</u>	<u>Description</u>					
1						NY	Non U.S. Citizen					
2						CD	U.S. Citizen by Naturalization					
3				N9	N3	CD	U.S. Citizen by Naturalization					
4	1	A 2	3	4 N	5	6	U.S. 7 Citizen by Naturalization					
5				N9	200	CD	U.S. Citizen by Naturalization					
6						CC	U.S. Citizen Derived Birth					
7				N9	N3	CC	U.S. Citizen Derived Birth					
8						CA	U.S. Citizen by Birth					
9						CA	U.S. Citizen by Birth					

**Figure 19-25 – Citizenship Listings**

### **19.6.2 Citizenship Listing**

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **Citizenship Code** – Member's citizenship code.
7. **Description** – The citizenship code description.



### Language Listings

Active Language Listing							Customize   Find   View 100	First	1-100 of 240			Last
UIC	RankRate	Name	Dept	Div	Language	Eval Date	Eval Method	Proficiency Source	Listen	Speak	Read	Write
1	2	3	N1		SPAN-AMERICAN-CARIBBEAN	11/01/2005	Self-Appraisal	Home Environment	4	4	4	4
			NATP	MD08	ARABIC-MOROCCAN	12/01/2002	Interview	Home Environment	0	4	0	0
			N4	M5	SEP 6 N-CROATIAN	04/07/1996	Self-Appraisal	9	10	11	12	13
			N9	N3	FRENCH	05/01/1984	Self-Appraisal		A	A	A	A
			N9	N3	ITALIAN	07/01/1998	Self-Appraisal		4	4	4	4
			N9	200	SPAN-AMERICAN-CARIBBEAN	07/01/1992	Self-Appraisal		A	A	A	A

Figure 19-26 – Language Listings

### 19.6.3 Language Listing

1. **UIC** – Unit Identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **Language** – The language the individual is proficient in.
7. **Eval Date** – The proficiency evaluation date of the language.
8. **Eval Method** – The method used to evaluate the language.
9. **Proficiency Source** – Source used to develop the language proficiency.
10. **Listen** – Language listening capability level.
11. **Speak** – Language speaking capability level.
12. **Read** – Language reading capability level.
13. **Write** – Language writing capability level.

### CDTC Listings

CDTC Listing										Customize	Find	View All	First	1 of 1	Last
Rank Rate	Name	Dept	Div	CC	Report Date	EAOS	SEAOS	PRD	CDTC Date						
1		N9	120		10/31/2001	03/31/2009	03/31/2009	10/01/2005	09/11/2007						

The table above is a screenshot of a CDTC Listing. It has a blue header bar with the title 'CDTC Listing' and navigation options: 'Customize', 'Find', 'View All', 'First', '1 of 1', and 'Last'. Below the header is a table with 10 columns. The columns are: Rank Rate, Name, Dept, Div, CC, Report Date, EAOS, SEAOS, PRD, and CDTC Date. The first row of data shows: 1, [redacted], N9, 120, [redacted], 10/31/2001, 03/31/2009, 03/31/2009, 10/01/2005, 09/11/2007. Red circles with numbers 1 through 10 are placed below the table, pointing to each column header.

Figure 19-27 – CDTC Listings

#### 19.6.4 CDTC Listing

1. **Rank/Rate** – The current Rate/Rank to which actually advanced.
2. **Name** – The name of the individual listed.
3. **Dept** – The current Department to which the individual is assigned.
4. **Div** – The current Division to which the individual is assigned.
5. **CC** – Indicates if the member is currently assigned as a Department/Division Career Counselor.
6. **Report Date** – The current report date to the unit.
7. **EAOS** – The current Expiration of Active Obligated Service.
8. **SEAOS** – The current Soft Expiration of Active Obligated Service.
9. **PRD** – The current Projected Rotation Date.
10. **CDTC Date** – The most recent date that the Career Development Training Course from the CIMS Career Information Training component.

**FTSW Listing**

Active FTSW Listing							
Customize   Find   View 100   First 1-100 of 548 Last							
UIC	Rank/Rate	Name	Dept	Div	Report Date	PRD	FTSW Date
1	2	3	ADMN		02/10/2010	05/01/2011	11/20/2007*
			AIR		09/24/2006	05/01/2011	10/02/2005
					06/13/2009	07/01/2012	08/14/2007*
					08/20/2008	06/01/2010	06/30/2006*
			4	5	08/06/2008	09/07/2011	05/18/2008*
					11/24/2008	06/01/2012	
					03/27/2009	04/01/2013	
					03/16/2007	08/01/2010	
					03/12/2009	05/01/2011	
					05/23/2008	11/01/2012	
			C51	IT	03/12/2009	03/01/2013	
			N8	N82	03/19/2010	04/01/2014	

**Figure 19-28 – FTSW Listing**

### 19.6.5 FTSW Listing

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **Report Date** – The current report date to the unit.
7. **PRD** – The current Projected Rotation Date.
8. **FTSW Date** – The most recent date that the First Term Success Workshop was completed from the CIMS Career Information Training component.

**RASW Listing**

Reserve RASW Listing						
Customize   Find   View All   First 1-37 of 37 Last						
UIC	Rank/Rate	Name	Dept	Div	Report Date	RASW Date
[Redacted]	[Redacted]	[Redacted]	MANT	600	05/01/2006	10/02/2005
[Redacted]	[Redacted]	[Redacted]	ADMN	ADMN	08/31/1995	10/02/2005
[Redacted]	[Redacted]	[Redacted]	MAIN	CTL	01/08/2009	
[Redacted]	[Redacted]	[Redacted]	CTL	CTL	10/22/2009	
[Redacted]	[Redacted]	[Redacted]	SEC	SEC	11/27/2007	
[Redacted]	[Redacted]	[Redacted]	MANT	100	01/01/2007	
[Redacted]	[Redacted]	[Redacted]	MANT	600	05/01/2006	
1	2	3	4	5	6	7
[Redacted]	[Redacted]	[Redacted]	MANT	QA	01/15/2006	
[Redacted]	[Redacted]	[Redacted]	MANT	100	02/14/2007	
[Redacted]	[Redacted]	[Redacted]	200	200	09/30/2007	
[Redacted]	[Redacted]	[Redacted]	300	300	07/01/2008	
[Redacted]	[Redacted]	[Redacted]			04/01/2010	
[Redacted]	[Redacted]	[Redacted]	200	200	02/03/2009	
[Redacted]	[Redacted]	[Redacted]	MANT	100	02/25/2004	

**Figure 19-29 – RASW Listing**

### 19.6.6 RASW Listing

1. **UIC** – Unit Identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **Report Date** – The current report date to the unit.
7. **RASW Date** – The most recent date that the Reserve Affiliation Success Workshop was completed from the CIMS Career Information Training component.



**USMAP Listing**

Active USMAP Complete Listing									
UIC	Rank/Rate	Name	Dept	Div	Enroll Date	Complete Date	DOT #	Description	Status
1			E	ENG	06/27/2003	12/15/2007	0666	REFRIGERATION MECHANIC (ANY INDUSTRY)	Completed
2			E		02/04/2006	01/27/2007	1033	OFFICE MANAGER/ADMINISTRATIVE SERVICES	Completed
3			E		07/17/2007	01/12/2008	0817	COMPUTER-PERIPHERAL-EQUIPMENT OPERATOR (CLERICAL)	Completed
4			E	JAX	09/21/2007	03/08/2009	0851	CORRECTION OFFICER (GOVERNMENT SERVICE)	Completed
5			E		03/11/2008	12/01/2008	0569	COUNSELOR (PROFESSIONAL & KINDRED)	Completed
6			E		08/22/2008	02/28/2009	0851	CORRECTION OFFICER (GOVERNMENT SERVICE)	Completed
7			E		08/22/2008	02/28/2009	0851	CORRECTION OFFICER (GOVERNMENT SERVICE)	Completed
8	1	2	4	5	10/6/2005	01/27/2007	85	AVIATION SAFETY EQUIPMENT TECHNICIAN	Completed
9			E		09/03/2004	07/25/2005	0622	WELDER	Completed
10			E		11/24/2007	01/31/2009	0593	MANAGER	Completed
11			E		12/13/2002	06/13/2003	1010	NONDESTRUCTIVE TESTER (PROFESSIONAL & KINDRED)	Completed
12			E	DECK	08/22/2008	02/21/2009	0851	CORRECTION OFFICER (GOVERNMENT SERVICE)	Completed
13			E		09/20/2005	05/27/2006	0372	ORDNANCE ARTIFICER (GOVERNMENT SERVICE)	Completed
14			E		08/06/2007	07/04/2009	0605	AVIATION SAFETY EQUIPMENT TECHNICIAN	Completed
15			E	AIR	11/18/2008	09/12/2009	0192	FIRE FIGHTER	Completed

Figure 19-30 – USMAP Listing

### 19.6.7 USMAP Listing

1. **UIC** – Unit Identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **Enroll Date** – The date enrolled in the USMAP indicated.
7. **Complete Date** – The date that the USMAP was completed or cancelled.
8. **DOT #** – The USMAP Department of Transportation course number that the member enrolled in.
9. **Description** – The DOT # description.
10. **Status** – The current status of the USMAP participation.

### Family Care Plan Listing

Personnel Info | Family Care Plan

Active Family Care Plan Listing Personalize | Find | View 100 | First 1-100 of 114 Last

UIC	Rank/Rate	Name	Dept	Div	# Deps	Primary Desc	Secondary Desc	Family Care Plan Date
1			OPS	OPS	5	Spouse and 4 Children	No dependent parents	11/01/2016
2					2	Military Spouse - 2 Children	No dependent parents	12/05/2017
3					4	Spouse and 3 Children	No dependent parents	
4						No primary dependents	No dependent parents	
5						No primary dependents	No dependent parents	
6	1	2	OPS	OPS	6	No primary dependents	No dependent parents	9
7						No primary dependents	No dependent parents	
8			OPS	OPS	1	Spouse and No Children	No dependent parents	
9					1	Military Spouse - 1 Child	No dependent parents	
10					1	Spouse and No Children	No dependent parents	
11						No primary dependents	No dependent parents	
12					3	Spouse and 2 Children	No dependent parents	
13					1	1 Child and No Spouse	No dependent parents	08/07/2017
14					1	1 Child and No Spouse	No dependent parents	12/14/2016
15						No primary dependents	No dependent parents	

Figure 19-31 – Family Care Plan Listing

### **19.6.8 Family Care Plan Listing**

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **# Deps** – The member's total number of dependents.
7. **Primary Desc** – The description of the member's primary dependents.
8. **Secondary Desc** – The description of the member's secondary dependents.
9. **Family Care Plan Date** – The date that the Pay & Personnel Support Activity entered/received the Family Care Plan certificate.

**Warfare Qualification Listing**

Active Warfare Listing											
Customize   Find   View 100   First 1-100 of 227 Last											
UIC	Rank/Rate	Name	Dept	Div	Qual	Last Qual / ReQual Date	Revoke Date	Last Platform			
1					SW	05/14/2008		LPD			
2			AIR		SW	12/08/2006		LPD			
3					SW	05/18/2009		LPD			
4					SW	01/24/2009		LHA			
5			SUP		SW	06/21/2003					
6					SW	03/10/2004					
7	1	2		4	5	6	7	AW	10/12/2005	8	9
8					SW	04/28/2004					
9			AIR		AW	06/21/2003					
10			ENG		SW	03/20/2009					
11					SW	06/21/2003					
12			C5I		SW	02/17/2009					
13					SW	07/01/2006					
14					AW	06/21/2003					
15					SW	06/21/2003					

**Figure 19-32 – Warfare Qualification Listing**

### 19.6.9 Warfare Qualification Listing

1. **UIC** – Unit Identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **Qual** – The abbreviated warfare qualification held by the member.  
**NOTE:** Individuals may be listed more than once depending on the number of warfare qualifications attained.
7. **Last Qual/Re-Qual Date** – The date last qualified or re-qualified for the warfare qualification.
8. **Revoke Date** – Displays the date the warfare qualification was revoked.
9. **Last Platform** – The last platform on which qualified or re-qualified.

**Education Listing**

Active Education Listing							Customize	Find	View 100	First	1-100 of 884	Last
UIC	Rank/Rate	Name	Dept	Div	Degree	# Years Education	Description					
1			A&G	EP	Y	18	Masters Degree					
2			C51		Y	16	Baccalaureate Degree					
3					Y	16	Baccalaureate Degree					
4					Y	17	Baccalaureate Degree					
5					Y	17	Baccalaureate Degree					
6					Y	17	Baccalaureate Degree					
7	1	2	4	5	6	7	Baccalaureate Degree	8				
8					Y	17	Baccalaureate Degree					
9					Y	16	Baccalaureate Degree					
10					Y	16	Baccalaureate Degree					
11					Y	17	Baccalaureate Degree					
12					Y	16	Baccalaureate Degree					
13					Y	17	Baccalaureate Degree					
14					Y	16	Baccalaureate Degree					
15					Y	17	Baccalaureate Degree					

**Figure 19-33 – Education Listing**

**19.6.10 Education Listing**

1. **UIC** – Unit Identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **Degree** – Indicates whether or not the individual has attained a college degree.  
**NOTE:** Order by this column to quickly determine those individuals onboard who have a college degree.
7. **# Years Education** – Displays the highest grade level completed by the member.
8. **Description** – The description associated with the total number of year’s education.



**PFA Listing**

Active PFA Listing											Customize   First   View: 100	First 1-100 of 2510   Last
UIC	Bank/Rate	Name	Dspfl	Rty	Mat/Wat/BF's	Sit/Reach	Upper/body	Core	Cardio	PFA Status	Overall	PFA History
	LS2		SUP		PASS							<a href="#">PFA History</a>
										TAD		<a href="#">PFA History</a>
					PASS	PASS	OUTSTANDING HIGH	EXCELLENT MEDIUM	OUTSTANDING LOW	PARTICIPANT	OUTSTANDING LOW	<a href="#">PFA History</a>
			AIR		PASS	PASS	GOOD MEDIUM	GOOD LOW	SATISFACTORY HIGH	PARTICIPANT	GOOD LOW	<a href="#">PFA History</a>
			INT		PASS	PASS	GOOD HIGH	GOOD HIGH	GOOD LOW	PARTICIPANT	GOOD MEDIUM	<a href="#">PFA History</a>
			OPS		PASS	PASS	EXCELLENT HIGH	GOOD HIGH	EXCELLENT LOW	PARTICIPANT	EXCELLENT LOW	<a href="#">PFA History</a>
					PASS	PASS	EXCELLENT MEDIUM	EXCELLENT HIGH	GOOD MEDIUM	PARTICIPANT	EXCELLENT LOW	<a href="#">PFA History</a>
			AIR		PASS	PASS	GOOD HIGH	GOOD MEDIUM	GOOD MEDIUM	PARTICIPANT	GOOD MEDIUM	<a href="#">PFA History</a>
					PASS	PASS	GOOD HIGH	GOOD HIGH	GOOD MEDIUM	PARTICIPANT	GOOD MEDIUM	<a href="#">PFA History</a>
			REAC		PASS	PASS	GOOD LOW	GOOD LOW	SATISFACTORY MEDIUM	PARTICIPANT	SATISFACTORY HIGH	<a href="#">PFA History</a>
			WEPS		PASS	PASS	GOOD LOW	GOOD MEDIUM	SATISFACTORY HIGH	PARTICIPANT	GOOD LOW	<a href="#">PFA History</a>
			ENG		PASS	PASS	GOOD LOW	GOOD MEDIUM	GOOD MEDIUM	PARTICIPANT	GOOD LOW	<a href="#">PFA History</a>
			AIR	V-4	PASS	PASS	GOOD MEDIUM	GOOD HIGH	GOOD MEDIUM	PARTICIPANT	GOOD MEDIUM	<a href="#">PFA History</a>
			AMD		PASS	PASS	GOOD MEDIUM	GOOD MEDIUM	EXCELLENT MEDIUM	PARTICIPANT	GOOD HIGH	<a href="#">PFA History</a>

**Figure 19-34 – PFA Listing**

### **19.6.11 PFA Listing**

1. **UIC** – Unit Identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **Hgt/Wgt/BF%** – Height Weight Body Fat percentage Pass or Fail.
7. **Sit/Reach** – Displays Pass or Fail for the Sit/Reach portion of the PFA.
8. **Upperbody** – Displays standing for Upperbody (Pushups) portion of the PFA.
9. **Core** – Displays standing for the Core (Sit-up) portion of the PFA.
10. **Cardio** – Displays standing for the Cardio (Run/Swim) portion of the PFA.
11. **PFA Status** – Displays the participation level for the PFA.
12. **Overall** – Displays the final standing of the PFA.
13. **PFA History** – This link retrieves the PFA scores for the member's previous PFA cycles.

**Security Clearance**

The screenshot shows a table titled "Active Security Clearance Listing" with columns: UIC, Rank/Date, Name, Dept, Div, Invest Type, Invest Date, Clearance Elig, Clearance Auth, and Clearance Date. Red circles with numbers 1 through 10 highlight specific cells in the first three columns and the Clearance Elig column.

UIC	Rank/Date	Name	Dept	Div	Invest Type	Invest Date	Clearance Elig	Clearance Auth	Clearance Date
1	2	3	MAIN	100	NACILAC/CC	12/26/2008	Secret		01/15/2009
			MAIN	300	NACILAC/CC	03/20/2009	Secret		04/01/2009
			MAIN	200	NACILAC/CC	02/14/2007	Secret	8	04/10/2009
			MAIN	300	NACILAC/CC	12/26/2007	Secret		01/16/2008
					NACILAC/CC	03/24/2010	Secret		04/21/2010
			MAIN	STFF	NACILAC/CC	11/09/2004	Secret		12/27/2004
			MAIN	300	NACILAC/CC	12/16/2008	Secret		10/04/2010
					NACILAC/CC	05/05/2006	Secret		06/16/2006
			MAIN	STFF	NACILAC/CC	03/14/2007	Secret		05/09/2007
			MAIN	200	NACILAC/CC	11/30/2006	Secret		01/03/2007
			MAIN	STFF	NACILAC/CC	07/01/2003	Secret		07/01/2003
			MNT		NACILAC/CC	07/31/2008	Secret		08/21/2008
			MAIN	100					
			EXEC		NACILAC/CC	12/31/2001	Secret		05/03/2003
			MAIN	300	NACILAC/CC	12/29/2008	Secret		01/16/2009

**Figure 19-35 – Security Clearance**

### 19.6.12 Security Clearance

1. **UIC** – Unit Identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The current Department to which the individual is assigned.
5. **Div** – The current Division to which the individual is assigned.
6. **Invest Type** – Displays the type of investigation performed.
7. **Invest Date** – Displays the completion date of the investigation.
8. **Clearance Elig** – Displays clearance level authorized.
9. **Clearance Auth** – Displays the member current clearance level assigned.
10. **Clearance Date** – Displays the assignment date of the current authorized clearance.

