

**Navy Standard Integrated Personnel System (NSIPS),
Operations & Maintenance**

**Career Information Management System (CIMS)
User Guide**



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Section One – Career Information Management System (CIMS)

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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 1.3.10. (Current as of 01 June 2012). Changes/Updates that pertain to this version of the CIMS have been highlighted in yellow for easier identification. 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.

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Section Two – User Roles and Privileges

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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, are able to access and populate Worksheets for personnel assigned to them by the Command Career Counselor.

4. Counselors are able to 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 Dept/Div Assign.
 - 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.
4. 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.

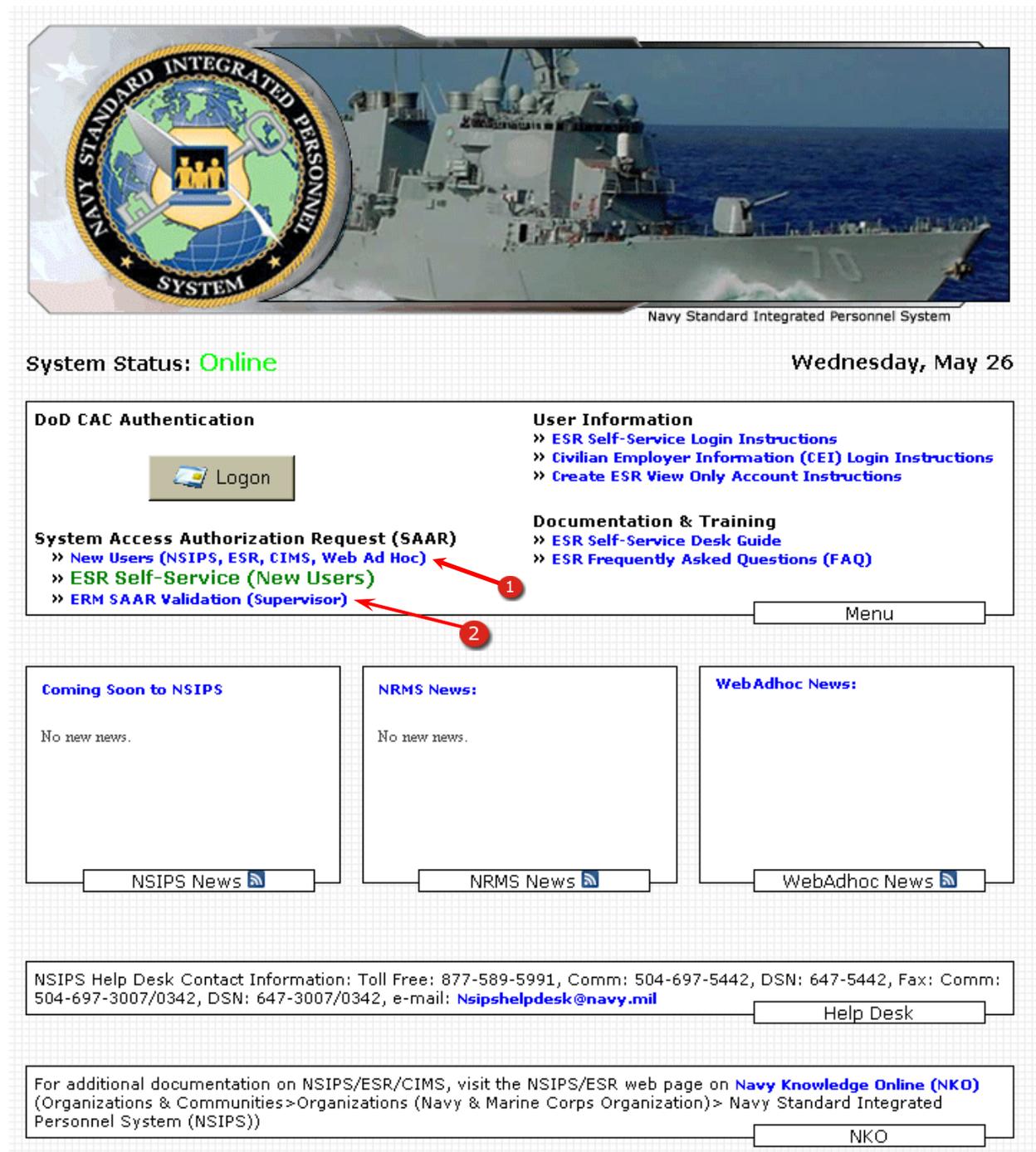
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Section Three – System Access Authorization Request (SAAR)

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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 with the NSIPS logo and a photograph of a Navy ship. Below the header, the system status is shown as 'Online' and the date as 'Wednesday, May 26'. The main content area is divided into several sections: 'DoD CAC Authentication' with a 'Ligon' button; 'System Access Authorization Request (SAAR)' with links for 'New Users (NSIPS, ESR, CIMS, Web Ad Hoc)', 'ESR Self-Service (New Users)', and 'ERM SAAR Validation (Supervisor)'; 'User Information' with links for 'ESR Self-Service Login Instructions', 'Civilian Employer Information (CEI) Login Instructions', and 'Create ESR View Only Account Instructions'; and 'Documentation & Training' with links for 'ESR Self-Service Desk Guide' and 'ESR Frequently Asked Questions (FAQ)'. A 'Menu' button is also present. Below these are three news sections: 'Coming Soon to NSIPS', 'NRMS News', and 'WebAdhoc News', each with a 'No new news.' message and a corresponding news button. At the bottom, there is a 'Help Desk' section with contact information and an 'NKO' section with a link to Navy Knowledge Online.

System Status: Online **Wednesday, May 26**

DoD CAC Authentication

 Ligon

System Access Authorization Request (SAAR)

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

User Information

- » [ESR Self-Service Login Instructions](#)
- » [Civilian Employer Information \(CEI\) Login Instructions](#)
- » [Create ESR View Only Account Instructions](#)

Documentation & Training

- » [ESR Self-Service Desk Guide](#)
- » [ESR Frequently Asked Questions \(FAQ\)](#)

Menu

Coming Soon to NSIPS

No new news.

NSIPS News 

NRMS News:

No new news.

NRMS News 

WebAdhoc News:

WebAdhoc News 

NSIPS Help Desk Contact Information: Toll Free: 877-589-5991, Comm: 504-697-5442, DSN: 647-5442, Fax: Comm: 504-697-3007/0342, DSN: 647-3007/0342, e-mail: Nsiphelpdesk@navy.mil

Help Desk

For additional documentation on NSIPS/ESR/CIMS, visit the NSIPS/ESR web page on [Navy Knowledge Online \(NKO\)](#) (Organizations & Communities>Organizations (Navy & Marine Corps Organization)> Navy Standard Integrated Personnel System (NSIPS))

NKO

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://nsips.nmci.navy.mil/> 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.