### Unit Tracking Listings (Active Duty)

Tracking Criteria

**Unit Tracking Search Criteria**

**List Type**

Active  Reserve

**List**

Alpha Roster  Career Counselor Roster  Career Decision  CDB Notification  
 Correspondence Tracking  PACT/GENDET  CSB/REDUX  C-WAY  
 Post-9/11 GIB TEB

Figure 19-36 – Unit Tracking Listings (Active Duty)

### ***19.7 Unit Tracking Listings (Active Duty)***

**Alpha Roster** – Displays a list of all Enlisted and Officer Personnel currently assigned to the UIC selected, along with the Department and Division Career Counselor they are assigned to.

**Correspondence Tracking** – Displays a list of personnel and the status of correspondence packages entered in the CIMS Correspondence Tracking component that have a submission date that falls within the date parameter entered by the Career Counselor.

**Career Counselor Roster** – Displays personnel currently designated as Department and/or Division Career Counselors at the UIC selected. Career Counselors can select to produce a list of all personnel designated as Department and Division Career Counselors, only Department CCs or only Division CCs.

**PACT/GENDET** – Displays a list of all non-designated personnel currently assigned to the UIC selected. Specifically identified on the listing are personnel enrolled in the Professional Apprenticeship Career Track (PACT) program.

**Career Decisions** – Displays a list of personnel with Career Decisions that occur within a time frame that the Career Counselor enters. Data displayed in this listing is based on information entered in the CIMS Career Decisions component.

**CSB/REDUX** – Displays a list of personnel who entered active service on, or prior to; 1 August 1986. Career Counselors can also filter this list to display only those personnel who have been on active duty for 14 years, 6 months within a specific date parameter.

**CDB Notification** – Display a list of personnel that have either pending, completed or verified Career Development Boards (CDBs). Career Counselors can also enter a specific date parameter to determine who should have had or are scheduled for a CDB.

**C-WAY** – Displays a list of E1-E6 Active Duty personnel that are currently serving on their first enlistment. The listing also displays the status of Career Waypoints Reenlistment (formerly Perform to Serve (PTS)) packages submitted for those personnel listed.

**Post-9/11 GI Bill TEB** – Displays a GI Bill listing to reflect current GI Bill enrollment status.

### Unit Tracking Listings (Reserve)

Unit Tracking Search Criteria			
<b>List Type</b>			
<input type="radio"/> Active		<input checked="" type="radio"/> Reserve	
<b>List</b>			
<input checked="" type="radio"/> Alpha Roster	<input type="radio"/> Career Counselor Roster	<input type="radio"/> Career Decision	<input type="radio"/> CDB Notification
<input type="radio"/> Correspondence Tracking	<input type="radio"/> GENDET	<input type="radio"/> MGIB-SR	<input type="radio"/> Temporary Rate

**Figure 19-37 – Unit Tracking Listings (Reserve)**

### **19.8 Unit Tracking Listings (Reserve)**

**Alpha Roster** – Displays a list of all Enlisted and Officer Personnel currently assigned to the UIC selected, along with the Department and Division Career Counselor they are assigned to.

**Correspondence Tracking** – Displays a list of personnel and the status of correspondence packages entered in the CIMS Correspondence Tracking component that have a submission date that falls within the date parameter entered by the Career Counselor.

**Career Counselor Roster** – Displays personnel currently designated as Department and/or Division Career Counselors at the UIC selected. Career Counselors can select to produce a list of all personnel designated as Department and Division Career Counselors, only Department CCs or only Division CCs.

**GENDET** – Displays a list of all non-designated personnel currently assigned to the UIC selected.

**Career Decisions** – Displays a list of personnel with Career Decisions that occur within a time frame that the Career Counselor enters. Data displayed in this listing is based on information entered in the CIMS Career Decisions component.

**MGIB-SR** – Displays a list of either Enlisted or Officer Personnel currently assigned to the UIC selected and their associated Montgomery GI Bill (MGIB) status. For Enlisted personnel, Career Counselors can filter the list to display only personnel that have a six year obligation that are not receiving the MGIB, or personnel that do not have a six year obligation that are receiving the MGIB.

**CDB Notification** – Display a list of personnel that have either pending, completed or verified CDBs. Career Counselors can also enter a specific date parameter to determine who should have had or are scheduled for a CDB.

**Temporary Rate** – Displays a list of personnel that may be currently serving in a temporary rating.



**Alpha Roster (Active Duty)**

Active Alpha Roster Listing Personalize | Find | View 100 | First 1-100 of 3024 Last

UIC	DOD ID	Rank/Rate	Name	Date of Birth	CREO	Report Date	ADSD	PRD	EAOS	SEAO S	PEBD	DIEMS	BR/CL	SPI	ACC	Dept	Div	Dept CC	Div CC
		LT				09/17/18	02/18/002	09/09/2021			02/12/2002	08/13/2001	11		100	CH	SMM		
		IC1			3	07/12/2017	10/12/2006	04/01/2021	08/06/2021	08/06/2021	10/12/2006	02/24/2006	11		100	CS	CS8		
		STG2			2	06/10/2016	08/26/2015	08/01/2021	08/25/2021	08/25/2021	08/26/2015	04/23/2015	11		100	OPS	OM		
		A01			2	11/23/2015	01/29/2007	10/01/2020	08/08/2023	08/08/2023	01/29/2007	07/28/2006	11		100	WEPS	G1		
		LT				03/22/2019	09/11/2010	03/01/2021			09/11/2010	09/22/2005	11		100	AIR			
		EMN2				10/17/2016	11/17/2014	10/01/2020	02/16/2023	02/16/2023	11/17/2014	08/28/2014	11		100	RX	RE		
		ABE3			2	04/12/2015	12/11/2014	10/01/2019	12/10/2019	12/10/2019	12/11/2014	06/03/2014	11		100	AIR	V2		
		MM2			2	09/08/2017	04/13/2017	04/01/2021	04/12/2021	04/12/2021	04/13/2017	02/27/2017	11		100	RX	RXM		
		LS3			2	10/01/2017	06/07/2017	05/01/2022	06/06/2021	06/06/2022	06/07/2017	10/05/2016	11		100	SUP	S6		
		CDR				04/12/2018	05/08/1998	04/01/2020			05/08/1998	08/21/1994	11		100	RX	RXA		
		MM3			2	08/31/2017	11/23/2015	08/01/2022	11/22/2019	11/22/2019	11/23/2015	08/19/2015	11		100	RX	RXM		
		MMN2				09/04/2019	07/25/2017	07/01/2023	12/08/2025	12/08/2025	07/25/2017	11/15/2016	11		100				
		LT				05/19/2018	11/13/2010	11/01/2020			11/13/2010	10/13/2010	11		100	SUP			
		IS2			3	01/25/2019	03/16/2018	01/01/2022	10/14/2024	10/14/2024	12/06/2016	08/26/2016	11		100	INTL	OZ		

**Figure 19-38 – Alpha Roster (Active Duty)**

## ***19.9 Listings***

### **19.9.1 Alpha Roster (Active Duty)**

1. **UIC** – Unit Identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **DoD-ID** – Displays members' Department of Defense Identification Number.
4. **Name** – The name of the individual listed.
5. **Date Of Birth** – Displays members' Date of Birth.
6. **CREO** – The current Career Reenlistment Objectives group based on the latest NAVADMIN. Recalculation of the CREO occurs each time the listing is processed/produced. CREO groups are color coded according to numeric value displayed (indicative of the manning level represented).

**NOTE:** The CREO for non-rated and E7 and above personnel will be blank.

7. **Report Date** – The current report date to the unit.
8. **ADSD** – Current Active Duty Service Date is only displayed for Active Duty personnel (Corporate data).
9. **PRD** – Current Projected Rotation Date (Corporate data).
10. **EAOS** – Current Expiration of Active Obligated Service is only displayed for Active Duty personnel (Corporate data).
11. **Soft EAOS** – Current Soft EAOS is only displayed for Active Duty personnel (Corporate data).
12. **PEBD** – Pay Entry Base Date (Corporate data).
13. **DIEMS** – Date of Initial Entry into Military Service (Corporate data).
14. **BR/CL** – The current Branch/Class.
15. **SPI** – The current Special Program Indicator.

**NOTE:** The SPI code for USN personnel will be blank.

16. **ACC** – The current Accounting Class Category.
17. **Dept** – Displays the individuals assigned Department.
18. **Div** – Displays the individuals assigned Division.

19. **Dept CC** – The Rate/Name of the assigned Department Career Counselor for the individual listed.
20. **Div CC** – The Rate/Name of the assigned Division Career Counselor for the individual listed.

**Alpha Roster (Reserve)**

Reserve Alpha Roster Listing																Personalize   Find   View All		First	1-43 of 43	Last
UIC	DOD ID	Rank/Ra	Temp Rate	Name	Date of Birth	ECMO	Report Date	PRD	EOS	PEBD	DIEMS	DIERF	Dept	Div	Dept CC	Div CC				
						3	01/01/2019	12/31/2021	04/17/2021	09/09/2013	04/18/2013	09/09/2018								
						3	04/01/2017	03/31/2020	12/12/2020	04/30/2005	09/17/2001	12/13/2016								
						2	10/01/2018	09/30/2021	05/01/2021	10/02/2007	04/14/2007	03/30/2018								
						2	04/19/2013	12/31/2020	09/27/2019	12/14/2011	09/28/2011	12/14/2011	MAIN	ARO						
						3	10/01/2018	09/30/2021	03/27/2022	05/29/2014	03/28/2014	05/29/2018	MAIN							
						3	04/17/2015	03/31/2020	07/07/2020	04/22/1996	03/26/1992	03/26/1992	MAIN	600						
						2	10/01/2018	09/30/2021	02/07/2021	11/21/2001	08/28/2001	03/24/2011	TRNG	TRNG						
						3	07/16/2016	06/30/2020	05/13/2022	05/14/2014	05/14/2014	05/14/2014								
						2	04/14/2016	12/31/2021	02/25/2023	06/11/2015	02/26/2015	02/26/2015								
						2	01/29/2016	12/31/2021	01/09/2021	02/27/2007	02/12/2007	02/12/2007								
						3	03/08/2012	06/30/2019	11/16/2024	04/11/2011	01/12/2011	01/12/2011	MAIN	200						
						3	03/21/2014	03/31/2020	12/05/2019	12/06/2011	09/19/2011	09/19/2011	MAIN	030						
						2	10/01/2017	09/30/2020	07/21/2023	12/11/2001	12/11/2001	12/11/2001	ADMN	ADMN						
						3	10/01/2018	09/30/2021	05/07/2020	06/26/2009	08/28/2008	05/08/2018	OPS	7						
						2	02/01/2018	01/31/2021	05/29/2021	11/17/2003	03/13/2003	05/30/2017								

**Figure 19-39 – Alpha Roster (Reserve)**

### 19.9.2 Alpha Roster (Reserve)

1. **UIC** – Unit Identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **DoD-ID** – Displays members' Department of Defense Identification Number.
4. **Temp Rate** – Indicates if the Rank/Rate displayed is a temporary Rate/Rank for the member or is temporarily advanced.
5. **Name** – The name of the individual listed.
6. **Date Of Birth** – Displays members' Date of Birth.
7. **ECMO** – The current Enlisted Community Management Objective group based on the latest NAVADMIN. Recalculation of the ECMO occurs each time the listing is processed/produced. ECMO groups are color coded according to numeric value displayed (indicative of the manning level represented).  
**NOTE:** The CREO for non-rated and E7 and above personnel will be blank.
8. **Report Date** – The current report date to the unit.
9. **PRD** – Current Projected Rotation Date (Corporate data).
10. **EOS** – Current Expiration of Obligated Service is only displayed for Active Duty personnel (Corporate data).
11. **PEBD** – Pay Entry Base Date (Corporate data).
12. **DIEMS** – Date of Initial Entry into Military Service (Corporate data).
13. **DIERF** – Date of Initial Entry into Reserve Forces is only displayed for Reserve personnel (Corporate data).
14. **Dept** – Displays the individuals assigned Department.
15. **Div** – Displays the individuals assigned Division.
16. **Dept CC** – The Rate/Name of the assigned Department Career Counselor for the individual listed.
17. **Div CC** – The Rate/Name of the assigned Division Career Counselor for the individual listed.

**Correspondence Tracking Listing (Active and Reserve)**

Active Correspondence Tracking Listing									
Customize   Find   View All   First 1-4 of 4 Last									
UIC	Rank/Rate	Name	Dept	Div	Type	Submission Date	Submission Method	Status Date	Status
[Redacted]	[Redacted]	[Redacted]			HYT	01/28/2010	Board Package	01/29/2010	Conversion Approved
[Redacted]	[Redacted]	[Redacted]	C4	5	C6N	08/07/2009	Board Package	08/19/2009	Submitted
[Redacted]	[Redacted]	[Redacted]	ADET	TLNE	PTS	02/05/2009	Electronic	02/05/2009	Pending
[Redacted]	[Redacted]	[Redacted]			PTS	09/23/2008	Request	09/25/2008	In Rate Approved

**Figure 19-40 – Correspondence Tracking Listing (Active and Reserve)**

### **19.9.3 Correspondence Tracking Listing (Active and Reserve)**

1. **UIC** – Unit Identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **Type** – The type of correspondence request submitted (i.e., LDO, or HYT).
7. **Submission Date** – Date the member submitted the correspondence up the chain of command for consideration.
8. **Submission Method** – Method by which the correspondence was submitted (i.e., Naval Message, or Electronic).
9. **Status Date** – The last status update completion date.
10. **Status** – The current status of the correspondence submitted.

**Career Counselor Roster (Active Duty)**

Tracking Criteria    **CCR List**

**Career Counselor Roster Listing - All**

Rank	Name	Dept	Div	Duty Status	Current UIC	CC For UIC	Type CC	CC Dept/Div	Assigned Date	CDIC Date	bADS	SEADS	YMD	Design
NOC		STAF		Present for Active Duty			Department	NPOC	02/23/2018	03/12/2016	04/10/2021	05/10/2021	08/01/2020	<input checked="" type="checkbox"/>
NC1				Present for Active Duty			Department	NPOC	08/27/2018		05/27/2026	05/27/2026	07/01/2021	<input type="checkbox"/>
YNCS		LMT		Present for Active Duty			Leading Chief Petty Officer	LMT	02/23/2018		08/29/2022	03/29/2023	02/01/2023	<input checked="" type="checkbox"/>
PSC				Present for Active Duty			Leading Chief Petty Officer	TOD	02/23/2018		09/09/2022	09/09/2022	04/01/2022	<input type="checkbox"/>
HMCS		HSS		Present for Active Duty			Leading Chief Petty Officer	MED	02/23/2018		03/29/2021	06/29/2021	05/01/2021	<input type="checkbox"/>
AWFCM		ADMJ		Present for Active Duty			Leading Chief Petty Officer	STAF	02/23/2018		05/11/2021	06/11/2021	06/01/2021	<input checked="" type="checkbox"/>
LSC		SUP		Present for Active Duty			Leading Chief Petty Officer	SUP	02/23/2018	01/27/2016	05/17/2023	05/17/2023	09/01/2021	<input type="checkbox"/>
PSC		PERS		Present for Active Duty			Leading Chief Petty Officer	PERS	02/23/2018	03/18/2011	02/20/2020	08/20/2020	07/01/2021	<input type="checkbox"/>
YNC		ADM		Present for Active Duty			Leading Chief Petty Officer	ADM	02/23/2018	05/29/2013	03/29/2022	01/29/2023	01/01/2023	<input checked="" type="checkbox"/>

Personalize | Find | View All | 1-9 of 9

Save Deassignment(s)

**Figure 19-41 – Career Counselor Roster (Active Duty)**



#### 19.9.4 Career Counselor Roster (Active Duty)

1. **Rank/Rate** – The current Rate/Rank to which actually advanced.
2. **Name** – The name of the individual listed.
3. **Dept** – Displays the individuals assigned Department.
4. **Div** – Displays the individuals assigned Division.
5. **Duty Status** – Current Duty Status Code definition (Corporate data).
6. **Current UIC** – The member's current UIC.
7. **CC UIC** – Displays the Department/Division Career Counselor's assigned UIC.

**NOTE:** The Current UIC and CC UIC may not always be the same. In some cases a Department/Division Career Counselor are responsible to one or more UICs other than the one they are actually onboard.

8. **Type CC** – Indicates if the member is a Department or a Division Career Counselor or a LCPO based on user select.
9. **CC Dept/Div** – Displays the career counselor's actual assigned department or division for which they are responsible.

**NOTE:** In some cases, counselors are responsible to one or more departments or divisions that they are not actually in.

10. **Assigned Date** – Date the member was designated as a Department/Division Career counselor by the Command Career Counselor.
11. **CDTC Date** – The most recent date that the Career Development and Training Course was completed.
12. **EAOS** – The current Expiration of Active Obligated Service.
13. **SEAOS** – The current Soft Expiration of Active Obligated Service.
14. **PRD** – The current Projected Rotation Date.
15. **Deassign Checkbox** – This box deassigns the Career Counselor as a counselor for the assigned Department or Division described on that row. Access to individual records is NOT removed unless the assignment is the last (Only) row remaining on the report. Career Counselors may be deassigned from either the current or detaching commands using this feature.