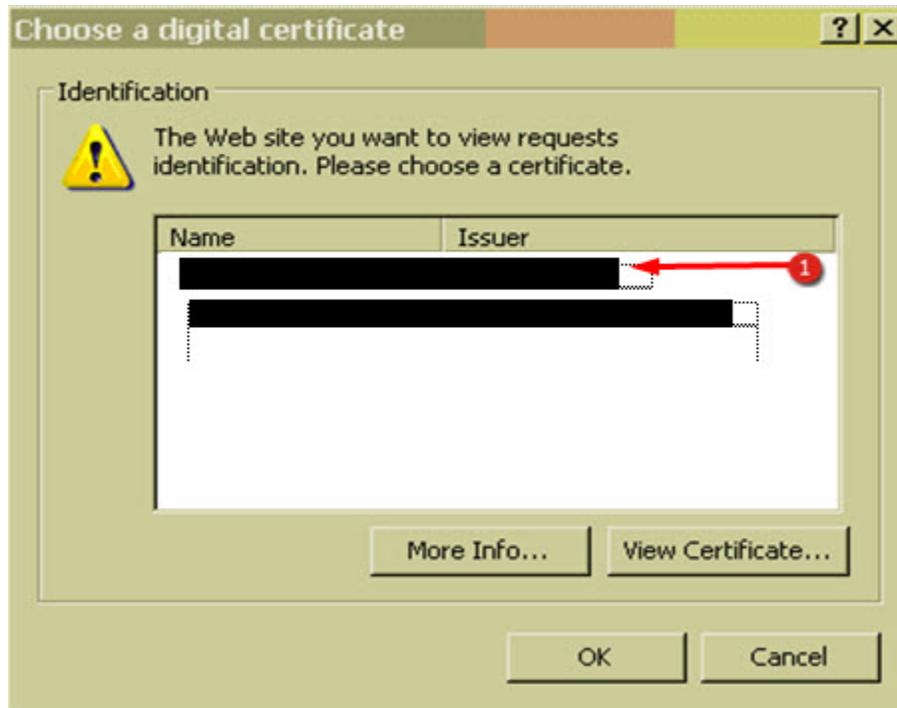


Figure 3-2–Choose a Digital Certificate

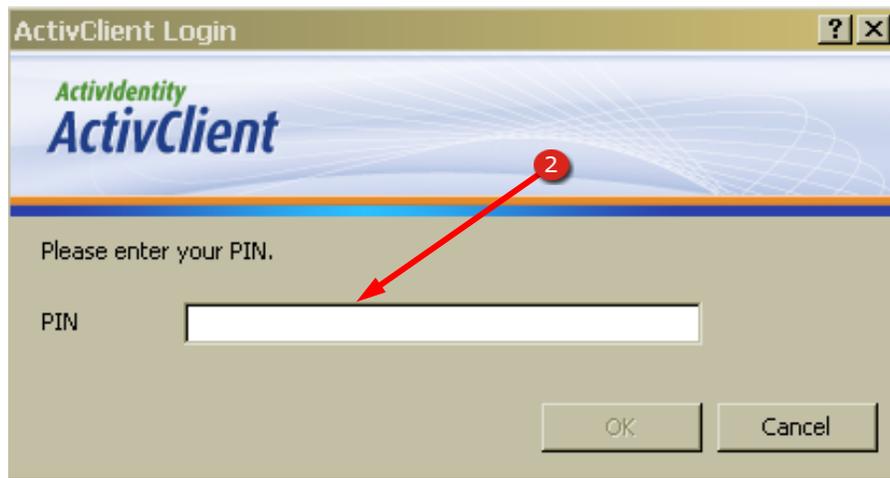


Figure 3-3–ActivClient Login

3.2.1 IDENTITY VALIDATION

When navigating to the NSIPS splash screen located at <https://nsips.nmci.navy.mil/> 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 the click the OK button. After clicking the OK button the NSIPS Splash Screen will load.

CCC, DDCC, CSC account Creation

The screenshot shows a web form titled "NON-ERM USERS ONLY" in blue text. Below the title, a red instruction reads: "Please enter the SSN, Name and Home Command and Click the Submit button to initiate the SAAR Process." A blue header bar contains the text "Please fill the Required Fields". The form includes three input fields: "EmpID:" with a red circle '1' and an asterisk; "Name:" with a red circle '2' and an asterisk, with a note "(Last,First Middle)" below it; and "Command UIC:" with a red circle '3' and an asterisk. At the bottom, there are two buttons: "SUBMIT" with a red circle '4' and "RESET" with a red circle '5'. Below the buttons is a link labeled "ERM Main" with a red circle '6'. A note "(* Required)" is positioned between the input fields and the buttons.

Figure 3-4–SAAR Account CCC/DDCC Pt 1



Figure 3-5–SAAR Central Database Warning

3.3 SAAR Account CCC, DDCC, CSC Pt 1 - SAAR User ID Page

1. **EMPLID** – (Required) Enter the SSN of the user requesting access and ‘TAB’ to the next field.
2. **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.

3. **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.
4. **SUBMIT** – This button will begin the next phase of the application process and open a new page.
5. **RESET** – This button will clear all information already entered on this page and let you re-enter user information
6. **ERM MAIN LINK** – This link will return you to the NSIPS Home Page.

CCC, DDCC, CSC account Creation account Creation

System Access Authorization Request - (SAAR)

PRIVACY STATEMENT

Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and/or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your "System Authorization Access Request (SAAR)". Disclosure of records or the information contained therein may be specifically disclosed outside the DoD according to the "Blanket Routine Uses" set forth at the beginning of the DISA compilation of systems or records, published annually in the Federal Register, and the disclosures generally permitted under 5 U.S.C. 552A(b) of the Privacy Act.

User Profile

Operator Details

User ID: [Redacted] 1

General Attributes

EmpID: [Redacted] 2 Name: [Redacted] 3

Department: XXXXX [Redacted] 4 JUSTIFICATION 5

Rank Rate: [Redacted] 6 Account Type: Military 7

Email Address: [Redacted] 8 Telephone: [Redacted] 9

Security Type & User Roles

Corporate User

Corporate User? This type of Account has to be Approved By the Functional Area Manager Responsible for ManPower & Personnel Acceptance and Oath of Office

ANO User?

CIMS User

CIMS User? 10 Career Information Management System

POEMS User

POEMS User PCS Obligation & Expenditure Management System

Security Type

Pay & Personnel Offices Command/Fleet Users

Navy Retention Monitoring System

CNO Access CCC Access The Navy Retention Monitoring System sections

Figure 3-6–SAAR Account CCC/DDCC Pt 2

SAAR Account CCC, DDCC, CSC Pt 2 - SAAR User ID Page

1. **USER ID** – The users desired User ID. The User ID may be automatically generated or created by the user.
2. **EMPLID** – The SSN of the applicant as entered on the NON-ERM USERS page.
3. **NAME** – The users name as entered on the NON-ERM USERS page.
4. **DEPARTMENT** – The users UIC and Command Description as entered on the NON-ERM USERS page.
5. **JUSTIFICATION BUTTON** – This button allows the user to enter a justification for their access to the desired applications.
6. **RANK/RATE** – (Corporate Data) The users Rank/Rate based upon data entered on the NON-ERM USERS page.

NOTE: This field will be blank for civilian users.

7. **ACCOUNT TYPE** – (Corporate Data) This field is automatically populated with either Military or Civilian.
8. **EMAIL ADDRESS** – (Required) User Email address.

NOTE: All email sent to the user in reference to their account is sent to this address.

NOTE: Email address must be a .mil or .gov address.

9. **TELEPHONE** – Users 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.

10. **CIMS USER CHECKBOX** – Place a check in this box to create a CCC, DDCC or CSC account type.

CCC, DDCC, CSC Account Creation

Corporate User		
<input type="checkbox"/> Corporate User?	This type of Account has to be Approved By the Functional Area Manager Responsible for ManPower & Personnel Acceptance and Oath of Office	
<input type="checkbox"/> ANO User?		
CIMS User		
10 <input checked="" type="checkbox"/> CIMS User?	Career Information Management System	
Security Type		
<input checked="" type="radio"/> Pay & Personnel Offices	<input checked="" type="radio"/> Command/Fleet Users	
Navy Retention Monitoring System		
<input type="radio"/> CNO Access	<input type="radio"/> CCC Access	The Navy Retention Monitoring System sections are as follows: CNO and Fleet Access allows access to all reports. CCC Access allows access to only one type of report.
<input type="radio"/> Fleet Access		
Admin Level Roles		
<input checked="" type="radio"/> Admin Level - Create	<input checked="" type="radio"/> Admin Level - Approve	<input checked="" type="radio"/> Admin Level - Inquiry
<input checked="" type="radio"/> ANO - Create	<input checked="" type="radio"/> ANO - Approve	
11 <input type="radio"/> Command Career Counselor	12 <input type="radio"/> Dept/Div Career Counselor	13 <input type="radio"/> Sponsor Coordinator
Special Categories		
<input type="checkbox"/> NAM/ISSO/FAM	<input type="checkbox"/> Reports Administrator?	
<input type="checkbox"/> Authorized to Release Pay Related Transactions?	<input type="checkbox"/> Access to PRA Sensitive Records?	
ERM Application(s) Access List		
Select All De-Select All Customize Find View All First <input type="text" value="1 of 1"/> Last <input type="checkbox"/> Select ERM Application		
Web AdHoc Access		

Figure 3-7–SAAR Account CCC/DDCC Pt 3

3.4 SAAR Account CCC, DDCC, CSC Pt 3 - SAAR User ID Page

10. **CIMS USER CHECKBOX** – Place a check in this box to create a CCC or DDCC account type.
11. **COMMAND CAREER COUNSELOR BUTTON** – Click on this button to create a CCC account.
12. **DEPT/DIV CAREER COUNSELOR BUTTON** – Click on this button to create a DDCC account.
13. **COMMAND SPONSOR COORDINATOR** – Click on this button to create a CSC Account.