**Career Counselor Roster (Reserve)**

Tracking Criteria CCR List

**Career Counselor Roster Listing** Personalize | Find | View All | First 1-10 of 10 Last

Rank/Rate	Name	Dept	Div	Duty Status	Current UIC	CC For UIC	Type CC	CC Dept/Div	Assigned Date	CDTC Date	EOS	SEOS	PRD	Deassign
AM2 1	2	MA 3	4	Present for Active Duty 5	09032 6	09032 7	Division 8	300 9	08/06/2014 10	10/27/2014 11	11/16/2021 12	11/16/2021 13	01/01/2018 14	<input checked="" type="checkbox"/> 15
LS1			N8	Present for Active Duty	00281	09032	Division	050	10/01/2014	05/05/2016	08/14/2020	08/14/2020	11/01/2018	<input type="checkbox"/>
PR1			II 800	Present for Active Duty	44319	09032	Division	100	08/06/2014	04/07/2016	12/11/2021	12/11/2021	04/01/2017	<input type="checkbox"/>
AO1			MAIN	Present for Active Duty	09032	09032	Division	600	10/27/2014	12/10/2014	06/30/2021	06/30/2021	08/01/2017	<input type="checkbox"/>
NC1			ADMN	Present for Active Duty	09032	09032	Department	ADMN	10/01/2014	09/18/2013	09/25/2016	09/25/2016	09/01/2017	<input type="checkbox"/>
AM1			MAIN	Active Duty, Prospective Gain	09032	09032	Division	100	08/06/2014		05/19/2020	05/19/2020	05/01/2016	<input type="checkbox"/>
AD1				Present for Active Duty	44680	09032	Division	100	08/06/2014	12/10/2014	11/30/2021	11/30/2021		<input type="checkbox"/>
YN1			ADMN	Present for Active Duty	09032	09032	Division	ADMN	10/01/2014	12/10/2014	12/02/2016	12/02/2016	09/01/2017	<input type="checkbox"/>
AE1			MAIN	Present for Active Duty	09032	09032	Division	200	08/06/2014	12/10/2014	04/14/2021	04/14/2021	09/01/2017	<input type="checkbox"/>
AD1			MAIN	Present for Active Duty	09032	09032	Division	100	08/06/2014	12/10/2014	10/18/2018	10/18/2018	04/01/2017	<input type="checkbox"/>

Personalize | Find | View All | 1-10 of 10

Save Deassignment(s)

**Figure 19-42 – Career Counselor Roster (Reserve)**

### 19.9.5 Career Counselor Roster (Reserve)

1. **Rank/Rate** – The current Rate/Rank to which actually advanced.
2. **Name** – The name of the individual listed.
3. **Dept** – Displays the individuals assigned Department.
4. **Div** – Displays the individuals assigned Division.
5. **Duty Status** – Current Duty Status Code definition (Corporate data).
6. **Current UIC** – The member's current UIC.
7. **CC UIC** – Displays the Department/Division Career Counselor's assigned UIC.  
**NOTE:** The Current UIC and CC UIC may not always be the same. In some cases a Department/Division Career Counselor are responsible to one or more UICs other than the one they are actually onboard.
8. **Type CC** – Indicates if the member is a Department or a Division Career Counselor.
9. **CC Dept/Div** – Displays the career counselor's actual assigned department or division for which they are responsible.  
**NOTE:** In some cases, counselors are responsible to one or more departments or divisions that they are not actually in.
10. **Assigned Date** – Date the member was designated as a Department/Division Career counselor by the Command Career Counselor.
11. **CDTC Date** – The most recent date that the Career Development and Training Course was completed.
12. **EOS** – The current Expiration of Obligated Service.
13. **SEOS** – The current Soft Expiration of Obligated Service.
14. **PRD** – The current Projected Rotation Date.
15. **Deassign Checkbox** – This box deassigns the Career Counselor as a counselor for the assigned Department or Division described on that row. Access to individual records is NOT removed unless the assignment is the last (Only) row remaining on the report. Career Counselors may be deassigned from either the current or detaching commands using this feature.

**PACT/GENDET Listing (Active Duty Only)**

Active GENDET Listing										
UIC	Rank Rate	SEL Rate Rank	Name	Dept	Div	Report Date	Initial CDB Due	Initial Completed	PACT Code	PACT Description
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]			11/24/2008	12/24/2008	11/24/2008	K49U	S-PACT, No Coast Guarantee - Seaman
						11/08/2008	12/08/2008	11/08/2008	K49U	S-PACT, No Coast Guarantee - Seaman
						11/24/2008	12/24/2008	11/24/2008	K49U	S-PACT, No Coast Guarantee - Seaman
				DECK		03/01/2007	03/31/2007	03/01/2007		
						03/27/2009	04/26/2009		K49U	S-PACT, No Coast Guarantee - Seaman
				DECK		12/07/2006	01/30/2007			
						04/25/2009	05/25/2009		K49A	A-PACT, No Coast Guarantee - Airman
						11/24/2008	12/24/2008		K49A	A-PACT, No Coast Guarantee - Airman
						03/10/2009	04/09/2009		K49U	S-PACT, No Coast Guarantee - Seaman
						04/23/2009	05/23/2009			
						11/24/2008	12/24/2008		K49U	S-PACT, No Coast Guarantee - Seaman
						11/09/2009	12/09/2009		K49U	S-PACT, No Coast Guarantee - Seaman
						12/04/2008	01/03/2009		K49U	S-PACT, No Coast Guarantee - Seaman
						10/30/2008	11/29/2008		K49U	S-PACT, No Coast Guarantee - Seaman
						06/25/2008	07/25/2008		K49U	S-PACT, No Coast Guarantee - Seaman

**Figure 19-43 – PACT/GENDET Listing (Active Duty Only)**

### 19.9.6 PACT/GENDET Listing (Active Duty Only)

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **SEL Rate/Rank** – The Rate/Rank selected for advancement to; but not yet advanced to.
4. **Name** – The name of the individual listed.
5. **Dept** – Displays the individuals assigned Department.
6. **Div** – Displays the individuals assigned Division.
7. **Report Date** – The current report date to the unit.
8. **Initial CDB Due** – The date that the member's reporting CDB was due.

**NOTE:** Dates that appear highlighted in red indicate that the member has reported on board, but a reporting CDB is required.

9. **Initial Completed** – Indicates the date that the Reporting CDB was completed and verified.
10. **PACT Code** – Indicates the program enlisted for which enlisted for PACT personnel.
11. **PACT Description** – The description of the program enlisted for code.

**GENDET Listing (Reserve Only)**

Reserve GENDET Listing										
Customize   Find   View All   First 1-5 of 5 Last										
UIC	Rank/Rate	Temp Rate	Name	Dept	Div	Report Date	EOS	SEOS	ASVAB Calculator	
		N				05/13/2010	04/29/2016	04/29/2016	<a href="#">ASVAB Calculator</a>	
		N				10/07/2009	12/16/2013	12/16/2013	<a href="#">ASVAB Calculator</a>	
1	2	3	4	5	6	10/7/2009	05/8/2016	05/9/2016	<a href="#">ASVA10 calculator</a>	
		N				12/18/2009	04/01/2016	04/01/2016	<a href="#">ASVAB Calculator</a>	
		N				10/06/2009	04/29/2012	04/29/2012	<a href="#">ASVAB Calculator</a>	

**Figure 19-44 – GENDET Listing (Reserve Only)**

**19.9.7 GENDET Listing (Reserve Only)**

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Temp Rate** – Indicates if the Rank/Rate displayed is a temporary Rate/Rank for the member or is temporarily advanced.
4. **Name** – The name of the individual listed.
5. **Dept** – Displays the individuals assigned Department.
6. **Div** – Displays the individuals assigned Division.
7. **Report Date** – The current report date to the unit.
8. **EOS** – The current Expiration of Obligated Service.
9. **SEOS** – The current Soft Expiration of Obligated Service.
10. **ASVAB Calculator** – Link that opens the CIMS Rating Calculator component in a separate window.

**Career Decisions Listing (Active Duty)**

Active Career Decision											Find	View All	Print	Calendar	First	1-5 of 51	Last
UIC	Rank/Rate	Name	Dept	Div	PRD	SEAOS	EAOS	Decision Type	Decision Date	Career Decision							
			OPS	OIC	05/01/2023	10/08/2025	10/08/2025	Reenlistment	05/01/2021	Career Decision							
			AIMD	IM3	08/01/2022	10/23/2021	10/23/2021	Reenlistment	05/06/2021	Career Decision							
			AIMD	IM2	12/01/2021	08/22/2021	08/22/2021	Extension	05/07/2021	Career Decision							
			AIMD	IM4	06/01/2021	07/24/2021	07/24/2021	Reenlistment	05/07/2021	Career Decision							
			AIMD	IM2	09/01/2021	09/19/2021	09/19/2021	Reenlistment	05/07/2021	Career Decision							

**Figure 19-45 – Career Decisions Listing (Active Duty)**



### **19.9.8 Career Decisions Listing (Active Duty)**

1. **UIC** – Unit Identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **PRD** – Display members' Projected Rotation Date.
7. **SEAOS** – The current Soft Expiration of Active Obligated Service.
8. **EAOS** – The current Expiration of Active Obligated Service.
9. **Decision Type** – Displays the Career Decisions type.
10. **Decision Date** – The date the Career Decisions occurred/will occur.
11. **Career Decisions Link** – Link opens a new page and navigates to the Career Decisions page for the member selected.

**Career Decisions Listing (Reserve)**

Active Career Decision									
Find   View All   First 1-3 of 3 Last									
UIC	Rank/Rate	Name	Dept	Div	SEAOS	EAOS	Decision Type	Decision Date	Career Decision
1	2	3	4	5	09/18/2011	09/18/2011	Reenlistment	12/05/2008	<a href="#">Career Decision</a>
					09/6/2010	09/7/2010	Reenlistment	10/9/2009	<a href="#">Career Decision</a>
			MAIN	MAIN	03/30/2013	03/30/2013	Reenlistment	03/31/2009	<a href="#">Career Decision</a>

**Figure 19-46 – Career Decisions Listing (Reserve)**

### **19.9.9 Career Decisions Listing (Reserve)**

1. **UIC** – Unit Identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individual’s assigned Department.
5. **Div** – Displays the individual’s assigned Division.
6. **SEAOS** – Displays the individual’s current Soft End Active Duty Obligated Service.
7. **EAOS** – The current Expiration of Obligated Service.
8. **Decision Type** – Displays the Career Decisions type.
9. **Decision Date** – The date the Career Decisions occurred/will occur.
10. **Career Decision** – A hyperlink that displays the CIMS Career Decisions page.

**CSB/REDUX (Active Duty Only)**

Active CSB/REDUX Listing- ALL										
UIC	Rank/Rate	Name	Dept	Div	DIEMS Date	CSB Election Date	CSB End Date	Submission Date	Status	Status Date
			SUP		11/04/1986	05/04/2001	11/04/2001	01/21/2004	Pending	07/21/2004
			SUP		09/24/1986	07/22/2001	01/22/2002	01/26/2004	Pending	07/26/2004
			ENG		01/12/1987	07/27/2001	01/27/2002	03/05/2004	Pending	09/05/2004
			N7	N7	12/08/1986	09/04/2001	03/04/2002	04/04/2004	Pending	10/04/2004
			AIR		05/27/1987	12/25/2001	06/25/2002			
			ADM	X1	12/19/1986	01/06/2002	07/06/2002			
1	2-M	3	FAC	5	10/6/1986	01/7/2002	07/8/2002	9	10	11
			ENG		01/10/1987	01/27/2002	07/27/2002			
			SUP		07/01/1987	02/13/2002	08/13/2002			
			ADM	X3	08/13/1987	02/17/2002	08/17/2002			
					04/01/1987	04/26/2002	10/26/2002			
			OPS		03/31/1988	11/10/2002	05/10/2003			
			SUP		07/20/1988	01/20/2003	07/20/2003			
			AIR		07/25/1988	01/25/2003	07/25/2003			
			SUP		03/01/1988	01/26/2003	07/26/2003			
			REAC		11/24/1987	02/23/2003	08/23/2003			
			AIR		09/16/1987	03/07/2003	09/07/2003			

**Figure 19-47 – CSB/REDUX (Active Duty Only)**

**19.9.10 CSB/REDUX (Active Duty Only)**

1. **UIC** – Unit Identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **DIEMS Date** – The date of initial entry into military service.
7. **CSB Election Date** – Date the member may make a Career Status Bonus election.
8. **CSB End Date** – The last day a member may make a Career Status Bonus election.
9. **Submission Date** – Date the member submitted the correspondence up the chain of command for consideration. Displayed from the CIMS Correspondence Tracking component.
10. **Status** – The current status of the correspondence submitted. Displayed from the CIMS Correspondence Tracking component.
11. **Status Date** – The last status update completion date. Displayed from the CIMS Correspondence Tracking component.

MGIB-SR (Reserve Only)

MGIB-SR Listing (Enlisted)														Customize	Find	View All	First	1-42 of 42	Last
UIC	Rank	Rate	Name	Dept	Div	GIB Status	GIBE	GIBSD	CONDT	GIBTD	LRAD	CED	Months Obligated	EOS	SEOS	IDI Record			
				MAIN	CTL	C					03/13/1997	03/16/2010	36	03/15/2013	03/15/2013	<a href="#">IDI Record</a>			
				MANT	100	C					03/01/1999	06/13/2009	24	06/12/2011	06/12/2011	<a href="#">IDI Record</a>			
					CTL	F		07/28/2005	07/28/2005		11/02/2007	07/28/2005	72	07/27/2011	07/27/2011	<a href="#">IDI Record</a>			
				MANT	600	F		09/12/2004	09/12/2004		04/13/1998	09/12/2004	72	09/11/2010	09/11/2010	<a href="#">IDI Record</a>			
				300	020	F		06/30/2004	06/30/2004		06/25/2004	06/30/2004	72	06/29/2010	06/29/2010	<a href="#">IDI Record</a>			
				CTL	CTL	F		01/28/1999	01/28/1999			01/10/2009	36	01/09/2012	01/09/2012	<a href="#">IDI Record</a>			
1	2		3			4	5	6	7	8	9	10	11	12	13	14	15	16	
				200	200	F		11/16/2002	11/16/2002		11/08/2006	12/11/2009	24	12/10/2011	12/10/2011	<a href="#">IDI Record</a>			
				MANT	020	C					07/07/1994	06/22/2008	24	06/21/2010	06/21/2010	<a href="#">IDI Record</a>			
				MANT	100	F		11/30/2006	11/30/2006		01/15/2000	11/30/2006	72	11/29/2012	11/29/2012	<a href="#">IDI Record</a>			
				SEC	SEC	C					08/08/2007	05/09/2002	111	08/08/2011	08/08/2011	<a href="#">IDI Record</a>			
				200	200	C					12/16/2008	02/03/2009	24	02/02/2011	02/02/2011	<a href="#">IDI Record</a>			
				MANT	100	C					05/30/2000	02/25/2004	72	02/24/2010	02/24/2010	<a href="#">IDI Record</a>			
				300	300	F		03/30/2002	03/30/2002			03/30/2002	96	03/29/2010	03/29/2010	<a href="#">IDI Record</a>			

Figure 19-48 – MGIB-SR (Reserve Only)

**19.9.11 MGIB-SR (Reserve Only)**

1. **UIC** – Unit identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **GIB Status** – Displays the member's current GI Bill status code.
7. **GIBE** – Displays the current GI Bill obligation eligibility date.
8. **GIBSD** – Displays the current GI Bill start date.
9. **CONDT** – Displays the current GI Bill conversion date.
10. **GIBTD** – Displays the current GI Bill Termination date.
11. **LRAD** – The date last released from active duty.
12. **CED** – The current enlistment date.
13. **Months Obligated** – Number of months obligated for the GI Bill.
14. **EOS** – The current Expiration of Obligated Service.
15. **SEOS** – The current Soft Expiration of Obligated Service.
16. **IDT Record** – Link that opens the member's drill history in a separate window.

**NOTE:** When the link appears in red letters, the member may be an unsatisfactory participant. Drill history should be used to validate drill participation status.

**CDB Notification – Due & Pending (Active and Reserve)**

Tracking Criteria CDB List

**Active CDB Notification Listing (Due)** Personalize | Find | View All | First 1-24 of 24 Last

UIC	Rank/Rate	Name	Dept	Div	Required Date	Reason	CDB Date	CDB Status
1	YN2 2	3	4	5	2015-08 6	Reporting 7	8	9
	LSC			ASD	2015-10	Reporting		
	IT2				2015-10	Reporting		
	HMC		MEDI	BMC	2015-10	Reporting		
	PS1		N1		2015-12	Reporting		
	AM1		MAIN	100	2015-12	Reporting		
	HM1		N1	N1	2016-02	Reporting		
	YNSN				2016-02	Reporting		
	AZ1		PERS		2016-07	48 Month	06/27/2016	Pending
	LS2		SUP		2017-01	Career Waypoint		
	YN1		PERS		2017-01	24 Month		
	LS2		SUP		2017-04	24 Month		
	HM1		MED		2017-05	48 Month		
	AWFC		LMT		2017-06	48 Month		

**Figure 19-49 – CDB Notification – Due & Pending (Active and Reserve)**



**19.9.12 CDB Notification – Due & Pending (Active and Reserve)**

1. **UIC** – Unit identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.

**NOTE:** Using the Link in this column will open the Career Development Page for the member selected in a separate window.

4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **Required Date** – The Career Development Board required completion date.
7. **Reason** – The Career Development Board that is due.

**NOTE:** This Link is only available to the Command Career Counselor and when used, will open the CDB Verification page in a separate window for the selected member.

**NOTE:** When the word “Reporting” appears highlighted in red, this indicates that the member has reported on board, and a reporting CDB has not been done.

8. **CDB Date** – Displayed only if the Career Development Board is currently either Pending or Complete.
9. **CDB Status** – Displayed only if the Career Development Board is currently either Pending or Complete.

**CDB Notification – Completed & Verified (Active and Reserve)**

Active CDB Listing (Verified)									
CDB UIC	Rank/Rate	Name	Dept	Div	Required Date	Reason	CDB Date	CDB Status	Short Term Goals
			AIR		01/22/2009	Reporting	12/23/2008		
			INT		03/31/2009	Reporting	03/01/2009		
1	2	3	4	5	6	7	8	9	To improve advancement exam scores
			AIMD			Other Type	12/17/2008		Separate at HYT
			SUP		05/30/2008	60 Month	05/14/2008		RETIRE AND ENJOY IT
			DECK			Other Type	12/17/2008		Separate at HYT

Long Term Goals	Board Comments	Leadership Title	Leadership Comments
	Enter Initial Career Development Board Comments.	LCPO	Concur with Board Comments
	Enter Initial Career Development Board Comments.	LCPO	Concur with Board Comments
Possible might go to 10 Reserves	Good solid worker, has a hard time taking exam as well as difficulty in reading and writing. Command has 11 ready given him the opportunity to attend functional skills class. Will now provide a study plan with Tudor. - Failed three out of last four exams.	CMC	12 Concur with boards con 13nts.
Unsure if she will join the Naval Reserves	SNM stated that she has lost her motivation to remain on active duty and desires to separate. She failed the last advancement exam and since has been disenrolled from the EAWS program and is no longer eligible for the next advancement exam.	CMC	Concur with board's comments.
WORK IN POST OFFICE AFTER RETIREMENT	MEMBER IS READY FOR RETIREMENT PLAN TO WORK IN POST OFFICE AND RETIRE FOR THE CIVILIAN JOB AND WILL GO HOME TO PHILIPPINES.		
Unsure if he will join the Naval Reserves	Board believes that it is in the best interest for [redacted] and his family to separate from the Navy at HYT.	CMC	Concur with board's comments.

**Figure 19-50 – CDB Notification – Completed & Verified (Active and Reserve)**

**19.9.13 CDB Notification – Completed & Verified (Active and Reserve)**

1. **UIC** – Unit Identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept/Div** – Displays the individuals assigned Department and Division.
5. **Required Date** – The Career Development Board required completion date.
6. **Reason** – The Career Development Board that is due.  
**NOTE:** Using the Link in this column will open a new page to the Career Development Page to complete the required CDB.
7. **CDB Date** – The date the CDB was completed.
8. **CDB Status** – Displayed only if the Career Development Board is currently either Pending or Complete.
9. **Short Term Goals** – Short term goals recorded on the CDB.
10. **Long Term Goals** – Long term goals recorded on the CDB.
11. **Board Comments** – Board comments recorded on the CDB.
12. **Leadership Title** – The title of the senior leader at the command making comments.
13. **Leadership Comments** – Comments regarding the CDB made by command leadership.

**C-Way (Active Duty Only)**

Tracking Criteria C-WAY List

**C-WAY Listing** Personalize | Find | View 100 | First 1-100 of 102 Last

UIC	Rank/Rate	Name	Dept	Div	ADSD	Zone	EAOS	EXT OTH	EXT SCH	EXT OPR	SEAOS	PRD	C-WAY Submitted	C-WAY Last Reviewed	C-WAY Review Status
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	ADAN		MAIN	300	08/14/2013	A	09/13/2017				08/13/2017	04/01/2018			
	AM3				04/12/2010	B	03/20/2018				03/20/2018	05/01/2019			
	AT2				01/27/2014	A	01/26/2018				01/26/2019	05/01/2019			
	ADAN		MAIN	100	06/04/2012	A	06/03/2016				06/03/2017	12/01/2016	03/01/2015	05/01/2015	Under Review
	AMAN			300	06/03/2014	A	06/02/2018				06/02/2018	10/01/2018			
	ADAN				06/04/2014	A	06/03/2018				06/03/2018	02/01/2019			
	AOAN			300	01/22/2014	A	01/21/2018				01/21/2018	08/01/2018			
	CS3		TLIN		11/14/2012	A	11/13/2016				11/13/2016	09/01/2018			
	AD1				06/18/2002	C	04/17/2016				04/17/2016	05/01/2018	01/01/2015	03/01/2015	Approved
	ATAN				11/25/2014	A	11/24/2018				11/24/2018				
	AEAN		MAIN	300	04/29/2013	A	04/28/2017				04/28/2017	05/01/2018			
	ADAN				07/28/2014	A	07/27/2018				07/27/2019	04/01/2019			
	AZAA				03/11/2015	A	03/10/2019				03/10/2019	03/01/2019			
	AM2		MAIN	100	05/26/2004	C	02/14/2017				02/14/2017	06/01/2015	08/14/2014	08/01/2014	Failed to Submit

**Figure 19-51 – C-Way (Active Duty Only)**

**19.9.14 C-Way (Active Duty Only)**

1. **UIC** – Unit Identification Code.
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **ADSD** – Active Duty Service Date.
7. **Zone** – Displays the member's current C-Way Zone.
8. **EAOS** – The current Expiration of Active Obligated Service.
9. **EXT OTH** – Total number of months of "Other" type extensions executed, but not operative.
10. **EXT SCH** – Total number of months of "School" type extensions executed, but not operative.
11. **EXT OPR** – Total number of months of operative extensions that the member is currently serving on.
12. **SEAOS** – The current Soft Expiration of Active Obligated Service.
13. **PRD** – The current Projected Rotation Date.
14. **C-WAY Submitted** – Date that the C-Way package was received and entered in the C-Way system. This date is loaded from the C-Way system.
15. **C-WAY Last Reviewed** – The last review date of the member's C-Way package by the C-Way manager. This date is loaded from the C-Way system.
16. **C-WAY Review Status** – Status given to the C-Way package during the last time of review. This status is loaded from the C-Way system.

**Temporary Rate Listing (Reserve Only)**

Reserve Temporary Rate Listing											
UIC	Rank/Rate	Name	Dept	Div	TIR Date	DOR	Enlist Date	PNEC	SNEC	CDB	Perm Rate Deadline Date
[Redacted]	[Redacted]	[Redacted]			03/01/2006	04/16/2010	05/25/2005	[Redacted]	[Redacted]	<input type="checkbox"/>	11/25/2006
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	01/01/2006	05/16/2007	04/29/2005	[Redacted]	[Redacted]	<input type="checkbox"/>	10/29/2005
					07/01/2009	08/16/2009	01/27/2005	[Redacted]	[Redacted]	<input type="checkbox"/>	07/27/2006
					01/01/2005	04/16/2005	03/12/2003	[Redacted]	[Redacted]	<input type="checkbox"/>	09/12/2004
					01/01/2008	02/07/2008	02/07/2008	[Redacted]	[Redacted]	<input type="checkbox"/>	08/07/2009

**Figure 19-52 – Temporary Rate Listing (Reserve Only)**

**19.9.15 Temporary Rate Listing (Reserve Only)**

1. **UIC** – Unit identification Code.
2. **Rank/Rate** – The current temporary Rate/Rank to which advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **TIR Date** – The current Time in Rate date.
7. **DOR** – The current Date of Rate.
8. **Enlist Date** – Date of Current Enlistment
9. **PNEC** – Primary Navy Enlisted Classification Code
10. **SNEC** – Secondary navy Enlisted Classification Code
11. **CDB** – This Checkbox indicates that the Reporting CDB is complete when the Checkbox contains a Checkmark.
12. **Perm Rate Deadline Date** – Date the member has to complete all requirements to make their rate permanent. Calculated by adding 18 Months to the Enlist Date.

**Post-9/11 GI Bill TEB Listing (Active Only)**

Active Enlisted Post-9/11 GIB TEB Listing.									
Personalize   Find   View 100   First 1-50 of 2848 Last									
UIC	Rank/Rate	Name	Dept	Div	GIB Status	GIB Status Description	Post-9/11 GIB TEB	EAOS	SEAOs
			OPS	OM	E	Enrolled	11/19/2024	05/17/2021	05/17/2021
			AIR	V2	E	Enrolled	09/25/2024	08/18/2022	08/18/2022
			RX	RXM	E	Enrolled	07/23/2024	06/20/2026	06/20/2026
			ENG	V2	E	Enrolled	07/14/2024	04/17/2026	04/17/2026
			AIR	V4	E	Enrolled	06/09/2024	06/07/2026	06/07/2026
			AIR	V5	E	Enrolled	06/03/2024	10/08/2024	10/08/2024
			OPS	1	E	Enrolled	05/17/2024	02/14/2025	02/14/2025
					E	Enrolled	05/16/2024	11/13/2024	11/13/2024
			RX	RT	E	Enrolled	03/20/2024	03/20/2024	03/20/2024
			RX	RM	D	Declined	03/17/2024	03/12/2025	03/12/2025
			CS	CS1	E	Enrolled	01/07/2024	01/07/2024	01/07/2024
			RX	RE	E	Enrolled	12/08/2023	12/09/2023	12/09/2023
			500	PD	E	Enrolled	10/29/2023	10/29/2023	10/29/2023
			RX	RM	E	Enrolled	09/26/2023	01/24/2024	01/24/2024
			LEG	LEG	E	Enrolled	09/12/2023	09/12/2023	09/12/2023
				DIV8	E	Enrolled	08/31/2023	03/07/2023	09/07/2023

**Figure 19-53 – Post-9/11 GI Bill TEB Listing (Active Only)**



**19.9.16 Post-9/11 GI Bill TEB Listing (Active Only)**

1. **UIC** – Unit identification Code.
2. **Rank/Rate** – The current temporary Rate/Rank to which advanced.
- 3 **Name** – The name of the individual listed.
- 4 **Dept** – Displays the individuals assigned Department.
- 5 **Div** – Displays the individuals assigned Division.
- 6 **GIB Status** – Display GIB Status Code.
- 7 **GIB Status** – Display GIB Status Code description.
- 8 **Post-9/11 GI Bill TEB** – Display OS Post-9/11 GI Bill End Date.
- 9 **EAOS** – The current Expiration of Active Obligated Service.
- 10 **SEAOS** – The current Soft Expiration of Active Obligated Service.

Sponsor Coordinator Listing – Criteria Selection

<b>Sponsor Criteria</b>		<b>Command Contact</b>	
<b>Sponsor Coordinator Listing Search Criteria</b>			
<b>Type</b>		1	
<input checked="" type="radio"/> Active		<input type="radio"/> Reserve	
<b>Enl/Off Indicator Filter</b>		2	
<input checked="" type="radio"/> Enlisted		<input type="radio"/> Officer	
<b>Selection</b>		3	
<input checked="" type="radio"/> Sponsor Assignment		<input type="radio"/> Sponsor Training	
<input type="radio"/> Sponsor History		<input type="radio"/> Projected Transfers (PRD)	
<b>Filter</b>		4	
<input checked="" type="radio"/> USN/FTS		<input type="radio"/> AC to RC	
<b>Filter</b>			
<input checked="" type="radio"/> All		<input type="radio"/> Sponsor Not Assigned	
<input type="radio"/> Estimated Arrival Date			

Figure 19-54 – Sponsor Coordinator Criteria Page

### 19.9.17 Sponsor Coordinator Listing – Criteria Selection

1. **Type** – Selecting ACTIVE generates List Reports for Active Duty members including FTS. (USN/FTS and AC to RC lists reports are Active Duty only). Selecting RESERVE generates List Reports for Reserve members.
2. **Enl Off Indicator Filter** – The Enlisted Officer Indicator Filter is used to generate listing for either Officers or Enlisted members based on this selection.
3. **Select – Type of Listing**

**Sponsor Assignment** – Displays a list of all PG members with links to Orders, in addition this listing provides the ability for the Command Sponsor Coordinator (CSC) or the CCC to assign Sponsors and enter pertinent data for the Sponsors. Data entered may be viewed by the detaching command in the Prospective Transfers (PRD) list.

**Sponsor Training** – Displays a listing of all assigned sponsors at the command as well as the date the sponsor completed Sponsor Training. NOTE: The Sponsor Training Completion Date is entered on the CDB page. (See Section 8 for more information on the Sponsor Training Date.)

**Sponsor History** – Displays a complete listing of Prospective Gains (PGs) and any sponsors that have been assigned to these PGs.

**Prospective Transfers (PRD)** – Displays a list of personnel preparing to transfer from the command. The Active Duty List also displays information on Sponsors assigned at the gaining command.

4. **Filter – USN/FTS** – This option is used to generate list reports for USN/FTS members only (Active Duty only). **AC to RC** – AC to RC – This option is used to generate list reports for Active Duty Sailors that are reporting to a Navy Operational Support Center (NOSC) for separation and affiliation with the Naval Reserve.

**Sponsor Coordinator Listing – Sponsor Assignment**

Sponsor Criteria | Sponsor Assignment | Command Contact

**Active Enlisted USN/FTS Sponsor Assignment Listing** Personalize | Find | View All | First 1-26 of 26 Last

Orders Data 1 | Sponsor Data 2 | [Filter] 3

Rank/Rate	Name	Ord#	DNEC	ULT	ULT ACC	SP	Detach UIC	Estimated Detach Date	Actual Detach Date	Estimated Arrival Date	View Orders
PR1 4	[Redacted] 5	0 6	0 7	[Redacted] 8	100 9	V 10	[Redacted] 11	08/31 12	[Redacted] 13	10/20 14	View Orders 15
AME3	[Redacted]	0165	0000	[Redacted]	100	V	[Redacted]	02/28/2015	03/19/2015	06/10/2015	View Orders
YN2	[Redacted]	2834	9502	[Redacted]	100	V	[Redacted]	03/31/2015	04/17/2015	06/12/2015	View Orders
AA	[Redacted]	3085	8842	[Redacted]	100	V	[Redacted]	11/30/2015		06/20/2016	View Orders
IT2	[Redacted]	3454	2791	[Redacted]	100	V	[Redacted]	12/31/2014	01/14/2015	08/21/2015	View Orders
HM2	[Redacted]	0505	8406	[Redacted]	100	V	[Redacted]	07/31/2015		09/11/2015	View Orders
AT3	[Redacted]			[Redacted]			[Redacted]				View Orders

**Active Enlisted USN/FTS Sponsor Assignment Listing** Personalize | Find | View All | First 1-26 of 26 Last

Orders Data 1 | Sponsor Data 2 | [Filter] 3

Rank/Rate	Name	PG Quest	PG Info	CO Letter Sent	Sponsor Letter Sent	Spouse Letter Sent	Sponsor Phone Contact	Modify Data	Accepted	Sponsor Assigned 24	Sponsor Agreement	Add/Change Sponsor
[Redacted] 4	[Redacted] 5	[Redacted] 16	[Redacted] 17	[Redacted] 18	[Redacted] 19	[Redacted] 20	[Redacted] 21	Modify Data 22	03/23/2019 23	[Redacted]	[Redacted] 25	Add/Change 26
		[Redacted]	[Redacted]					Modify Data	04/28/2019		[Redacted]	Add/Change
		[Redacted]	[Redacted]					Modify Data			[Redacted]	Add/Change
		[Redacted]	[Redacted]					Modify Data			[Redacted]	Add/Change
		[Redacted]	[Redacted]					Modify Data	03/07/2019		[Redacted]	Add/Change
		[Redacted]	[Redacted]					Modify Data	03/01/2019		[Redacted]	Add/Change
		[Redacted]	[Redacted]					Modify Data	02/05/2019		[Redacted]	Add/Change

**Figure 19-55 – Sponsor Assignment List (Active)**

Sponsor Criteria | **Sponsor Assignment** | Command Contact | SP Contact Lookup

**Reserve Enlisted Sponsor Assignment Listing** Personalize | Find | View All | First 1-6 of 6 Last

UIC	Rank/Rate	Name	Report Date	Modify Data	PG Info	Sponsor Assigned	Add/Change Sponsor
11	ADAN 4	5	01/14/2021	Modify Data 21	17		Add/Change 24
	ADAN		01/12/2021	Modify Data			Add/Change
	ADAN		01/13/2021	Modify Data			Add/Change
	ADAN		01/14/2021	Modify Data			Add/Change
	IS2		02/19/2021	Modify Data			Add/Change
	GSM3		01/14/2021	Modify Data			Add/Change

Previous tab Next tab

[Sponsor Criteria](#) | [Sponsor Assignment](#) | [Command Contact](#) | [SP Contact Lookup](#)

**Figure 19-56 – Sponsor Assignment List (Reserve)**

### 19.9.18 Sponsor Coordinator Listing – Sponsor Assignment

1. **Orders Data Tab** – Items on this tab are specific to the PG’s orders and include a link to view the current set of orders.
2. **Sponsor Data Tab** – Items on this tab a specific to the Sponsor and provides a link to enter data related to the Sponsor and the Sponsor program as well as a link to assign or change a sponsor.

**NOTE:** Changing a Sponsor will clear all information regarding letters sent by the previous sponsor.

3. **Expand Tabs Button** – Use this button to display columns from both tabs on one page.
4. **Rank/Rate** – The current Rate/Rank to which advanced.
5. **Name** – The name of the individual listed.
6. **Ord #** – Order number of the current set of orders.
7. **DNEC** – Distribution Navy Enlisted Classification Code (NEC) obtained from the member’s orders data.
8. **ULT** – Reporting Commands Unit identification Code
9. **ULT ACC** – Ultimate Duty Station Accounting Category Code. This code obtained from the member’s orders data.
10. **SPI** – The current Special Program Indicator.

**NOTE:** The SPI code for USN personnel will be blank.

11. **Detach UIC** – Detaching Commands Unit identification Code.
12. **Estimated Detach Date** – Displays the Estimated detaching date.
13. **Actual Detach Date** – Displays the date of detachment.
14. **Estimate Arrival Date** – Displays the Estimated Arrival date to the new command.
15. **View Orders** – Link with open a new page and display the most current set of orders for the PG.
16. **PG Quest** – Opens a new page that displays the Prospective Gain Questionnaire completed by the PG. For more information on the PG Questionnaire and the Sponsor Agreement Letter see Page 352 and 353.

**NOTE:** A blank form will appear if the form has not yet been completed.

17. **PG Info** – Displays contact information for the Prospective Gain.
18. **CO Letter Sent** – Displays the date the CO’s Letter was sent to the PG.