CCC, DDCC, CSC account Creation

CIMS User

11 CIMS User? Career Information Management System

Security Type

Pay & Personnel Offices Command/Fleet Users

Navy Retention Monitoring System

CNO Access CCC Access Fleet Access

The Navy Retention Monitoring System sections are as follows:
CNO and Fleet Access allows access to all reports. CCC Access allows access to only one type of report.

Admin Level Roles

Admin Level - Create Admin Level - Approve Admin Level - Inquiry
 ANO - Create ANO - Approve

12 Command Career Counselor **13** Dept/Div Career Counselor **14** Sponsor Coordinator

Special Categories

NAMISSO/FAM Reports Administrator?
 Authorized to Release Pay Related Transactions? Access to PRA Sensitive Records?

ERM Application(s) Access List

Select All De-Select All

Customize | Find | View All | First 1 of 1 Last

Select	ERM Application
<input type="checkbox"/>	

Web AdHoc Access

Access to Web AdHoc? Web AdHoc UIC Access

UIC Access Setup

ERM UIC Access

ERM UIC Access

CIMS UIC Access  **15**

Workflow Setup

Click here to Set-Up Next Roleusers in Route

Figure 3-8–SAAR Account CCC/DDCC Pt 4

3.5 SAAR Account CCC, DDCC, CSC Pt 4 - SAAR User ID Page

11. **CIMS USER CHECKBOX** – Place a check in this box to create a CCC or DDCC account type.
12. **COMMAND CAREER COUNSELOR BUTTON** – Click on this button to create a CCC account.
13. **DEPT/DIV CAREER COUNSELOR BUTTON** – Click on this button to create a DDCC account.

NOTE: DDCCs are only able to access specific records assigned by the Command Career Counselor.

14. **COMMAND SPONSOR COORDINATOR** – Click on this button to create a CSC Account.

15. **ERM 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.

CIMS UIC ACCESS

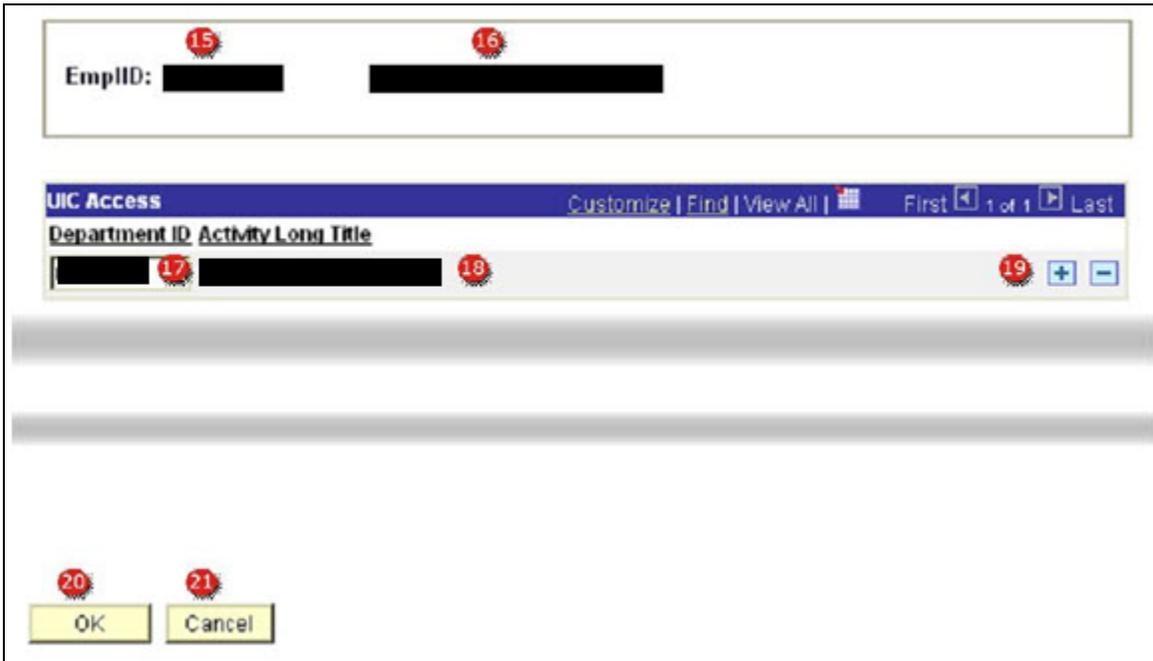


Figure 3-9–SAAR Account CCC/DDCC/CSC Pt 5 – CIMS UIC ACCESS

3.6 SAAR Account CCC, DDCC, CSC Pt 5 - CIMS UIC ACCESS

15. **EMPLID** – The SSN of the applicant as entered on the NON-ERM USERS page.
16. **NAME** – The users name as entered on the NON-ERM USERS page.
17. **DEPARTMENT ID** – The UIC the user desires access to.
18. **ACTIVITY LONG TITLE** – Command name associated with the UIC entered by the user.
19. **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.
20. **OK BUTTON** – Enters the information on this page and returns to the application page.
21. **CANCEL BUTTON** – Removes all information entered on this page and returns to the application page.

SUPERVISOR DETAILS

Web AdHoc Access

Access to Web AdHoc? Web AdHoc UIC Access

UIC Access Setup

ERM UIC Access

ERM UIC Access

[CIMS UIC Access](#)

Workflow Setup

[Click here to Set-Up Next Roleusers in Route](#)

Supervisor Details - SAAR Form

Name: * ²²
(Last,First Middle)

Email Id: * ²³

Contact Phone: * ²⁴

²⁵

Figure 3-10–SAAR CCC/DDCC Pt 6 – Account Supervisor Details

3.7 SAAR CCC, DDCC, CSC Pt 6 - Account Supervisor Details

22. **NAME** – Enter the name of the users Supervisor 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 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.

23. **EMAIL ID** – Supervisor’s email address where mail regarding this application is sent.
24. **CONTACT PHONE** – Supervisor’s contact phone number.
25. **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.