19. **Sponsor Letter Sent** – Displays the date the Sponsor Letter was sent to the PG.
20. **Spouse Letter Sent** – Displays the date the Spouse Letter was sent to the PG’s Spouse.  
**NOTE:** The dates for the CO, Sponsor and Spouse letter are entered by the CSC or the CCC using the Modify Data Link on this List.
21. **Sponsor Phone Contact** – Displays Sponsor Phone Contact Information on file.
22. **Modify Data** – This link opens a page that allows the CSC or the CCC to enter data related to the Sponsor and the Sponsor Program status. Detailed usage of this link and the corresponding page is discussed later in this chapter.
23. **Accepted** – Displays the date the Sponsor Agreement letter was accepted by the Sponsor. For more information on the PG Questionnaire and the Sponsor Agreement Letter see Page 352 and 353.
24. **Sponsor Assigned** – Displays the Rate/Rank and Name of the assigned Sponsor.
25. **Sponsor Agreement Print Button** – Click the print button to print members’ current Sponsor Agreement letter.
26. **Add/Change Sponsor Button** – This button opens a page that allows the CSC or CCC to assign or change a Sponsor. Use of this button is discussed later in this chapter.
27. **Report Date** – Displays the actual date the PG reported to the gaining command. (Reserve Only)

### Sponsor Coordinator Listing – Sponsor Assignment

Active Enlisted USN/FTS Sponsor Assignment Listing

Rank/Rate	Name	PG Quest	PG Info	CO Letter Sent	Sponsor Letter Sent	Spouse Letter Sent	Modify Data	Accepted	Sponsor Assigned	Add/Change Sponsor
		?					Modify Data			Add/Change
		?		07/31/2011	07/31/2011	07/31/2011	Modify Data			Add/Change
		?					Modify Data	07/22/2010		Add/Change
		?					Modify Data	04/16/2009		Add/Change
										Add/Change
										Add/Change
										Add/Change
										Add/Change
										Add/Change
										Add/Change
										Add/Change
										Add/Change

Search Overlay:

Rank/Rate:

Name begins with:

UIC:

Search Clear

Search Results

Rank/Rate	Name	UIC	Select
			<input type="checkbox"/>
4	5	6	<input type="checkbox"/> 7
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Figure 19-57 – Sponsor Coordinator Listing – Sponsor Assignment



### 19.9.19 Sponsor Coordinator Listing – Sponsor Assignment

Activating the Add/Change Sponsor Button opens a new search criteria page which the user may search by any one or more of the three search criteria presented. The search then displays a list of all members meeting the entered criteria for assignment as a Sponsor.

1. **Rank/Rate** – Searches the current Rate/Rank.
2. **Name begins with** – Searches using a member's name (last name first).
3. **UIC** – Searches for members at the entered Unit Identification Code
4. **Rank/Rate** – The member's current Rate/Rank.
5. **Name** – The name of the individual listed.
6. **UIC** – Current Unit Identification Code
7. **Select** – Enter a check in the box next to the member desired to be assigned as a sponsor.

### Sponsor Coordinator Listing – Sponsor Assignment – Modify Data Link

Active Enlisted USNFTS Sponsor Assignment Listing

Rank/Rate	Name	PG Quest	PG Info	CO Letter Sent	Sponsor Letter Sent	Spouse Letter Sent	Modify Data	Accepted	Sponsor Assigned	Add/Change Sponsor
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Modify Data	[Redacted]	[Redacted]	Add/Change
[Redacted]	[Redacted]	[Redacted]	[Redacted]	07/31/2011	07/31/2011	07/31/2011	Modify Data	07/22/2010	[Redacted]	Add/Change
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Modify Data	01/16/2009	[Redacted]	Add/Change

Rank/Rate: [Redacted] 3 Name: [Redacted] 4 DSC: 248 5

SPONSOR ASSIGNED DATA

PG Data 1 Sponsor Contact Info 2

Rank/Rate	Name	Detach UIC	ULT_DUTY_STA	Estimated Arrival Date
[Redacted] 6	[Redacted] 7	[Redacted] 8	[Redacted] 9	10/15/2011 10

Rank/Rate: [Redacted] 3 Name: [Redacted] 4 DSC: 248 5

SPONSOR ASSIGNED DATA

PG Data 1 Sponsor Contact Info 2

Acceptance Date	Sponsor Primary Phone	Sponsor Alternate Phone	Email ID	Sponsor Letter Sent Date	CO Letter Sent Date	Spouse Letter Sent Date	Sponsor End Date	Reason	Description
[Redacted] 11	[Redacted] 12	[Redacted] 13	[Redacted] 14 mil	07/15/2011 15	07/16/2011 16	07/17/2011 17	[Redacted] 18	[Redacted] 19	[Redacted] 20

View 100 First 1-3 of 3 Last

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

Figure 19-58 – Sponsor Coordinator Listing – Sponsor Assignment – Modify Data Link

### 19.9.20 Sponsor Coordinator Listing – Sponsor Assignment – Modify Data Link

1. **PG Data Tab** – Items on this tab are specific to the PG.
2. **Sponsor Contact Info Tab** – Items on this tab a specific to the Sponsor and the Sponsor Program.  
**NOTE:** Changing a Sponsor will clear all information regarding letters sent by the previous sponsor.
3. **Rank/Rate** – The current Rate/Rank of the assigned sponsor.
4. **Name** – The name of the assigned sponsor.
5. **DSC** – Duty Status Code of the assigned sponsor.
6. **Rank/Rate** – The current Rate/Rank of the prospective gain.
7. **Name** – The name of the prospective gain.
8. **Detach UIC** – Unit Identification Code the PG is departing.
9. **ULT\_DUTY\_STA** – Unit Identification Code the PG is reporting to.
10. **Estimate Arrival Date** – Date the PG is expected to arrive at the reporting command.
11. **Acceptance Date** – Date the assigned sponsor read and signed the acceptance letter.
12. **Sponsor Primary Phone** – Sponsor’s contact number.
13. **Sponsor Alternate Phone** – The Sponsor’s alternate contact number.
14. **Email ID** – The Sponsor’s Email address. It is recommended that an official email address be used.
15. **Sponsor Letter Sent Date** – The date the sponsor letter was sent to the PG.
16. **CO Letter Sent Date** – The date the CO’s letter was sent to the PG.
17. **Spouse Letter Sent Date** – The date the Sponsor sent an official letter to the PG’s Spouse.
18. **Sponsor End Date** – The date the Sponsor was removed as the PG’s Sponsor.
19. **Reason** – The reason code is used to identify why the Sponsor was removed. Valid reasons are C (Cancelled Orders), M (Modified Orders), and R (Reported for Duty). These codes can be selected from the lookup using the lookup button.
20. **Description** – Displays the description of the Reason Code.

## Command Contact Sponsor Listing

Sponsor Criteria **Command Contact**

Command: [Redacted] **1**

**Command Address** **2** Find First 1 of 1 Last

UIC: [Redacted]  
Street: [Redacted]  
City: [Redacted]  
State: LA ZIP Code: 70143-5012

**CIMS/Sponsor Access ID List** Personalize Find View All First 1-13 of 13 Last

Current UIC	Rank/Rate	Name	*Officer/Enlisted	*Phone Designator	Phone Area Code	Phone Number	Email Address
09032 <b>3</b>	AMC <b>4</b>	[Redacted] <b>5</b>	Enlisted <b>6</b>	Commercial <b>7</b>	504 <b>8</b>	999-9999 <b>9</b>	[Redacted]@navy.mil <b>10</b>
09032	AMCS	[Redacted]	Officer	Commercial	504	999-8888	[Redacted]@navy.mil
09032	LSCM	[Redacted]	Both	Commercial	504	999-7777	[Redacted]@navy.mil

Figure 19-59 – Command Contact Sponsor Listing

### 19.9.21 Command Contact Sponsor Listing

This listing is designed to allow Command Career Counselors (CCC) and Sponsor Coordinators (SPC) to control who receives Sponsor request from prospective gains.

1. **Command UIC** – Search UIC within user’s permissions.
2. **Command Address** – Displays the official Standard Navy Distribution Listing address.
3. **Current UIC** – Displays the CCC or Sponsor Coordinators current UIC.
4. **Rank/Rate** – The current Rate/Rank of the CCC or SPC.
5. **Name** – The name of the assigned of the CCC or SPC.
6. **Officer/Enlisted** – Editable field of which PG Emails request the CCC or SPC will receive. Each UIC is required to have at least one person designated for both Officer and Enlisted requests or one person designated as Both. All others can be set to None.
7. **Phone Designator** – Selectable field of Commercial or DSN.
8. **Phone Area Code** – The CCC or SPC telephone area code.
9. **Phone Number** – The CCC or SPC telephone number.
10. **Email Address** – The CCC or SPC official email address.

## Sponsor Contact Lookup Listing

Sponsor Criteria | Command Contact | **SP Contact Lookup**

Command: [Redacted] [Redacted] 1

**Command Address** 2 Find First 1 of 1 Last

UIC: [Redacted]  
Street: [Redacted]  
City: [Redacted]  
State: [Redacted]

**CIMS/Sponsor Access ID List** Personalize | Find | View All | First 1-3 of 3 Last

Current UIC	Rank/Rate	Name	Officer/Enlisted	Phone Designator	Phone Area Code	Phone Number	Email Address
[Redacted] 3	LCDR 4	[Redacted] 5	Both 6	Commercial 7	[Redacted] 8	[Redacted] 9	[Redacted] 10
	PSC		Both	Commercial			
	IT1		Both	Commercial	[Redacted]	[Redacted]	

Figure 19-60 – Sponsor Contact Lookup Listing

### 19.9.22 Sponsor Contact Lookup Listing

This listing is designed to allow Command Career Counselors (CCC) and Sponsor Coordinators (SPC) to look up the list of Sponsors assigned.

1. **Command UIC** – Search UIC within user’s permissions.
2. **Command Address** – Displays the official Standard Navy Distribution Listing address.
3. **Current UIC** – Displays the CCC or Sponsor Coordinators current UIC.
4. **Rank/Rate** – The current Rate/Rank of the CCC or SPC.
5. **Name** – The name of the assigned of the CCC or SPC.
6. **Officer/Enlisted** – Editable field of which PG emails request the CCC or SPC will receive. Each UIC is required to have at least one person designated for both Officer and Enlisted requests or one person designated as Both. All others can be set to None.
7. **Phone Designator** – Selectable field of Commercial or DSN.
8. **Phone Area Code** – The CCC or SPC telephone area code.
9. **Phone Number** – The CCC or SPC telephone number.
10. **Email Address** – The CCC or SPC official email address.

## Sponsor Coordinator – Sponsor Agreement Letter

The Sponsor accesses the Sponsor Agreement Letter by using their Self Service account and navigating to the location outlined below. The letter displays the PG and pertinent information pertaining to the PG. Once the Accept button is pressed the View Orders Link and the Prospective Gain Questionnaire Link become active and the Sponsor is able to view the documents.

**Employee Self Service**  
Electronic Service Record  
View  
Tasks  
e-Leave  
Personal Information Links  
Emergency Contact  
Address and Phone  
Official Email Address  
Personal Information  
PCS Travel  
Civilian Employer Information  
E7 Worksheet Verification  
**Sponsor Agreement**  
Gain Questionnaire

### Sponsor Assignment Agreement

**Prospective Gain Information**

Prospective Gain: [REDACTED]  
UIC: [REDACTED]  
Command Address: [REDACTED]

Estimated Transfer Date: 04/01/2011  
Estimated Arrival Date: 05/01/2011

**Sponsor Responsibilities**

I will write a personal welcoming letter to [REDACTED] within ten working days of acknowledging this assignment and I will forward a copy of this letter to the Command 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 ensure it is correct as a condition of 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 is critical to the individual's long term 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 as a sponsor.

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

By clicking on the "Accept" button, I certify that I have attended sponsor training and that I accept the responsibilities associated with sponsorship of this Sailor as outlined above.

**Accept**

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

Figure 19-61 – Sponsor Coordinator Listing – Sponsor Assignment – Modify Data Link



## Sponsor Coordinator – Prospective Gain Questionnaire

The PG accesses the Prospective Gain Questionnaire by using their Self Service account and navigating to the location outlined below. Upon completion and verified by pressing the Verify Button, the document is available for the assigned Sponsor to view.

Prospective Gain Questionnaire

PRAN [REDACTED]

**Family Members / Pets Information**

	Yes	No	N/A
1. I am married:	<input type="radio"/>	<input checked="" type="radio"/>	
2. I have children:	<input type="radio"/>	<input checked="" type="radio"/>	
3. Children's Names / Ages:	<input style="width: 100%;" type="text"/>		
4. I have other family members:	<input type="radio"/>	<input checked="" type="radio"/>	
5. Other family Names / Relation:	<input style="width: 100%;" 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 style="width: 100%;" type="text"/>		
8. My family is accompanying me to my new duty station:	<input type="radio"/>	<input checked="" type="radio"/>	
9. My family is travelling with me:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
10. I have received passports for my family:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
11. I have pets:	<input type="radio"/>	<input checked="" type="radio"/>	
12. Pet Types / Number:	<input style="width: 100%;" type="text"/>		

**Household Goods Information**

13. I am Shipping a POV:  Yes  No

14. I am Shipping Household Goods:  Yes  No

15. Date of Packout:  BT

16. Date Shipment Scheduled:  BT

**Move / Contact Information**

17. Arriving via:  POV  Government Air  Commercial Air  Other

18. On arrival, I intend to live:  On Base  Local Economy  Other

19. Planned Detach Date:  BT

20. Expected Arrival Date:  BT

21. Phone while in transit:

22. Email address while in transit:

23. Name / Phone of other person to contact:

**Comments, Concerns, or Any Other Information**

24. Additional Comments.

Enter any additional information you didn't have space for in the above boxes; or use this section to enter any additional information that your Sponsor should know that is pertinent to your move.

796 characters remaining

**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.

Last Updated: 05/01/2016

Note: Information entered on this form can only be viewed by your Sponsor & the Command Sponsor Coordinator.

Request A Sponsor

**Sponsor Currently Assigned**

Rank/Rate: ABH2

Name: [REDACTED]

Phone Number: [REDACTED]

Email Address: noreply@navy.mil

Figure 19-62 – Sponsor Coordinator – Prospective Gain Questionnaire

### Sponsor Coordinator Listing – Sponsor Training

The Sponsor Training Listing displays a list of all Enlisted or all Officers assigned to the Command and Sponsor Training Dates if entered.

UIC	Rank/Rate	Name	Dept	Div	Report Date	Sponsor Training Date
			MAIN	300	01/13/2010	06/14/2011
1	2	3	4	5	6	7
			MAIN	200	08/30/2007	08/24/2010
			MAIN	STFF	07/01/2009	07/01/2009
			MAIN	300	01/14/2009	
			EXEC	300	11/06/2009	
			MAIN	100	11/19/2007	
			MAIN	13B	08/19/2011	

Figure 19-63 – Sponsor Coordinator – Sponsor Training

### 19.9.23 Sponsor Coordinator Listing – Sponsor Training

1. **UIC** – Unit identification Code.
2. **Rank/Rate** – The current temporary Rate/Rank to which advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – Displays the individuals assigned Department.
5. **Div** – Displays the individuals assigned Division.
6. **Report Date** – The report date to the current command (Corporate data).
7. **Sponsor Training Date** – The most current completion of Sponsor Training. This date is entered during completion of CDBs on the CDB page.

## Sponsor Coordinator Listing – Sponsor History

This list report displays a history of all sponsors that have been assigned to the Prospective Gain. One row is displayed for each historical sponsor.

UIC	Rank/Rate	Name	CO Letter Sent Date	Sponsor Letter Sent Date	Spouse Letter Sent Date	Accepted	Sponsor Assigned	Sponsor End Date	Sponsor Reason Code
0				08/5/2011				08/9/2011	M-10 Red Orders

Figure 19-64 – Sponsor Coordinator Listing – Sponsor History

**19.9.24 Sponsor Coordinator Listing – Sponsor History**

1. **UIC** – Unit identification Code
2. **Rank/Rate** – The current temporary Rate/Rank to which advanced.
3. **Name** – The name of the individual listed.
4. **CO Letter Sent Date** – The date the CO’s letter was sent to the PG.
5. **Sponsor Letter Sent Date** – The date the sponsor letter was sent to the PG.
6. **Spouse Letter Sent Date** – The date the Sponsor sent an official letter to the PG’s Spouse.
7. **Acceptance Date** – Date the assigned sponsor read and signed the acceptance letter.
8. **Sponsor Assigned** – Rate/Rank and name of previous Sponsor Assigned. One row will be displayed for each Sponsor.
9. **Sponsor End Date** – The date the Sponsor was removed as the PG’s Sponsor.
10. **Sponsor Reason Code** – Displays the description of the Reason Code.

### Sponsor Coordinator Listing – PRD

Sponsor Criteria USNFTS PRD

Active Enlisted Personnel with Orders PRD Listing

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
[Redacted]	[Redacted]	[Redacted]	[Redacted]	MAIN	200	[Redacted]	[Redacted]	11/30/2011	[Redacted]	[Redacted]	[Redacted]	[Redacted]	View Orders
[Redacted]	[Redacted]	[Redacted]	[Redacted]	MAIN	STFF	[Redacted]	[Redacted]	03/31/2012	[Redacted]	[Redacted]	[Redacted]	[Redacted]	View Orders
[Redacted]	[Redacted]	[Redacted]	[Redacted]	EXEC	100	[Redacted]	[Redacted]	03/9/2012	[Redacted]	[Redacted]	[Redacted]	[Redacted]	View Orders
[Redacted]	[Redacted]	[Redacted]	[Redacted]	MAIN	100	[Redacted]	[Redacted]	07/31/2012	[Redacted]	[Redacted]	[Redacted]	[Redacted]	View Orders
[Redacted]	[Redacted]	[Redacted]	[Redacted]	MAIN	STFF	[Redacted]	[Redacted]	04/30/2012	[Redacted]	[Redacted]	[Redacted]	[Redacted]	View Orders
[Redacted]	[Redacted]	[Redacted]	[Redacted]	MAIN	200	[Redacted]	[Redacted]	10/31/2011	[Redacted]	[Redacted]	[Redacted]	[Redacted]	View Orders
[Redacted]	[Redacted]	[Redacted]	[Redacted]	MAIN	300	[Redacted]	[Redacted]	04/30/2012	[Redacted]	[Redacted]	[Redacted]	[Redacted]	View Orders
[Redacted]	[Redacted]	[Redacted]	[Redacted]	MAIN	STFF	[Redacted]	[Redacted]	10/15/2011	[Redacted]	[Redacted]	[Redacted]	[Redacted]	View Orders
[Redacted]	[Redacted]	[Redacted]	[Redacted]	MAIN	STFF	[Redacted]	[Redacted]	12/31/2011	[Redacted]	[Redacted]	[Redacted]	[Redacted]	View Orders

Figure 19-65 – Sponsor Coordinator Listing – PRD Listing (Active)

Sponsor Criteria PRD Command Contact SP Contact Lookup

Reserve Enlisted PRD Listing

Personalize | Find | View All | First 1-8 of 8 Last

UIC	Rank/Rate	Name	Dept	Div	PRD	EOS	PG Quest	Contact Info
52895	YN2	[Redacted]			03/31/2021	07/16/2021	[?]	[Icon]
52895	AT2	[Redacted]	OPS	OPS	02/28/2021	10/23/2020	[?]	[Icon]
52895	AZCS	[Redacted]	ADMI		09/30/2020	05/17/2020	[?]	[Icon]

Previous tab Next tab

Figure 19-66 – Sponsor Coordinator Listing – PRD Listing (Reserve)

### 19.9.25 Sponsor Coordinator Listing – PRD

1. **UIC** – Unit identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Contact Information** – This icon navigates to the Contact Information page for the member. (Active Only)
5. **Dept** – The currently assigned Department for the individual.
6. **Div** – The currently assigned Division for the individual.
7. **ULT UIC** – Unit Identification Code Ultimate Duty Station. (Active Only)
8. **ULT CMD** – Short name of the Ultimate Command identified in ULT UIC. (Active Only)
9. **EST Detach Date** – Estimated Date of Departure. (Active Only)
10. **Sponsor Assigned** – Name of Sponsor Assigned. (Active Only)
11. **Sponsor Pri Phone** – Sponsor Primary Phone. (Active Only)
12. **Sponsor Alt Phone** – Sponsor Alternate Phone. (Active Only)
13. **Sponsor Email** – Sponsor Email. (Active Only)
14. **View Orders** – The orders link allows the user to view the member’s orders in a new window by clicking this link. (Active Only)
15. **PRD** – Projected Rotation Date. (Reserve Only)
16. **EOS** – Expiration of Obligated Service Date. (Reserve Only)
17. **PG Guest** – Displays members’ information for the Prospective Gain.

Sponsor Criteria | **PRD** | Command Contact | SP Contact Lookup

Active Enlisted PRD Listing									
Personalize   Find   View All   [?]   [Calendar]									
First [Left Arrow] 1-7 of 7 [Right Arrow] Last									
UIC <sup>1</sup>	Rank/Rate <sup>2</sup>	Name <sup>3</sup>	Dept <sup>4</sup>	Div <sup>5</sup>	CC <sup>6</sup>	PRD <sup>7</sup>	SEAOS <sup>8</sup>	PG Quest	Contact Info
00206	AC1	[Redacted]	OPS	OPS		04/01/2021	10/01/2023	[File Icon] <sup>9</sup>	[Info Icon] <sup>10</sup>
00206	AC1	[Redacted]	OPS	OPS		03/01/2021	10/02/2022	[File Icon]	[Info Icon]
00206	AD1	[Redacted]	OPS	TLIN		02/01/2021	02/21/2023	[File Icon]	[Info Icon]
00206	PR3	[Redacted]	OPS	TLIN		03/01/2021	03/13/2021	[File Icon]	[Info Icon]
00206	LS2	[Redacted]	ADMI			04/01/2021	05/24/2024	[File Icon]	[Info Icon]
00206	AC2	[Redacted]	OPS	OPS		02/01/2021	10/19/2023	[Question Mark Icon]	[Info Icon]
00206	AC3	[Redacted]	OPS	TLIN		02/01/2021	07/18/2021	[File Icon]	[File Icon]

Previous tab | Next tab

Sponsor Criteria | PRD | Command Contact | SP Contact Lookup

**Figure 19-67 – Sponsor Coordinator Listing – PRD**



**19.9.26 Sponsor Coordinator Listing – PRD**

1. **UIC** – Unit identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Dept** – The currently assigned Department for the individual.
5. **Div** – The currently assigned Division for the individual.
6. **CC** – Indicates if the member is currently assigned as a Department/Division Career Counselor.
7. **PRD** – Projected Rotation Date. (Reserve Only)
8. **SEAOS** – The current Soft Expiration of Active Obligated Service.
9. **PG Guest** – Displays members’ information for the Prospective Gain.
10. **Contact Information** – This icon navigates to the Contact Information page for the member. (Active Only)

## Intermediate Orders Listing

The screenshot shows the 'Search Criteria' section of the 'Intermediate Orders Listing' page. It includes several search filters and a table of results. Red circles with numbers 1 through 10 highlight specific UI elements.

**Search Criteria**

- 1: \*List Type: I-ORD Data
- 2: \*Active/Reserve: Active
- 3: \*Officer/Enlisted: Enlisted
- 4: \*From Date: [Redacted]
- 5: \*To Date: [Redacted]
- 6: UIC Access: [Redacted]
- 7: Add UIC
- 8: Add All UICs
- 9: Remove All UICs

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

UIC	Description	Activity Long Title	NOSC
[Redacted]	[Redacted]	[Redacted]	[Redacted]

10: Process List

Figure 19-68 – Intermediate Orders Listings (Search Criteria Page)

**19.9.27 Intermediate Orders Listings (Search Criteria Page)**

1. **List Type** – Defaulted to I-ORD Data with no user allowed.
2. **Active List** – Defaulted to Active with no user allowed.
3. **Officer/Enlisted** – Select Officer or Enlisted.
4. **From Date** – From and To date range is used to display Filter Type for a specific period.
5. **To Date** – From and To date range is used to display Filter Type for a specific period.
6. **UIC Access:** Select a UIC with the user’s permissions.
7. **Add UIC** – Adds selected UIC to the report.
8. **Add All UICs** – Adds all UICs a specific user has access to the report.
9. **Remove All UICs** – Removes all UICs a specific user has selected.
10. **Process List** – Button begins the list creation.

Search Criteria | I - Orders Listing

I - Stop On My Orders Listing - Enlisted - From: 03/31/2019 To: 03/29/2020 Personalize | Find | View All | First 1-11 of 11 Last

	UIC <sup>1</sup>	Rank/Rate <sup>2</sup>	Name <sup>3</sup>	Order # <sup>4</sup>	I - Stop UIC <sup>5</sup>	I - Stop ACC <sup>6</sup>	I-Stop ED <sup>7</sup>	I-Stop ED <sup>8</sup>	ULT UI <sup>9</sup>	View Order <sup>10</sup>	PG Quest <sup>11</sup>
1		AT2		0785		350	03/04/2020	04/19/2020	21247	<a href="#">View Orders</a>	<a href="#">?</a>
2		AT2		0879		353	12/02/2019	01/05/2020	09032	<a href="#">View Orders</a>	<a href="#">?</a>
3		ITSN		3618		350	08/26/2019	02/08/2020	21247	<a href="#">View Orders</a>	<a href="#">?</a>
4		AMC		2638		350	08/23/2019	09/07/2019	52895	<a href="#">View Orders</a>	<a href="#">?</a>
5		IT3		0049		350	07/29/2019	02/08/2020	21247	<a href="#">View Orders</a>	<a href="#">?</a>
6		AM2		0639		350	07/04/2019	08/02/2019	09032	<a href="#">View Orders</a>	<a href="#">?</a>
7		ADC		2638		350	06/15/2019	07/12/2019	52895	<a href="#">View Orders</a>	<a href="#">?</a>
8		ATAN		3448		350	05/11/2019	06/20/2019	09032	<a href="#">View Orders</a>	<a href="#">?</a>
9		ATAN		3098		350	05/11/2019	06/20/2019	09032	<a href="#">View Orders</a>	<a href="#">?</a>
10		AWFAN		1528		350	04/27/2019	08/29/2019		<a href="#">View Orders</a>	<a href="#">?</a>
11		ET2		1948		350	04/18/2019	06/10/2019	00206	<a href="#">View Orders</a>	<a href="#">?</a>

Search Criteria | I - Orders Listing

Figure 19-69 – Intermediate Orders Listing

### 19.9.28 Intermediate Orders Listing

1. **UIC** – Unit identification Code
2. **Rank/Rate** – The current Rate/Rank to which actually advanced.
3. **Name** – The name of the individual listed.
4. **Order Number**– Order Control Number of the individual listed.
5. **Intermediate Orders Stop UIC**– Intermediate Orders Stop UIC of the individual listed.
6. **Intermediate Orders Stop ACC**– Intermediate Orders Stop Accounting Category Code of the individual listed.
7. **Intermediate Orders Stop EDA** – Intermediate Orders Stop Projected Arrival Date at a Station of the individual listed.
8. **Intermediate Orders Stop EDD** – Intermediate Orders Stop Order Estimated Detachment Date from Station individual.
9. **Ultimate UIC** – Ultimate UIC of the individual listed.
10. **View Orders** – The orders link allows user to view the member’s orders in a new window by clicking this link. (Active).
11. **PG Guest** – Displays members’ information for the Prospective Gain.

## **Section Twenty—Electronic Service Record**

## 20. ELECTRONIC SERVICE RECORD

### ESR – HOME

This section is an overview of the Electronic Service Record and does not detail all features or functions within.

The screenshot displays the 'ESR Home Page' interface. On the left, a 'My NSIPS Task/Notifications' sidebar shows 'Tasks: You have no pending tasks.' (1) and 'Messages: You have no pending messages.' (2), with a 'View Message History' button. The main content area, titled 'Electronic Service Record', shows member details: Name: [REDACTED], Rank/Rate: NCC, and Current DSC: 100. It features several functional tiles, each with a numbered callout: 'Personal Information' (3) for reviewing and updating member details; 'Professional History' (7) for reviewing assignment history; 'PCS Travel' (8) for updating travel information; 'Training, Education, and Qualifications' (4) for reviewing and viewing member qualifications; 'Performance' (5) for reviewing performance information; 'e-Leave' (6) for requesting, reviewing, submitting, and canceling leave requests; 'Service Obligations and Agreements' (9) for reviewing and viewing obligations; 'Administrative Remarks' (10) for reviewing and viewing remarks; and 'Summary of Changes' (11) for reviewing NSIPS and system change summaries.

Figure 20-1 – ESR – Home

## 20.1 ESR – Home

Clicking the HOME link in the Navigation pane will display the Electronic Service Record page from which allows users to navigate the Record of the member selected. Using the displayed links will navigate to additional navigation pages such as:

1. **Tasks**
2. **Messages**
3. **Personal Information.**
4. **Training, Education and Qualifications.**
5. **Performance.**
6. **E-Leave.**
7. **Professional History.**
8. **PCS Travel.**
9. **Service, Obligations, and Agreements** – Displays the member’s current contract information.
10. **Administrative Remarks** – Displays the member’s current list of Administrative Remarks.
11. **Summary of Changes.**

**NOTE:** Some pages in ESR, such as Member Data Summary, permit printing the page data by clicking the Print Form button at the bottom of the page then using the Print Manager to print the form.

**NOTE:** Printing the Member Data Summary and attaching it to the ICDP Form can be very useful when conducting a routine CDB.



## ESR – PERSONAL INFORMATION

### Personal Information

Name: [REDACTED]

Rank/Rate: NCC

Current DSC: 100

[View Personal Information](#)



Member Data Summary **1**



Emergency Contact



Religious Accommodations



Address & Phone **2**



Servicemember's Group Life Insurance **4**



Civilian Employer Information



Thrift Savings Plan **5**



Dependency Data **3**



ESR Home



[Return to Search](#) **6**

[Notify](#)

Figure 20-2 – ESR – Personal Information

## **20.2 ESR – Personal Information**

Personal Information – Using this link will open the Personal Information Page from which the user will access the following pages:

1. Member Data Summary.
2. Address & Phone.
3. Dependency Data
4. Servicemembers' Group Life Insurance (SGLI).
5. Thrift Savings Plan.
6. ESR Home – Returns to the ESR Home Page.

**NOTE:** This page also displays the disabled links Emergency Contact, Civilian Employer Information, & Religious Accommodations which are not accessible to CIMS users.

## ESR – TRAINING, EDUCATION & QUALIFICATIONS

### Training, Education, and Qualifications

Name: [REDACTED]

Rank/Rate: NCC

Current DSC: 100

#### View Training, Education, and Qualifications



Training Summary 1



Personnel Qualification Standards 4



Montgomery GI Bill 2



Course Data 5




Exam Profile Data 3



Education Data 6



ESR Home 7

 Return to Search


 Notify

Figure 20-3 – ESR – Training, Education, and Qualifications

### **20.3 ESR – Training, Education, & Qualification**

Training, Education & Qualifications – Using this link will open the Training, Education & Qualifications Page from which the user will access the following pages:

1. Training Summary.
2. Montgomery GI Bill.
3. Exam Profile Data.
4. Personnel Qualification Standards.
5. Course Data.
6. Education Data.
7. ESR Home – Returns to the ESR Home Page.

**ESR – PERFORMANCE**

## Performance

Name: XXXXXXXXXX

Rank/Rate: NCC

Current DSC: 100

[View Performance](#)



Court Memorandum 1



FITREP / Evaluation 4



Record of Unauthorized Absence 2



Honors and Awards 3



ESR Home 5

[Return to Search](#)

[Notify](#)

**Figure 20-4 – ESR – Performance**

#### **20.4 ESR – Performance**

Performance – Using this link will open the Performance Page from which the user will access the following pages:







1. Court Memorandum
2. Record of Unauthorized Absence
3. Honors and Awards
4. FITREP/Evaluation
5. ESR Home – Returns to the ESR Home Page

## ESR – PROFESSIONAL HISTORY

### Professional History

Name: [REDACTED] Rank/Rate: NCC Current DSC: 100

**View Professional History**

-  History of Assignments **1**
-  Orders Detail **4**
-  IDT Detail Summary **2**
-  Reserve Billet History **3**
-  Promotion History **5**
-  ESR Home **6**

---

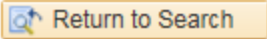
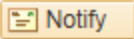
 Return to Search  Notify

Figure 20-5 – ESR – Professional History

## **20.5 ESR – Professional History**

Professional History – Using this link will open the Professional History Page from which the user will access the following pages:

1. History of Assignments
2. IDT Detail Summary
3. Reserve Billet History
4. Orders Detail
5. Promotion History
6. ESR Home – Returns to the ESR Home Page



### ESR – SETUP – ADMINISTRATIVE REMARKS PG-13

This portion will discuss the creation of an Administrative Remarks Template for use by Career Counselors.

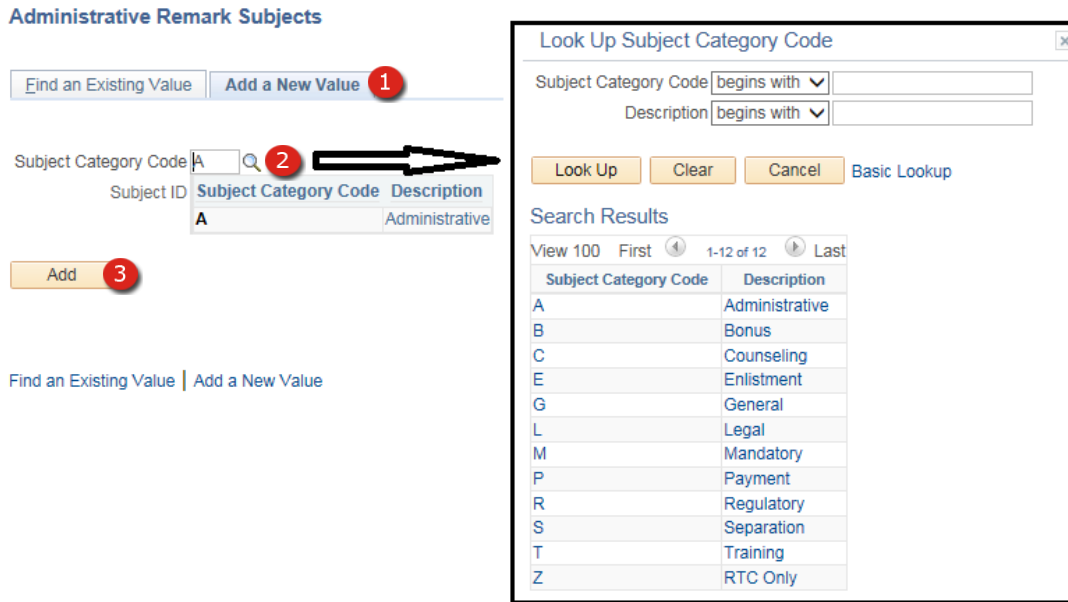


Figure 20-6 – ESR – Setup of Administrative Remarks – PG-13

### Administrative Remark Subject Setup

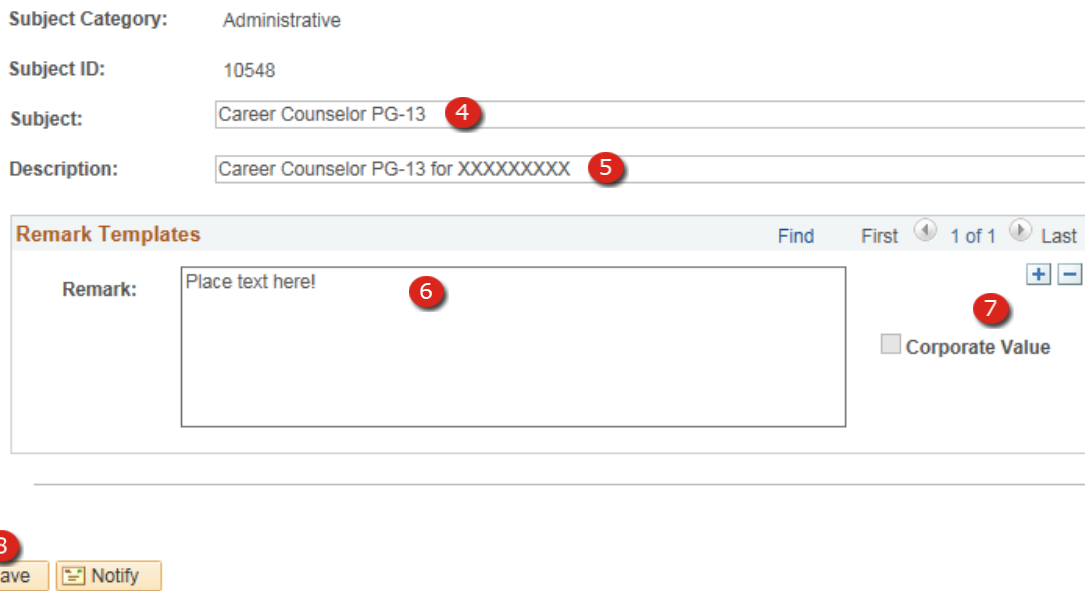


Figure 20-7 – ESR – Administrative Remark Subject Setup

## 20.6 ESR – Setup – Administrative Remarks PG-13

1. **Add a New Value** – Click this Tab to add a new subject and begin the setup process.