VERIFICATION PROCESS

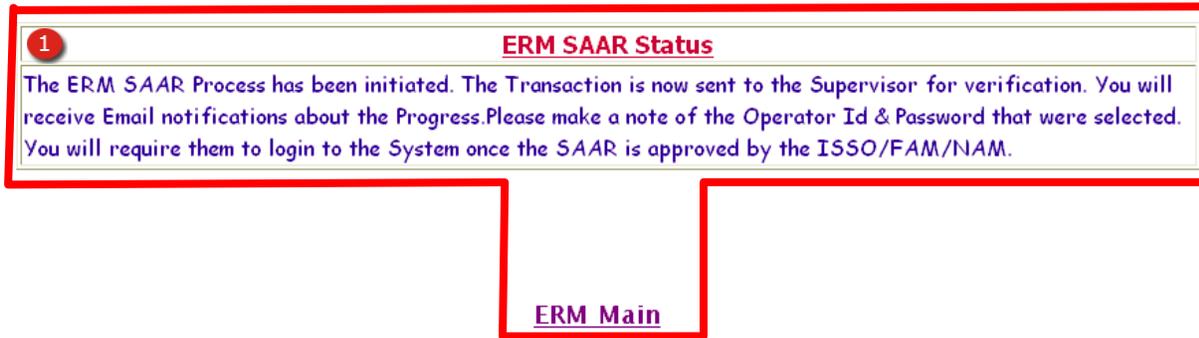


Figure 3-11–Verification Process Pt1 – SAAR Status

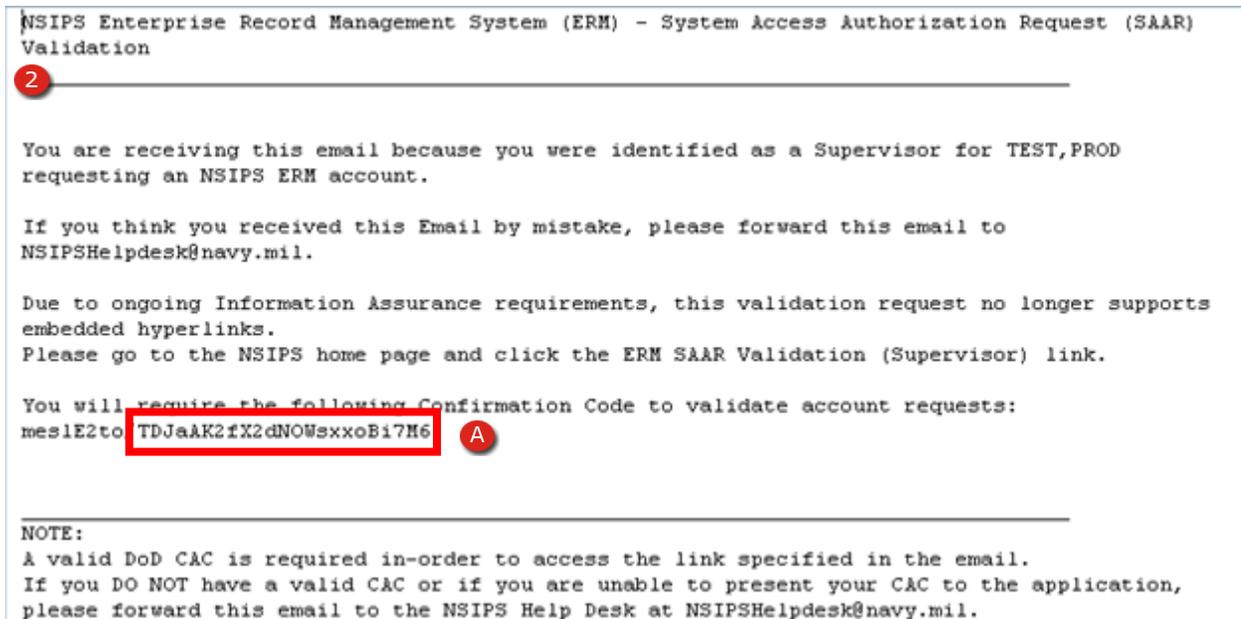


Figure 3-12–Verification Process Pt1 – SAAR Verification E-mail

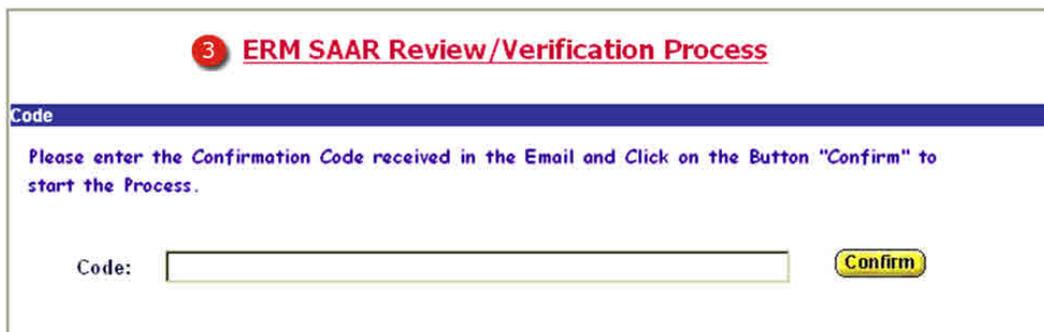


Figure 3-13–Verification Process Pt1 – SAAR Verification Process

3.8 Verification Process Pt1

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

ERM 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.

Name: (Last,First Middle)

SSN: (XXX-XX-XXXX)

Email Id:

Phone:

Figure 3-14–Verification Process Pt2 – SAAR Supervisor Verification Page

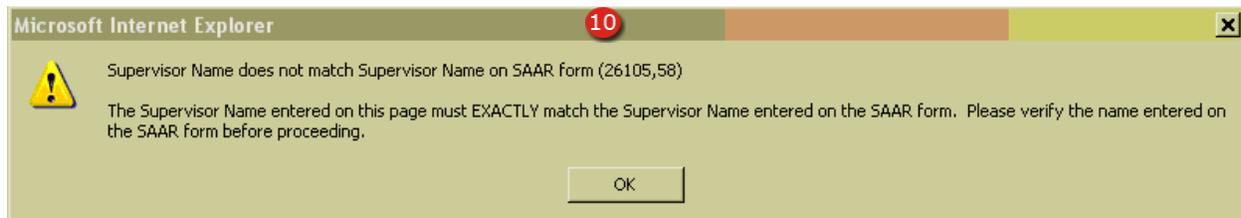


Figure 3-15–Verification Process Pt2 – SAAR Supervisor Name Error Message

3.9 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. **SSN** – (Required) The nine digit Social Security Number of the Supervisor (without dashes).

6. **EMAIL ID** – (Required) Supervisor’s email address where mail regarding this application is sent.

7. **CONTACT PHONE** – (Required) Supervisor’s contact phone number.

8. **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.

9. **RESET** – This button will clear all information already entered on this page and let you re-enter user information.

10. **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 3-16–Verification Process Pt3 – SAAR Verification/Deny Buttons



Figure 3-17–Verification Process Pt3 – SAAR Routing

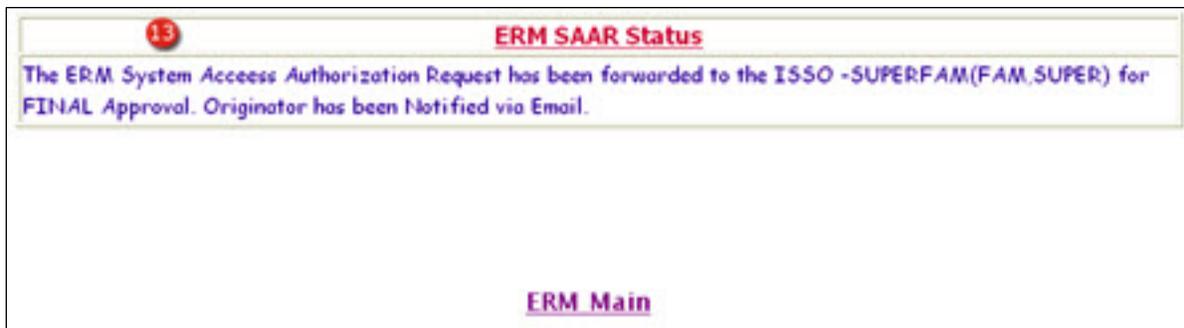


Figure 3-18–Verification Process Pt3 – SAAR Routing Status Message

3.10 Verification Process Pt3 -Verification Process Supervisor

11. **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.

12. **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 sent to other FAM/Super FAM account holders will be denied.

13. **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.

CIMS Inquiry Account Creation

General Attributes A

EmpID: [REDACTED] Name: [REDACTED]
 Department: [REDACTED] [REDACTED] JUSTIFICATION
 Rank/Rate: [REDACTED] Account Type: Military
 Email Address: [REDACTED] Telephone: [REDACTED]

Security Type & User Roles

Corporate User

Corporate User? This type of Account has to be Approved By the Functional Area Manager Responsible for ManPower & Personnel Acceptance and Oath of Office
 ANO User?

CIMS User B

CIMS User? Career Information Management System

Security Type

Pay & Personnel Offices 1 Command/Fleet Users

Navy Retention Monitoring System

CNO Access CCC Access The Navy Retention Monitoring System sections are as follows:
CNO and Fleet Access allows access to all reports. CCC Access allows access to only one type of report.
 Fleet Access

Admin Level Roles

Admin Level - Create Admin Level - Approve 2 Admin Level - Inquiry
 ANO - Create ANO - Approve
 Command Career Counselor Dept/Div Career Counselor

Special Categories

NAMISSO.FAM 3 Reports Administrator?
 Authorized to Release Pay Related Transactions? Access to PRA Sensitive Records?