**NOTE:** As an alternate you may search already created Page-13 Subjects by using the Find an Existing Value tab.

2. **Subject Category Code**– Select a Subject Category Code in this field.
3. **Add Button** – Clicking on this button will add the new subject to the database for future use.
4. **Subject** – Enter the Subject value in this field.
5. **Description** – Clicking the Add Button loads the Administrative Remark Subject Setup page where you enter the Description of the Administrative Remarks template.
6. **Remark** – Enter the standardized text for this type of Page-13.
7. **Add a Row** – Use this icon to add another standardized remark for this type of Page-13.
8. **Save Button** – Clicking this button saves the template to the database and makes it available for use.

**NOTE:** It is possible to create numerous standardized remarks for each subject type. When using the subject in a Page-13 using the Select Template button next to the remark section the user will be able to select the template remark that is most appropriate. See the Electronic Service Record – Use – Administrative Remarks portion of this section for more details.

### ESR – Use – Administrative Remarks PG-13

This portion of the ESR section discusses the Use of Administrative Remarks created for use by Career Counselors.

#### Administrative Remarks

Name: [REDACTED] Rank/Rate: [REDACTED] Current DSC: 100

Find | View All First 1 of 11 Last

Authority: [1] [REDACTED]  Permanent

Date: [2] 09/30/2006 NOT VERIFIED Removal Date: [REDACTED]

Subject Code: [3] G General Removal Reason: [REDACTED]

Subject: [4] 113 [REDACTED]

Remark: [REDACTED] Select Remark Template [5]

---

**Approving Officer Signature [6]**

Name: [REDACTED] PSC(AW) Title: ADMIN LCPO Date: 09/30/2006

**Witness Signature [7]**

Name: [REDACTED] PSC(AW) Title: ADMIN LCPO Date: 09/30/2006

**Member Signature [8]**

Date: 09/30/2006

**Acknowledgement [9]**

Acknowledgement: [REDACTED]

---

Go to: [ESR Home](#)  
[Admin Remarks Home](#)

Figure 20-8 – ESR – Administrative Remark PG-13

**20.7 ESR – Use – Administrative Remarks PG-13**

Career Counselor use of Administrative Remarks is limited to non-corporate type page-13.

1. **Authority** – The activity name entered in accordance with the command’s local policies.
2. **Date** – Page 13 creation date.
3. **Subject Code** – Select the appropriate code.
4. **Subject** – Enter the subject manually or by using the lookup button. Using the lookup button will display a list of previously created templates.
5. **Remark** – Manually enter remarks or use the Select Remark Template link. Using the link will display standard remarks that have been previous prepared specifically for use by the Subject type selected.
6. **Approving Officer Signature Line** – The Name, Title, and Date for the Approving Officer.
7. **Witness Signature** – The Name, Title, and Date for the Witness.
8. **Member Signature** – The date the member reviewed or signed the page-13.
9. **Acknowledgement** – Free text field for comments made by the member.

### ESR – Use – Administrative Remarks – Not Verified

Career Counselors are only allowed to create these documents but do not have the necessary permissions to Verify them. Since these documents become a permanent part of a member’s Service Record, only personnel with Pay/Personnel Supervisor Roles have the permissions to verify Page 13s.

#### Administrative Remarks

Name: [REDACTED] Rank/Rate: [REDACTED] Current DSC: 100

Find | View All First 1 of 11 Last

Authority: [REDACTED]  Permanent

Date: 09/30/2006 **NOT VERIFIED** Removal Date: [REDACTED]

Subject Code: G General Removal Reason: [REDACTED]

Subject: 113 [REDACTED]

Remark: [REDACTED] [Select Remark Template](#)

---

#### Approving Officer Signature

Name: [REDACTED] PSC(AW) Title: ADMIN LCPO Date: 09/30/2006

---

#### Witness Signature

Name: [REDACTED] PSC(AW) Title: ADMIN LCPO Date: 09/30/2006

---

#### Member Signature

Date: 09/30/2006

---

#### Acknowledgement

Acknowledgement: [REDACTED]

---

Go to: [ESR Home](#)  
[Admin Remarks Home](#)

Figure 20-9 – ESR – Administrative Remark PG-13 – Not Verified

**20.8 ESR – Use – Administrative Remarks – Not Verified**

This is an example of a completed page-13; note that the document displays NOT VERIFIED in red letters indicating that the document requires verification. Someone holding a Personnel Supervisor Role within NSIPS verifies the document.

### ESR – USE – COURSE DATA

This section discusses the use of Course Data for the purpose of Career Counselors entering courses except the Career Development Training Courses, First Terms Success Workshop, Reserve Affiliation Workshop and Sponsor Training which is entered via the CIMS Career Information Training Component. Career Counselors are only allowed to create these documents but do not have the necessary permissions to Verify them. Since these documents become a permanent part of a member's Service Record, only personnel with Pay/Personnel Supervisor Roles have the permissions to verify the entries made on this page.

**Course Data**

SSN: [REDACTED] Name: [REDACTED] Rank/Rate: [REDACTED] Current DSC: 100

**Course Information** Find | View All First 1 of 1 Last

School Type: 1 NSS Navy Service School NOT VERIFIED

Course Code: 2 CDTC Course Title: 3 Career Development Training

School Code: School Name: 4 LOCAL

Completion Date: 07/02/2007 5 Duration: 6 5 Interval: 7 Days

Grade: 8 N/A ENEC: 9 N/A

Go to: [ESR Home](#)  
[Training Home](#)

10 Save Return to Search

Course Code: begins with FTSW  
Description: begins with  
Short Description: begins with

Course Code: begins with CDTC  
Description: begins with  
Short Description: begins with

Look Up Clear Cancel Basic Looku

Look Up Clear Cancel Basic Lookup

**Search Results** View All First 1 of 1 Last

Course Code	Description	Short Description
FTSW	First Term Success Workshop	FTSW

**Search Results** View All First 1 of 1 Last

Course Code	Description	Short Description
CDTC	Career Development Training	CDTC

Figure 20-10 – ESR – Use – Course Data

## 20.9 ESR – Use – Course Data

1. **School Type** – Select School Type.
2. **Course Code** – Enter course code.
3. **Course Title** – The course title will automatically populate when the Course Code is recognized.
4. **School Name** – Enter the location of the School or Formal school name. i.e., USS ALWAYS-GONE.
5. **Completion Date** – Date the course ended.
6. **Duration** – Enter the number of Days, Hours, Months, Quarterly Hours, Semester Hours, or Weeks the course lasted.
7. **Interval** – Select the Interval from the drop-down list.
8. **Grade** – Enter P, F, N/A, or an actual grade when one is awarded.
9. **ENEC** – Earned Navy Enlisted Classifications.
10. **Save Button** – Saves data displayed on the page for future verification.

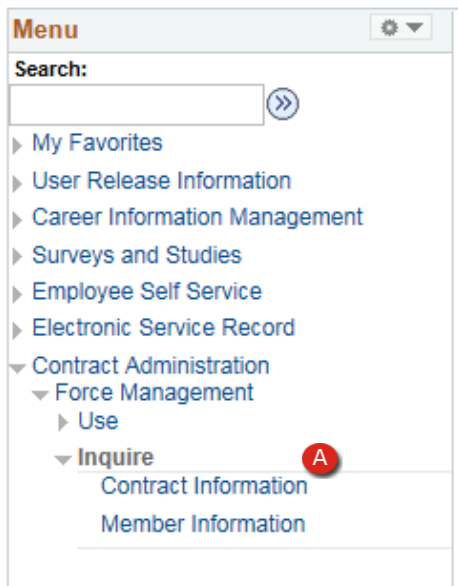
**NOTE:** Someone holding a Pay/Personnel Supervisor Role within NSIPS verifies the document. Career Counselors are not authorized to Verify Course Data entries.



## **Section Twenty One – Force Management**

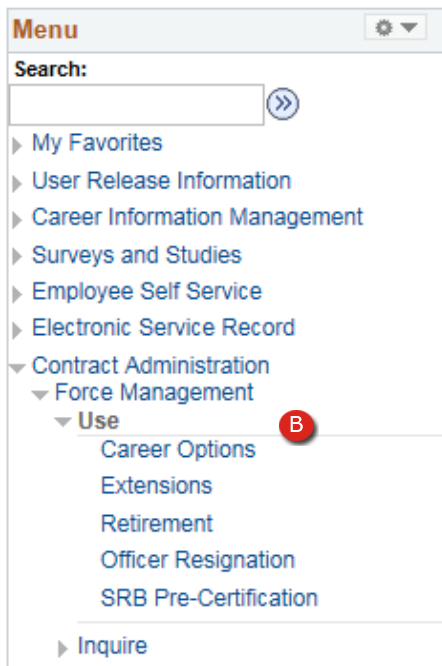
## 21. CONTRACT ADMINISTRATION – FORCE MANAGEMENT

This menu item is available only to Command Career Counselors and is part of NSIPS. This guide only provides a brief familiarization of the panels, for specific use of this component refer to NSIPS specific guides, or contact your personnel office for assistance.



- A The Inquire menu contains two options: Contract Information, and Member Information. The data contained on these pages is a condensed version of information that is also viewable in ESR. The purpose of this menu item is to provide key data needed to assist the Command Career Counselor in completing options listed in paragraph B.

Figure 21-1 – Contract Admin – Inquire



- B The Use menu item contains a list of five options, Career Options, Extensions, Retirement, Officer Resignation, and SER Pre-Certification. The Command Career Counselor’s access is limited to three of these five items. They are Career Options, Retirement, and SRB Pre-Certification.

Figure 21-2 – Contract Admin – Use

**21.1 Inquire – Contract Information**

The Contract Information pages displayed below, will not be discussed further but provide an opportunity to familiarize yourself with the type of information displayed on these pages.

**21.1.1 Contract Data**

<b>Contract Data</b>		<b>Contract Detail</b>	
Name: [REDACTED]		Rank/Rate: [REDACTED]	
		Current DSC: 100	
Contract Type:	ADR Contract Begin Date:	05/01/2014	Contract End Date: 04/30/2017
			Number of Enlistments: 5
EAOS: 04/30/2017	Soft EAOS: 04/30/2017	Soft Contract End Date: 04/30/2017	Days Lost Time:
Enlistment Type Code:	63 Contract Term:	3	Program Enl For Code: Involuntary Extension Months:
RADO Months: 36	RADO Days: 0	Pending RADO Months Other:	Pending RADO Months School:
Pending Ext Months Other:	Pending Ext Months School:	Operative Extension Months:	Total Of Exec Extensions:
<b>Contract Data</b>		<b>Contract Detail</b>	
Name: [REDACTED]		Rank/Rate: YNC	
		Current DSC: 100	
<b>Contract Detail</b>		Find   View All	
		First 1 of 14 Last	
Eff Date:	Seq#:	Status:	Type:
05/01/2014	0	A	R
Contract Begin Date:	Term:	Contract End Date:	
05/01/2014	3	04/30/2017	
RADO Days:	Invol Mon:	Lost Time:	Ext Dt Of Occurrence:
	LSL:		05/01/2014
			SPD: KHC
			RE- Code: 1
			NLC: 802
			Responsible ID: [REDACTED]
			ADSW:

**Figure 21-3 – Contract Data**

**21.2 Inquire – Member Information**

The Member Information pages are displayed below and will not be discussed further but provide an opportunity to get familiar with the type of information displayed on these pages.

**21.2.1 Member Information – Personal Data**

Personal Data 1	Personal Data 2	Employment 1	Employment 2	Employment 3	Job 1	Job 2
-----------------	-----------------	--------------	--------------	--------------	-------	-------

Name: [REDACTED] Empl Record: 0

**Birth Info**

Birthdate: [REDACTED] Country: United States Naturalized Dt:  
 Birthplace: [REDACTED] State:

<p><b>Current Marriage Info</b></p> <p>Marital Status: Divorced Status Date:          City:          State:          Country: United States</p>	<p><b>Prior Marriage Info</b></p> <p><input checked="" type="checkbox"/> Prev. Married? Dissolved Dt: [REDACTED] Dissolved By: Divorce          City: [REDACTED]          State: [REDACTED]          Country: United States</p>
---	---

Personal Data 1	Personal Data 2	Employment 1	Employment 2	Employment 3	Job 1	Job 2
-----------------	-----------------	--------------	--------------	--------------	-------	-------

Name: [REDACTED] Empl Record: 0

**Demographic Info**

Sex: Female Physical Dt:  
 Ethnic Cd: Unknown Citizenship: Birth Educ Yrs/Lvl: 17 BA/BS  
 Race: E Blood Type: Religion: Christian, no denominational preference

**Pay Info**

Pay Record Access?  
 Flight St Indicator: Basic Housing All: Dependents  
 Flight Crew St: Housing Code: Economy

<p>UIC Report To:          Loss Depart Date:          Est Arrival Date:          Proj Elapsed Time:</p>	<p>Billet UIC:          A/D Tour Start Date:          A/D Tour End Date:          A/D Travel Start Date:          A/D Travel End Date:</p>
---	--

Reenl Quality Ctrl Code:  
 Separation Code:  
 Separation Reason:

**Figure 21-4 – Member Information – Personal Data**

### 21.2.2 Member Information – Employment

Name: [REDACTED]		Empl Record: 0
Branch/Class: 32 USNR	Off/Enl Ind: Enlisted	
Rank/Rate: [REDACTED]	Rank Date: 12/16/2007	
Grade: E07 ENLISTED - GRADE 7	Strength Code: Full Str	
War Insignia:		
Officer Type Code:	<input type="checkbox"/> Officer Prior Enlisted	<input type="checkbox"/> Over 4 Year Enl Ind
	<input checked="" type="checkbox"/> FSA Eligible	
<b>Rate Change</b>		
Rate Chg Auth Code: Examination - NETPMSA		
Prospective Rate:	Time in Rate Date: 09/01/2007	Prospective Rate Date:
<b>Navy Officer Billet</b>		<b>Navy Enlisted Class</b>
Primary NOB Code:	Primary NEC Code: 0000	Primary Distribution: 0000
Secondary NOB Code:	Secondary NEC Code: 9502	Secondary Distribution:
Personal Data 1	Personal Data 2	Employment 1
		<b>Employment 2</b>
		Employment 3
		Job 1
		Job 2
Name: [REDACTED]		Empl Record: 0
Acquisition Code: 49 (Female) TAR Enlistment Program (TEP).		
Recruit Division#:	NAVRES Initial Entry Dt:	
Sp Cat Det Code: T	Pay Entry Base Date: 12/14/1987	
Proficiency Code:	Aviation Commission Date:	
Retained in Service Ind:	Aviation Srvc Entry Date:	
Entitlement Date:	Last Evaluation Date: 09/15/2008	
<b>Assignment</b>		<b>Security</b>
Division Code:	Eligibility Code: [REDACTED]	Authorization Date: [REDACTED]
Department Code: ADMN	Investigation Type: [REDACTED]	Investigation Cmpltn Date: [REDACTED]
Shop Code:	Recommendation Code:	
Personal Data 1	Personal Data 2	Employment 1
		Employment 2
		<b>Employment 3</b>
		Job 1
		Job 2
Name: [REDACTED]		Empl Record: 0
Discharge Type Code:	Estimated Loss Reason: PFR	
Last Discharge Br/Cls:	Estimated Loss Date: 04/30/2017	
Last Discharge Type Code:	Projected Loss Date:	
Last Discharge Date:	Projected Rotation Date: 04/01/2017	

Figure 21-5 – Member Information – Employment

### 21.2.3 Member Information – Job

The Member Information pages are displayed below and will not be discussed further but provide an opportunity to get familiar with the type of information displayed on these pages.

The image displays two screenshots of the 'Member Information – Job' page. Both screenshots show a navigation bar at the top with tabs for 'Personal Data 1', 'Personal Data 2', 'Employment 1', 'Employment 2', 'Employment 3', 'Job 1', and 'Job 2'. The 'Job 1' tab is selected in both.

**Top Screenshot:**

- Name: [Redacted]
- Empl Record: 0
- Strength Code: 1 Full Strength Record
- Electronic Record Status Code:
- Find | View All First 1 of 9 Last
- Action: AGN Activity Gain
- Action Reason: ACT Activity
- Action Date: 10/05/2015
- Duty Stat Cd: 100 Present for Active Duty
- Effective Dt: 10/01/2015
- Effective Seq: 0
- Unit ID Code: [Redacted]
- UIC Received From: [Redacted]
- UIC Add'l Duty:
- Fed Travel Loc Code:
- Original Report Dt: 10/01/2015
- Permanent Duty UIC: [Redacted]
- Geo Duty Loc: [Redacted]

**Bottom Screenshot:**

- Name: [Redacted]
- Empl Record: 0
- Strength Code: 1 Full Strength Record
- Electronic Record Status Code:
- Find | View All First 1 of 9 Last
- Order Number:
- UIC Report To:
- Loss Depart Date:
- Est Arrival Date:
- Proj Elapsed Time:
- Drill Type Code:
- Billet UIC:
- A/D Tour Start Date:
- A/D Tour End Date:
- A/D Travel Start Date:
- A/D Travel End Date:
- Reenl Quality Ctrl Code:
- Separation Code:
- Separation Reason:

**Figure 21-6 – Member Information – Job**

### SRB Pre-Certification (Active Duty)

Use this page to submit an SRB Pre-Certification request to the Navy Personnel Command and uses existing NSIPS data where applicable to pre-populate data fields on this page.