ERM Application(s) Access List

Select All De-Select All

Select	ERM Application
4 <input checked="" type="checkbox"/>	CIMS Inquire
5 <input checked="" type="checkbox"/>	CIMS Reports
6 <input checked="" type="checkbox"/>	ESR - General Inquiry
7 <input checked="" type="checkbox"/>	Reports Manager
<input type="checkbox"/>	User Release Information

Web AdHoc Access

Access to Web AdHoc? Web AdHoc UIC Access

Figure 3-19–SAAR Account Inquiry

3.11 CIMS Inquiry Account Creation

A. **GENERAL ATTRIBUTES** – This section is described in Section 3.4 to 3.6 of this guide and is identical to that section. A list of the fields is provided below:

- **EMPLID**
- **NAME**
- **DEPARTMENT**
- **JUSTIFICATION BUTTON**
- **RANK/RATE**
- **ACCOUNT TYPE**
- **EMAIL ADDRESS** – (Required) User Email address.

NOTE: All email sent to the user in reference to their account is sent to this address.

NOTE: Email address must be a .mil or .gov address.

- **TELEPHONE** – Users 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.

B. **CIMS USER** – Inquiry accounts do **NOT** require a check be placed in this box to create a CCC or DDCC account type.

NOTE: This block is left empty for Inquiry accounts.

1. **COMMAND/FLEET USERS** – (Required) Highlight this option to gain access to personnel identified in the Department block in section .
2. **ADMIN LEVEL-INQUIRY** – (Required) Highlight this option to gain access to the Inquiry sections of NSIPS.
3. **REPORTS ADMINISTRATOR** – Placing a checkbox here will grant access to manage reports created by the user.
4. **ERM APPLICATION(S) CIMS INQUIRE** – (Required) Placing a check in this box identifies the user as having access to the CIMS Inquire menu for personnel identified in the Department block in section .
5. **ERM APPLICATION(S) CIMS REPORTS** – (Required) Placing a check in this box identifies the user as having access to the CIMS Reports menu and grants the ability to generate reports for the UIC identified in the Department block in section .
6. **ERM APPLICATION(S) ESR- GENERAL INQUIRY** – (Required) Placing a check in this box identifies the user as having access to the ESR inquiry menu for personnel identified in the Department block in section .
7. **ERM APPLICATION(S) REPORTS MANAGER** – (Required) Placing a check in this box identifies the user as having access to the Reports Manager menu and grants the user the ability to save and delete reports for use by the user.

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Section Four – Navigation and Features

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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 be 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

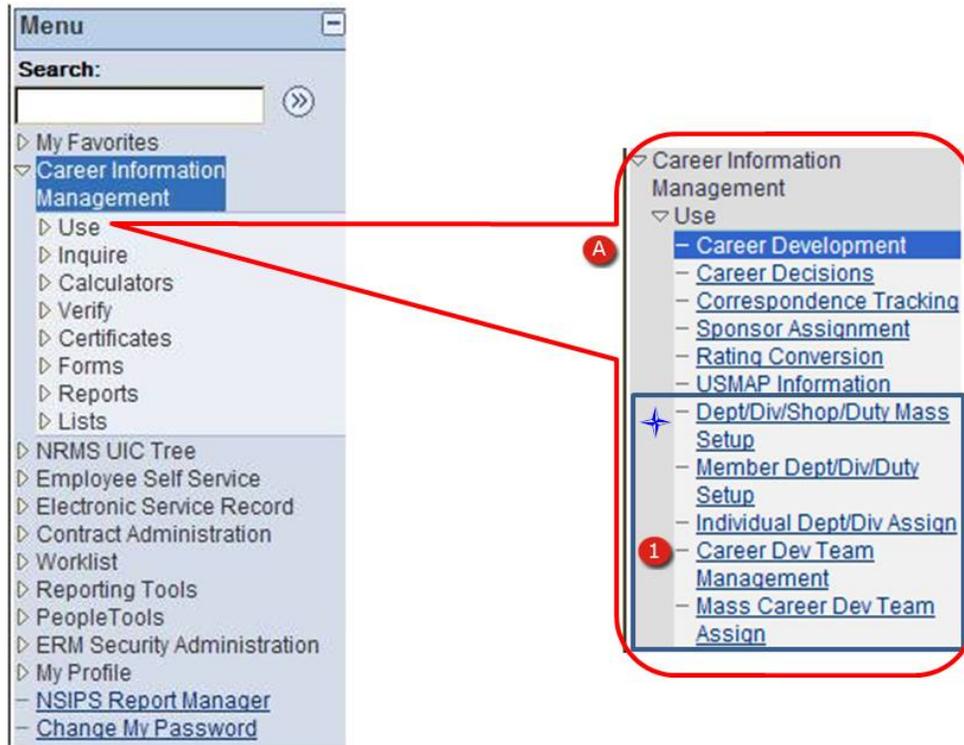


Figure 4-1–Navigation USE

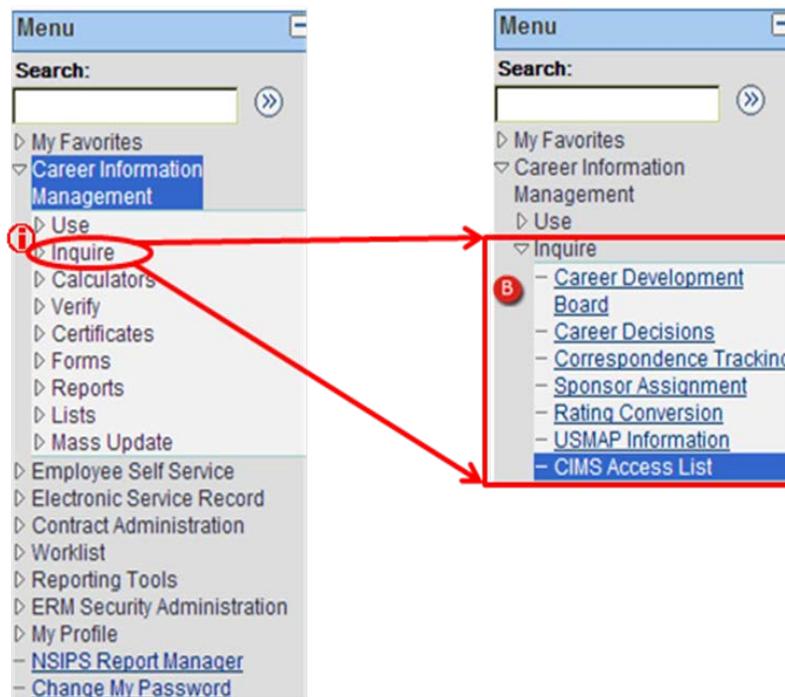


Figure 4-2–Navigation Inquire

4.1 Navigation USE

- A. USE – This menu item allows the user to access Career Development Boards, Career Decisions, Correspondence Tracking, Sponsor Assignment, Rating Conversion, and USMAP Information for the Command Career Counselor (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, Dept/Div/Shop/Duty mass Setup, Member Dept/Div/Duty Setup, Individual Department/Division Assignments, Career Development Team Management, and Mass Career Development Team Assignment are available only to Command Career Counselors (CCC) role users.

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

NOTE: The Dept/Div/Shop menu items and their usage are discussed in the CLA Users Guide and will not be discussed in this Guide. For instructions on the usage of these features please visit <https://www.nko.navy.mil/portal/home>, Login with your CAC, navigate to Public Communities>NSIPS and download the Command Leave Users Guide.