The screenshot displays the 'Selective Reenlistment Bonus' form with the following fields and annotations:

- 1**: Name field
- 2**: Rank/Rate field (FC3)
- 3**: Current DSC field (100)
- 4**: PPSUIC field
- 5**: Bonus Type field (TAA)
- 6**: Reset Program button
- 7**: SRB Qualifier field
- 8**: Message Qualifier field
- 9**: EAOS on Reenlistment checkbox

The 'Look Up Bonus Type' pop-up window shows search results for 'Reenlistment Bonus Type' beginning with 'TAA':

Reenlistment Bonus Type	Description 30
TAA	Continuous Service
1BB	Broken Service
1CC	Training Reenlistment
1EE	Extension
1RB	FTS Broken Service
1RC	FTS Oblivious to Train
1RR	FTS SRB

The 'Look Up SRB Qualifier' pop-up window shows search results for 'SRB Qualifier' beginning with 'TAA':

SRB Qualifier	Long Description	SRB Max Amt
AC.T2	(ZONES A & B ONLY)	45000
AG/7412.T3	(ZONE A ONLY)	45000
AG/7412.T3	(ZONE B ONLY)	30000
AM/7225.T1	(ZONE B ONLY)	45000
AM.T3	(ZONES A & B ONLY)	30000
AME.T3	(ZONE A ONLY)	30000
AO.T3	(ZONE B ONLY)	30000
AWF/8235.T3	(ZONES A & B ONLY)	30000
AWO/7841.T3	(ZONE A ONLY)	45000
AWO.T3	(ZONE B ONLY)	45000
AWO/906.T3	(ZONE A & B ONLY)	30000

Figure 21-7 – SRB Pre-Certification (Active Duty)

### **21.3 SRB Pre-Certification (Active Duty)**

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).
2. **Rate/Rank** – Rate/Rank level currently being paid for (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
5. **Bonus Type** – Select the type of bonus for the pre-certification submission.
6. **Reset Program** – Clears data entered on the page.
7. **SRB Qualifier** – Select the applicable SRB qualifier for which member is requesting to reenlist.
8. **Message Qualifier** – Enter the Rating, Warfare designator or .Navy Enlisted Classification code per the current NAVADMIN.
9. **EAOS on Reenlistment** – Enter what the member's Expiration of Active Obligated Service will be on the date they are planning to reenlist.



**SRB Pre-Certification (Active Duty)**

The main form contains the following fields and controls:

- Name: [Redacted]
- Rank/Rate: FC3
- Current DSC: 100
- PPSUIC: [Redacted]
- Bonus Type: 1AA (Continuous Service)
- Reset Program button
- SRB Qualifier: [Redacted]
- EAOS on Reenlistment: [Redacted]
- Message Qualifier: [Redacted]
- Discounted Inop: [Redacted]
- Pay Grade: [Redacted]
- PEBD at Last: [Redacted]
- Ext: [Redacted]
- Last Discharge Date: [Redacted]
- Discharge: [Redacted]
- Adj. ADSD: [Redacted]
- Reenlistment TermMonths: [Redacted]
- Reenlistment Date: [Redacted]
- Extension Months: [Redacted]
- Extension Exec Date: [Redacted]
- Cancel Request checkbox

The 'Look Up Bonus Type' window shows the following search results:

Reenlistment Bonus Type	Description
1AA	Continuous Service
1BB	Broken Service
1CC	Training Reenlistment
1EE	Extension
1RB	FTS Broken Service
1RC	FTS Observ to Train
1RR	FTS SRB

The 'Look Up SRB Qualifier' window shows the following search results:

SRB Qualifier	Long Description	SRB Max Amt
AC.T2	(ZONES A & B ONLY)	45000
AG/7412.T3	(ZONE A ONLY)	45000
AG/7412.T3	(ZONE B ONLY)	30000
AM/7225.T1	(ZONE B ONLY)	45000
AM.T3	(ZONES A & B ONLY)	30000
AME.T3	(ZONE A ONLY)	30000
AO.T3	(ZONE B ONLY)	30000
AWF/8235.T3	(ZONES A & B ONLY)	30000
AWO/7841.T3	(ZONE A ONLY)	45000
AWO.T3	(ZONE B ONLY)	45000

**Figure 21-8 – SRB Pre-Certification (Active Duty)**

### 21.3.1 SRB Pre-Certification (Active Duty)

10. **Discounted Inop Ext** – Enter the total number of discounted extension months that have not become operative.
11. **Other Inop. Ext** – Excluding nuclear field inoperative extension months, enter the total number months of any other extensions that have not become operative.
12. **Pay Grade** – Select the member's paygrade (in E0X format).
13. **Last Discharge Date** – When selecting a Broken Service bonus, enter the member's last discharge date from active duty.
14. **PEBD at Last Discharge** – Pay Entry Base Date at the time the member was last discharged.
15. **Adj. ADSD** – Adjusted Active Duty Start Date.
16. **Reenlistment Term Months** – Enter the number of months intending to reenlistment for.
17. **Reenlistment Date** – Enter the planned reenlistment date.
18. **Extension Months** – Enter the total number of months of extensions that the member is currently serving on.
19. **Extension Exec Date** – Enter the date the extension began.
20. **Cancel Request** – Cancels a previously submitted request.

Selective Reenlistment Bonus	<b>Commanding Officer's Remarks</b>	
Name: [REDACTED]	Rank/Rate: FC3	Current DSC: 100
PPSUIIC: [REDACTED]	Bonus Type: 1AA Continuous Service	
Commanding Officer Remarks:		
[REDACTED]		

**Figure 21-9 – SRB Pre-Certification (Active Duty)**

### **21.3.2 SRB Pre-Certification (Active Duty)**

**Name** – Full Last Name, First Name, Middle Name (Corporate data).

**Rate/Rank** – Rate/Rank level currently being paid for (Corporate data).

**Current DSC** – Current Duty Status Code (Corporate data).

**PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.

**Bonus Type** – The type of bonus for the pre-certification submission.

**Commanding Officer Remarks** – Enter any required/additional Commanding Officer comments in this field.

### Career Options – STAR

The screenshot shows a web form for 'Career Options – STAR' with four tabs: 'Conversion/STAR Request', 'Discipline and Conversion', 'Evaluation Marks', and 'Commanding Officer's Remarks'. The form contains several fields and checkboxes, each with a red numbered callout:

- 1: Name field (blacked out)
- 2: Rank/Rate: FC3
- 3: Current DSC: 100
- 4: PPSUIC field (blacked out)
- 5: Program Code field with search icon
- 6: TAR Indicator: N
- 7: Obligated Service checkbox
- 8: Reenlistment Term field
- 9: Reset Program button
- 10: PCS Order Number field
- 11: PRT Code field with search icon
- 12: STAR Program field with search icon
- 13: Cancel Request checkbox
- 14: Cancel Reason field

Other fields include 'Good Conduct Eligibility', 'Passed but not Advanced', 'Recommend Advancement', 'Active Mariner or 2-YO', 'Branch and Class Code 11', and 'Course Number'. A note at the bottom right says 'Contact NPC to cancel request'.

The 'Look Up STAR Program' dialog box is open, showing a list of values to select from:

- C Desires to attend HM or DT
- N No
- Y Yes

Figure 21-10 – Career Options – STAR

#### **21.4 Career Options – STAR**

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).
2. **Rate/Rank** – Rate/Rank level currently being paid for (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
5. **Program Code** – Program Code for the submitted option (Enlisted Conversion Only).
6. **TAR Indicator** – Current TAR program indicator (Corporate data).
7. **Eligibility** – Various eligibilities become available based upon the Program Code selected.
8. **Reenlistment Term** – Number of months willing to reenlist for.
9. **Reset Program** – Clears data entered on the page.
10. **PCS Order Number** – Permanent Change of Orders Number.
11. **PRT Code** – Physical Readiness Test code, selected from a lookup provided when the code is required.
12. **STAR Program Code** – Enter the appropriate code from the lookup for the STAR Program.
13. **Cancel Request** – Cancels the previously submitted request.
14. **Cancel Reason** – Reason for cancellation, selected from a lookup provided when the code is required.

### Career Options – Discipline & Conversion

Conversion/STAR Request	Discipline and Conversion	Evaluation Marks	Commanding Officer's Remarks	
Name: [REDACTED] <span>1</span>		Rank/Rate: FC3 <span>2</span>	Current DSC: 100 <span>3</span>	
PPSUIIC: [REDACTED] <span>4</span>		Program Code: <span>5</span>		
Misconduct: N <input type="text"/> <input type="button" value="Search"/> No History <span>6</span>		Most Recent	Second Recent	Third Recent
Substance Abuse: N <input type="text"/> <input type="button" value="Search"/> No History <span>7</span>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<span>8</span> <input checked="" type="checkbox"/> Conversion		<input type="checkbox"/> USN to FTS	<input type="checkbox"/> FTS to USN	
First Priority: <input type="text"/> <input type="button" value="Search"/>				
Second Priority: <input type="text"/> <input type="button" value="Search"/> <span>9</span>				
Third Priority: <input type="text"/> <input type="button" value="Search"/>				

Figure 21-11 – Career Options – Discipline & Conversion

#### **21.4.1 Career Options – Discipline & Conversion**

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).
2. **Rate/Rank** – Current Rate/Rank level being paid for (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
5. **Program Code** – The type of Retirement, loaded from the previous tab.
6. **Misconduct** – Enter any misconduct information on this line.
7. **Substance Abuse** – Enter any Substance Abuse history on this line.
8. **Conversion** – This box must be checked.
9. **Rate Conversion Selection** – Select three ratings the member is requesting conversion to. These fields become available for completion when the Conversion box is checked.



Conversion/STAR Request	Discipline and Conversion	<b>Evaluation Marks</b>	Commanding Officer's Remarks					
Name: [REDACTED] <b>1</b>		Rank/Rate: FC3 <b>2</b>	Current DSC: 100 <b>3</b>					
PPSUIC: [REDACTED] <b>4</b>		Program Code: <b>5</b>						
<b>6</b>	Evaluation Date	Evaluation Marks						
1	<input type="text"/> <b>31</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>
		8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	
2	<input type="text"/> <b>31</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>
		8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	
3	<input type="text"/> <b>31</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>
		8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	

Figure 21-12 – Career Options – Evaluation Marks

Conversion/STAR Request	Discipline and Conversion	<b>Evaluation Marks</b>	<b>Commanding Officer's Remarks</b>
Name: [REDACTED] <b>1</b>		Rank/Rate: FC3 <b>2</b>	Current DSC: 100 <b>3</b>
PPSUIC: [REDACTED] <b>4</b>		Program Code: <b>5</b>	
Commanding Officer Remarks:			
<input type="text"/> <b>7</b>			

Figure 21-13 – Career Options – Commanding Officer's Remarks

### **21.4.2 Career Options – Evaluation Marks & Commanding Officer's Remarks STAR**

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).
2. **Rate/Rank** – Current Rate/Rank level being paid for (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
5. **Program Code** – The type of Retirement, loaded from the previous tab.
6. **Evaluations** – Enter Evaluation dates and marks for the last three evaluations.
7. **Commanding Officer Remarks** – Enter any required/additional Commanding Officer comments in this field.

### 21.5 Retirement

The screenshot displays the 'Retirement' tab of a web application. The form is divided into several sections:

- Header:** Retirement | Discipline and Conversion | Evaluation Marks | Commanding Officer's Remarks
- Personal Information:** Name: [Redacted] (1), Rank/Rate: AWCM (2), Current DSC: 100 (3)
- Program Details:** PPSUIC: [Redacted] (4), Program Code: M (5), Transfer to Fleet Reserve, TAR Indicator: Y (6)
- Checkboxes and Buttons:** Contact Relief, Physical Exam Scheduled (7), Instruction Indicator, Required Time Completed, Retirement Recommended, Heroism Benefits Review, Secondary Exp. Date, Good Conduct Eligibility, Early Ret Recommended, Advancement Eligibility, Reset Program (8), PTDY Days Requested: [ ] (9), Leave Days Requested: [ ] (10)
- Additional Fields:** Retirement Date: [ ] (11), PRT Code: [ ] (12), Prior Mil Svs Ind (13)
- Cancel Option:** Cancel Request (14), Cancel Reason: [ ] (15)

The 'Look Up Program Code' dialog box is open, showing search results:

Program Code	Description 30
E	Enlist 15 yr early retirement
M	Transfer to Fleet Reserve
P	30 year retirement

Figure 21-14 – Career Options – Retirement

### 21.5.1 Retirement

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).
2. **Rate/Rank** – Current Rate/Rank level being paid for (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
5. **Program Code** – The type of Retirement or Fleet Reserve request.
6. **TAR Indicator** – Training and Administration of Reserves Indicator (Corporate data).
7. **Eligibility** – Various eligibilities become available based upon the Program Code selected.
8. **Reset Program** – Clears data entered on the page.
9. **PDTY Days Requested** – Number of Permissive Temporary Duty days requested by the member.
10. **Leave Days Requested** – Number of Leave days requested by the member.
11. **Retirement Date** – Actual retirement/fleet reserve date requested.
12. **PRT Code** – Physical Readiness Test code, selected from a lookup provided when the code is required.
13. **Prior Mil Svs Ind-** Select if members had prior military service.
14. **Cancel Request** – Cancels the previously submitted request.
15. **Cancel Reason** – Reason for cancellation, selected from a lookup provided when the code is required.

### Retirement – Discipline and Conversion Tab

Retirement		Discipline and Conversion		Evaluation Marks		Commanding Officer's Remarks	
Name: [REDACTED] 1		Rank/Rate: AWCM 2		Current DSC: 100 3			
PPSUC: [REDACTED] 4		Program Code: M Transfer to Fleet Reserve 5					
Misconduct: N 6 No History		Most Recent		Second Recent		Third Recent	
Substance Abuse: N 7 No History							
8 <input checked="" type="checkbox"/> Conversion		<input type="checkbox"/> USN to FTS		<input type="checkbox"/> FTS to USN			
First Priority:						9	
Second Priority:							
Third Priority:							

Figure 21-15 – Retirement – Discipline and Conversion Tab

### **21.5.2 Retirement – Discipline and Conversion Tab**

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).
2. **Rate/Rank** – Current Rate/Rank level being paid for (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
5. **Program Code** – The type of Retirement or Fleet Reserve, loaded from the previous tab.
6. **Misconduct** – Enter any misconduct information on this line.
7. **Substance Abuse** – Enter any Substance Abuse history on this line.
8. **Conversion** – This block is automatically checked for retirement requests.
9. **Rate Conversion Selection** – These fields are not used for this type of request.

### Retirement – Evaluation Marks Tab

Retirement	Discipline and Conversion	<b>Evaluation Marks</b>	Commanding Officer's Remarks												
Name:	<input type="text"/>	Rank/Rate:	AWCM	Current DSC:	100										
PPSUIIC:	<input type="text"/>	Program Code:	M	Transfer to Fleet Reserve											
Evaluation Date		Evaluation Marks													
1	<input type="text"/>	1	<input type="text"/>	2	<input type="text"/>	3	<input type="text"/>	4	<input type="text"/>	5	<input type="text"/>	6	<input type="text"/>	7	<input type="text"/>
2	<input type="text"/>	8	<input type="text"/>	9	<input type="text"/>	10	<input type="text"/>	11	<input type="text"/>	12	<input type="text"/>	13	<input type="text"/>		
3	<input type="text"/>	1	<input type="text"/>	2	<input type="text"/>	3	<input type="text"/>	4	<input type="text"/>	5	<input type="text"/>	6	<input type="text"/>	7	<input type="text"/>
		8	<input type="text"/>	9	<input type="text"/>	10	<input type="text"/>	11	<input type="text"/>	12	<input type="text"/>	13	<input type="text"/>		

Figure 21-16 – Retirement – Evaluation Marks Tab

Retirement	Discipline and Conversion	Evaluation Marks	<b>Commanding Officer's Remarks</b>		
Name:	<input type="text"/>	Rank/Rate:	AWCM	Current DSC:	100
PPSUIIC:	<input type="text"/>	Program Code:	M	Transfer to Fleet Reserve	
Commanding Officer Remarks:					
<input type="text"/>					

Figure 21-17 – Retirement – Commanding Officer's Remarks Tab

### **21.5.3 Retirement – Evaluation Marks & Commanding Officer's Remarks Tab**

1. **Name** – Full Last Name, First Name Middle Name (Corporate data).
2. **Rate/Rank** – Current Rate/Rank level being paid for (Corporate data).
3. **Current DSC** – Current Duty Status Code (Corporate data).
4. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
5. **Program Code** – The type of Retirement, loaded from the previous tab.
6. **Evaluations** – Enter Evaluation dates and marks for the last three evaluations.
7. **Commanding Officer Remarks** – Enter any required/additional Commanding Officer comments in this field.



## **ACRONYMS AND ABBREVIATIONS**

<b>ACRONYMS AND ABBREVIATIONS</b>	
ADSD	Active Duty Start Date
AIMS	Activities Integrating Mathematics & Science
ASVAB	Armed Services Vocational Aptitude Battery
BMR	Basic Military Requirements
CARIT	Career Information Training
CC	Career Counselor
CCC	Command Career Counselor
CDB	Career Development Board
CDTC	Career Development Training Course
CIMS	Career Information Management System
CIPM99	Career Information Management System 1999
CMC	Command Master Chief
COTS	Commercial Off-the Shelf
CREO	Career Reenlistment Objective
CSC	Command Sponsor Coordinator
C-WAY	Career Waypoints (formerly PTS)
CWO	Chief Warrant Officer
DC	Damage Control
DDCC	Department/Division Career Counselor
DEPT	Department
DEPTID	Department Identification or Unit Identification Code
DIEMS	Date of Initial Entry Military Service
DIERF	Date of Initial Entry Reserve Forces
DIV	Division
DSC	Duty Status Code
EAOS	Expiration Active Obligated Service
ECMO	Enlisted Career Management Objective
EOS	Expiration Obligated Service
ESR	Electronic Service Record
EXT	Extension
FAM	Functional Area Manager
FLT	Fleet Reserve

<b>ACRONYMS AND ABBREVIATIONS</b>	
FTSW	First Term Success Workshop
GPS	Goals, Plans and Success
ICDP	Individual Career Development Plan
ITP	Individual Transition Plan
LDO	Limited Duty Officer
MGIB	Montgomery GI Bill
NETPDTC	Naval Education and Training Professional Development and Technology Center
NKO	Navy Knowledge Online
NOSC	Navy Operational Support Center
NSIPS	Navy Standard Integrated Personnel System
PCS	Permanent Change of Station
PDTY	Permanent Temporary Duty
PEBD	Pay Entry Base Date
PFA	Physical Fitness Assessment
PG	Prospective Gain
PMK	Professional Military Knowledge
PNA	Passed Not Advanced
PQS	Personnel Qualification System
PRD	Projected Rotation Date
PRT	Physical Readiness Test
PTS	Perform To Serve (now C-WAY)
QUAL	Qualification
REN	Reenlistment
RET	Retirement
RTM	Rate Training Manual
SAAR	System Access Authorization Request (NSIPS usage)
SBP	Survivor Benefit Plan
SEA	Senior Enlisted Advisor
SEAOS	Secondary Expiration Active Obligated Service
SEP	Separation
SRB	Selective Reenlistment bonus
SSN	Social Security Number

<b>ACRONYMS AND ABBREVIATIONS</b>	
TAP	Transition Assistance Program
TRF	Transfer
TSP	Thrift Savings Plan