- B. INQUIRE – This menu item allows the user to view Career Development Boards, 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

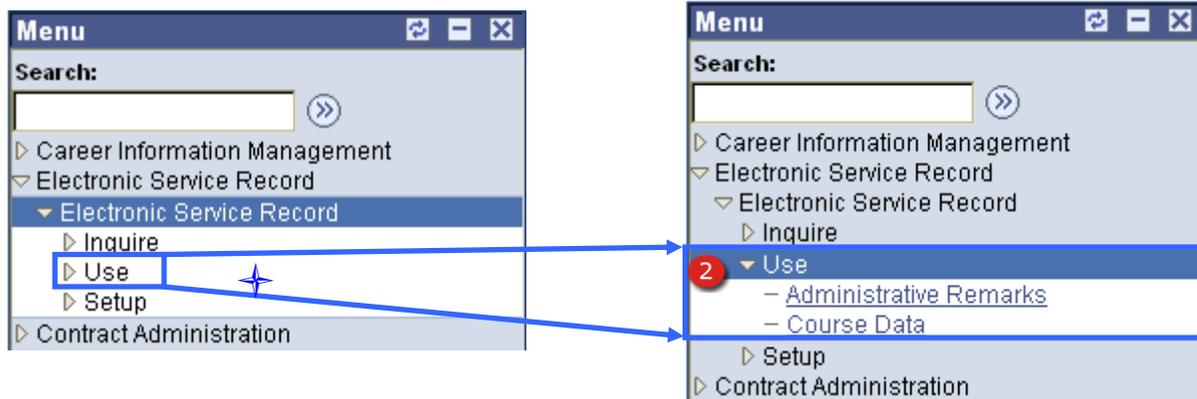


Figure 4-3–Navigation ESR Use

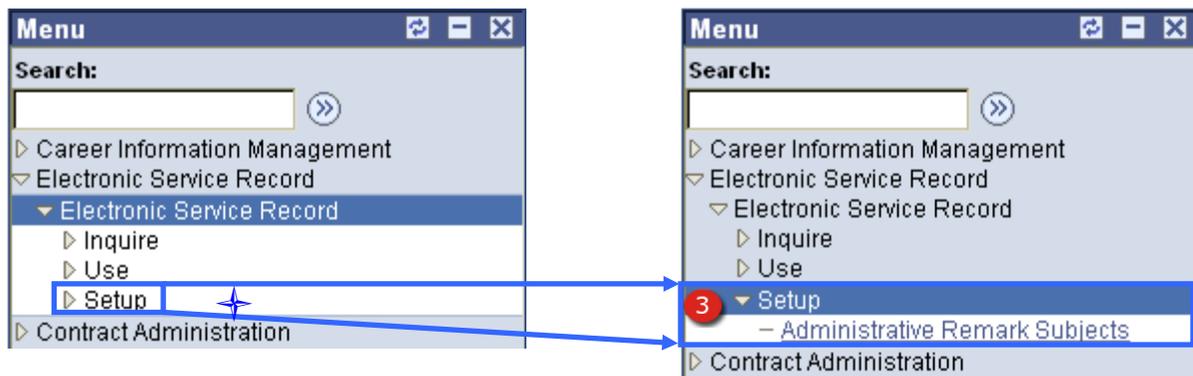


Figure 4-4–Navigation ESR Setup

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

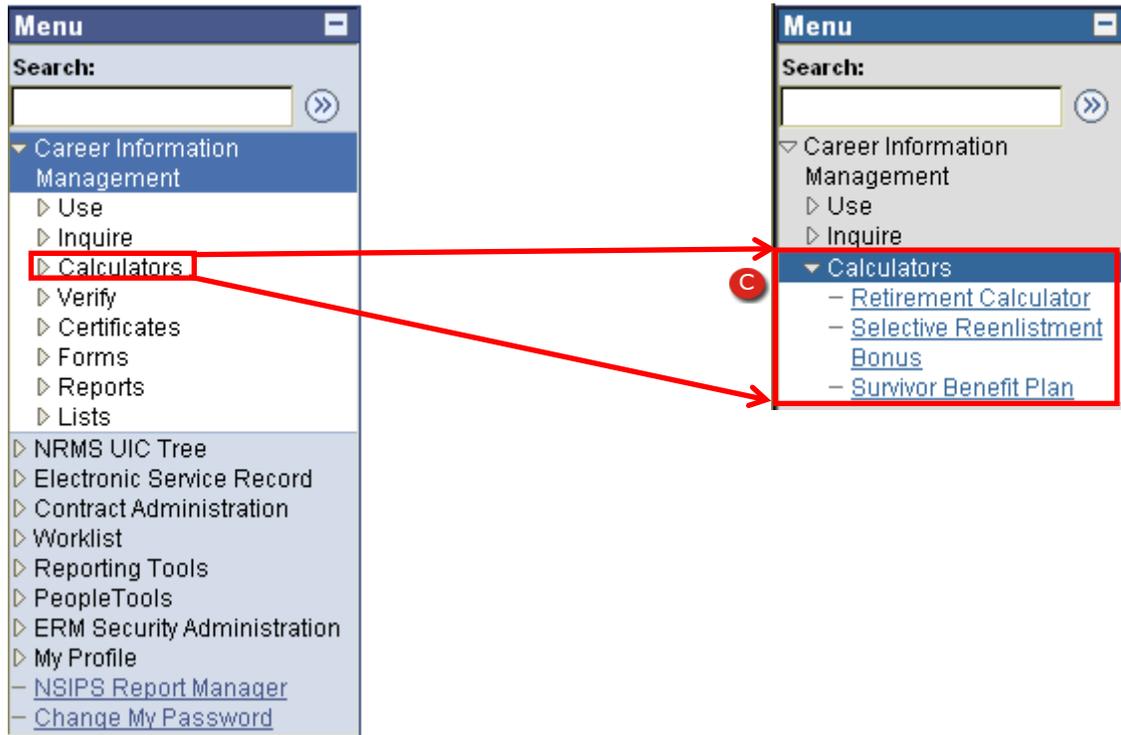


Figure 4-5–Navigation Calculators

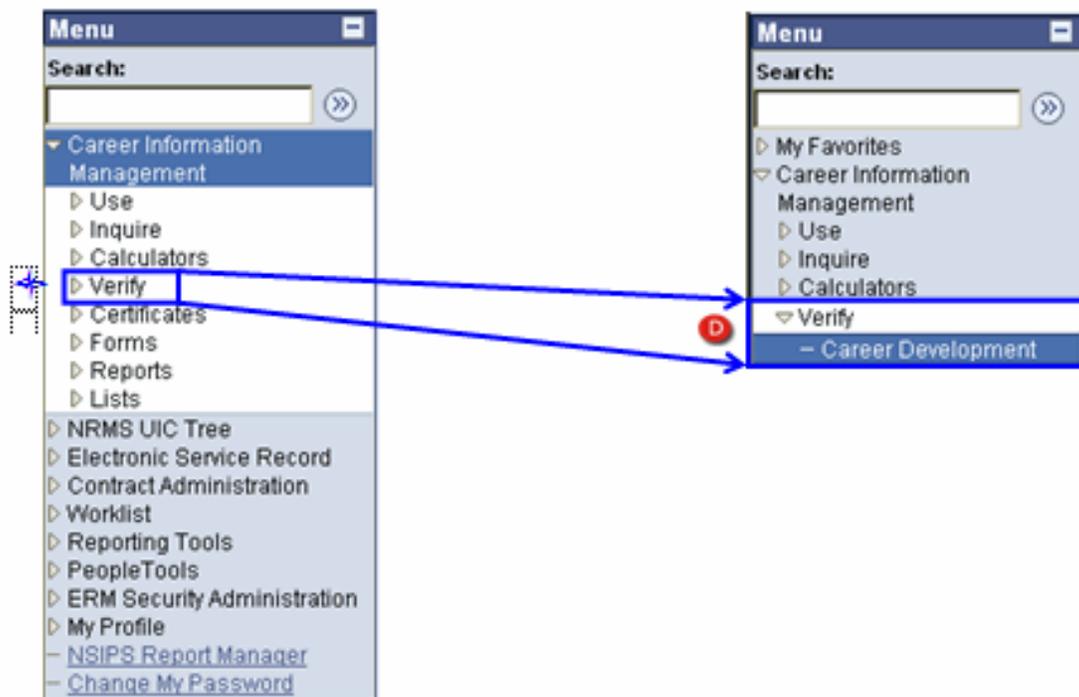


Figure 4-6–Navigation Verify

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.

NAVIGATION CERTIFICATES & FORMS

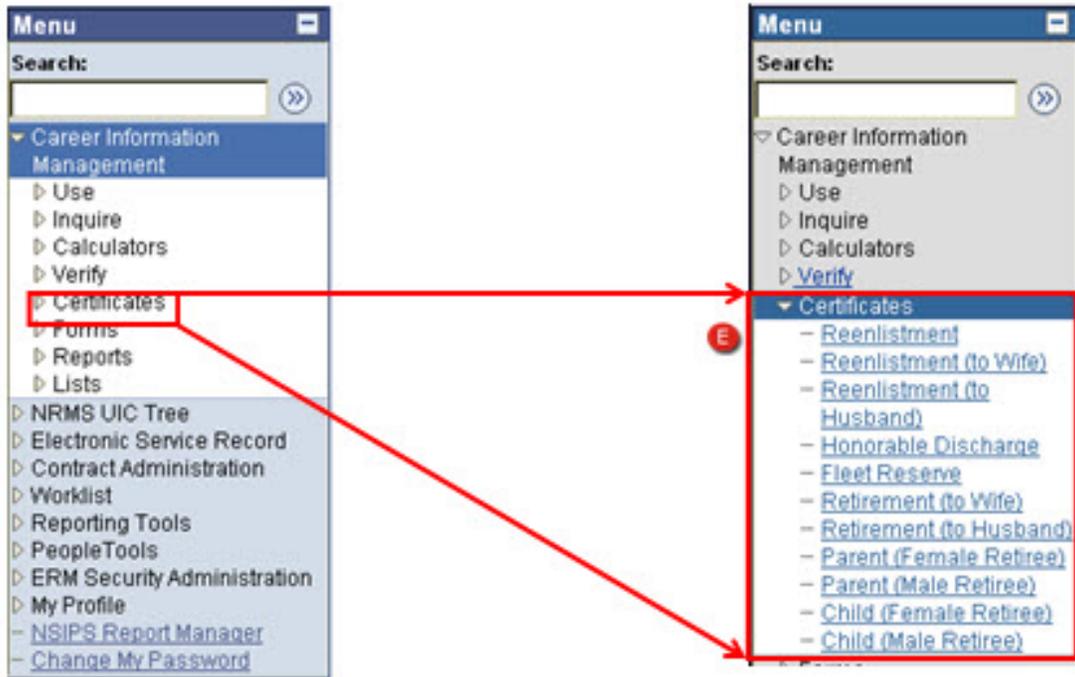


Figure 4-7–Navigation Certificates

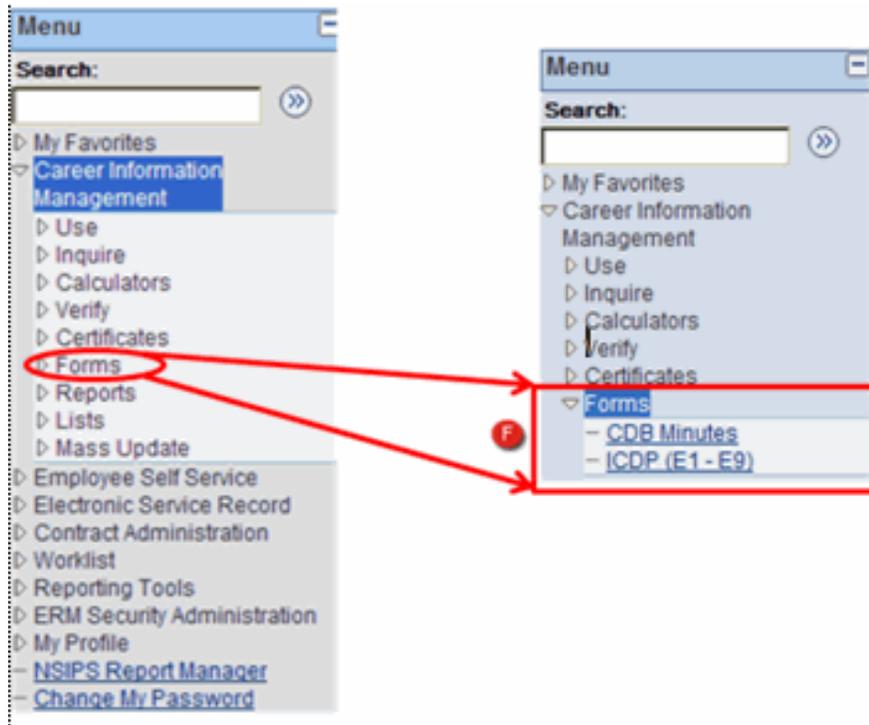


Figure 4-8–Navigation Forms

4.4 **Navigation Certificates**

- E. 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.

- F. 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

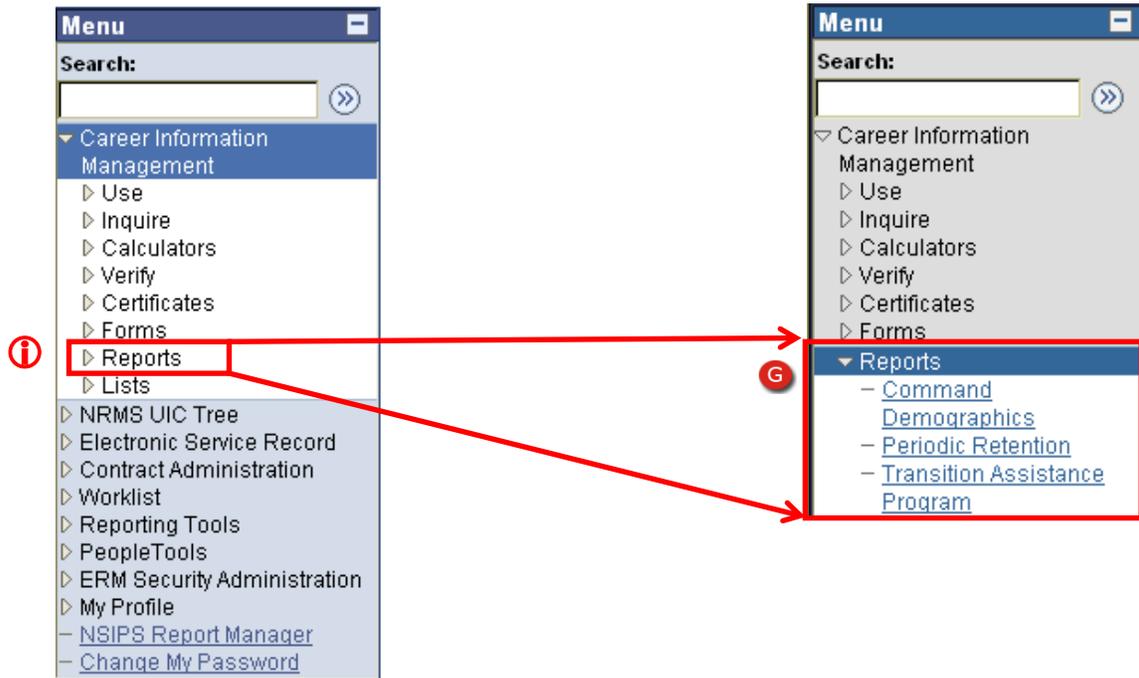


Figure 4-9–Navigation Reports

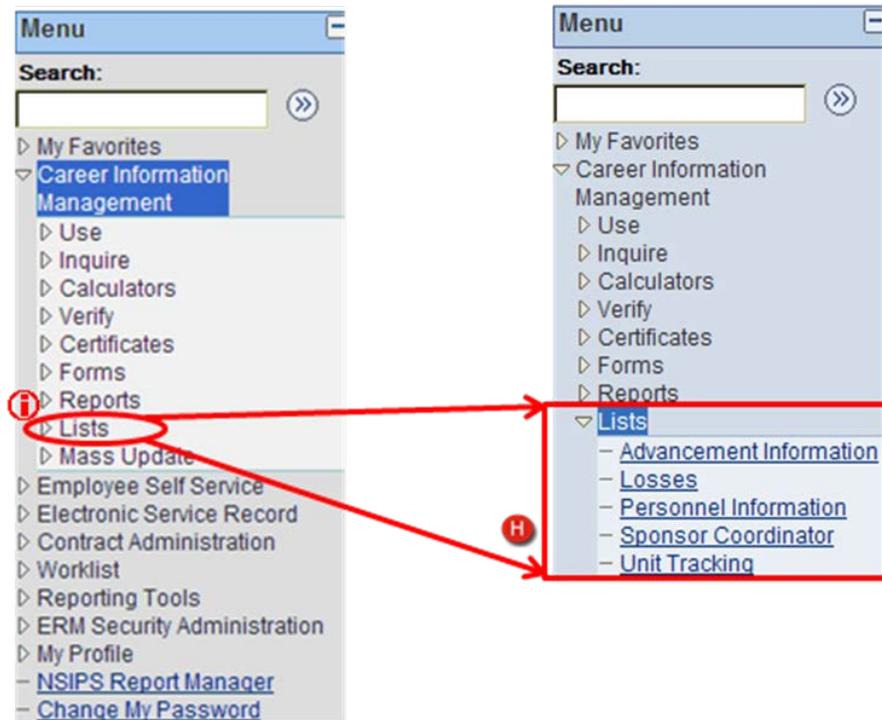


Figure 4-10–Navigation Lists

4.5 Navigation Reports And Lists

G. **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.

H. **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.

NOTE: The Gains list has been removed from the lists section and functionality incorporated into the Sponsor Coordinator Lists.

NAVIGATION ESR INQUIRE

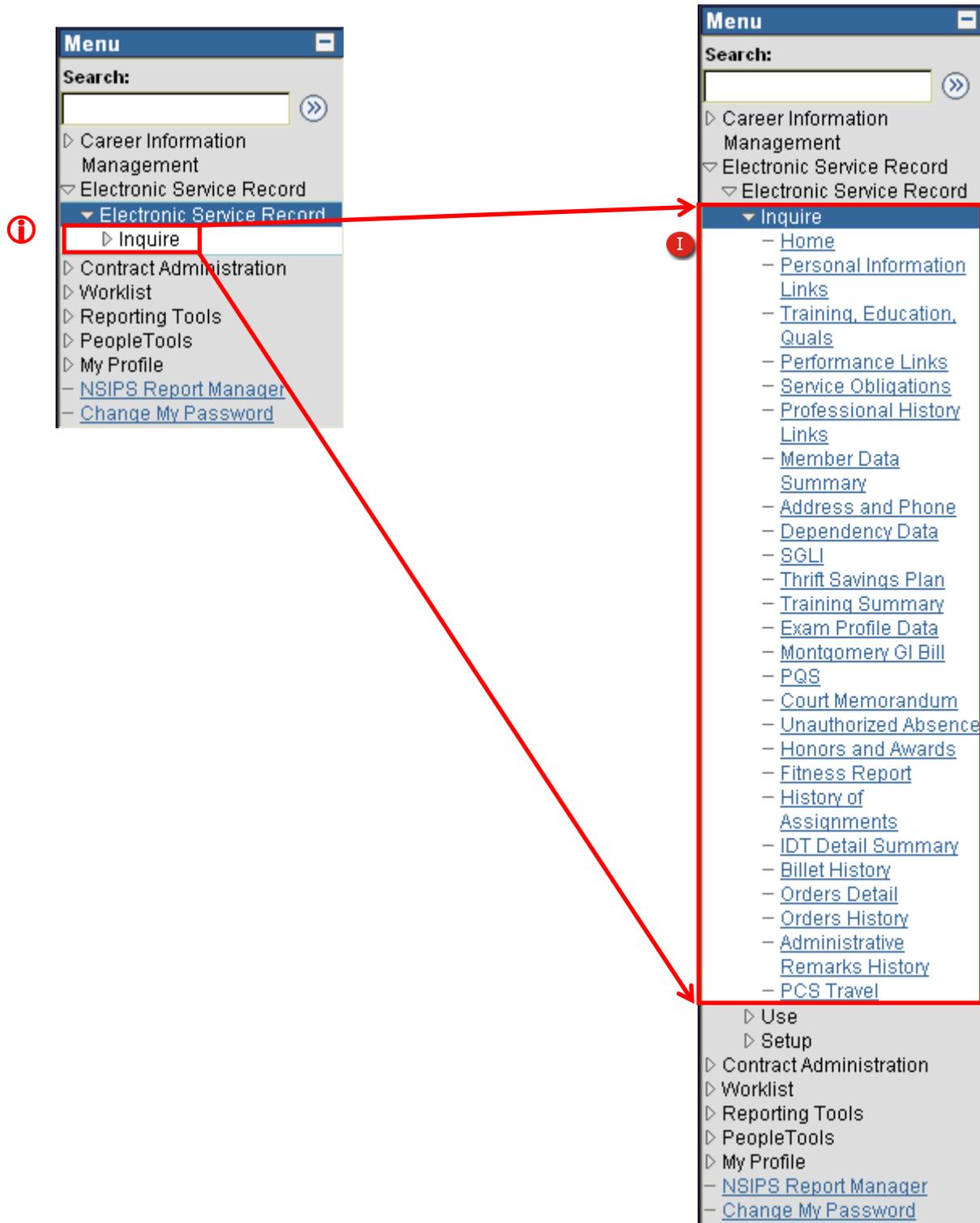


Figure 4-11–Navigation ESR Inquire

4.6 **Navigation ESR Inquire**

- I. 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

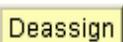
1		SPELL CHECK
2		LOOK UP
3		DROP-DOWN BOX
4		EXPAND
5		ALTERNATE EXPAND
6		COLLAPSE
7		ALTERNATE COLLAPSE
8		CALENDAR
9		ADD A ROW
10		DELETE A ROW
11		COLUMN DISPLAY
12		SELECT ALL
13		DE-SELECT ALL
14		Deassign
15		Contact Information

Figure 4-12–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/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/viewed.
7. **ALTERNATE COLLAPSE** – This button is used to collapse a specific section once data has been entered/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

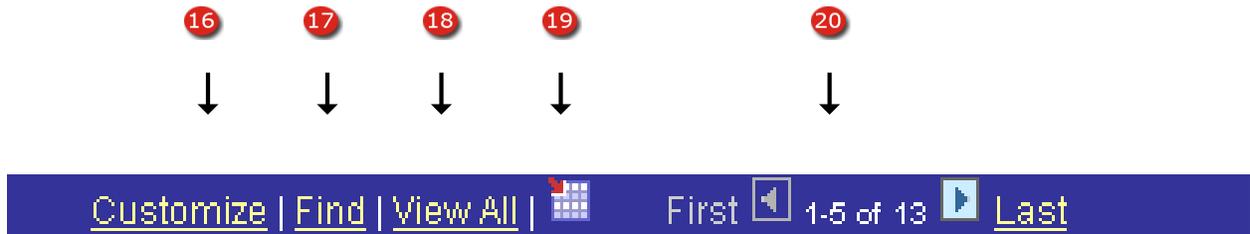


Figure 4-13–Page Feature Bar

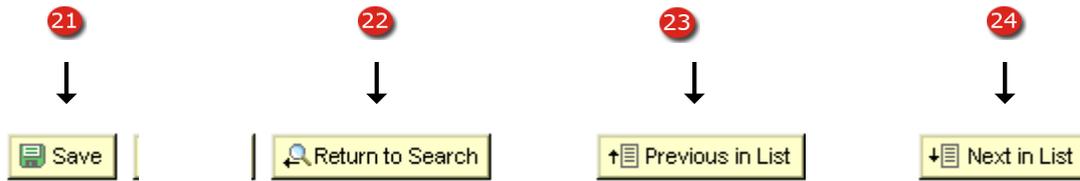


Figure 4-14–Common Page Buttons for Record Navigation

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 4-15–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 3 digits/characters into the fields you wish to use for your search. Within this page you have several options available to you 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.

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Section Five – Career Development Team Management

Career Development Team Management

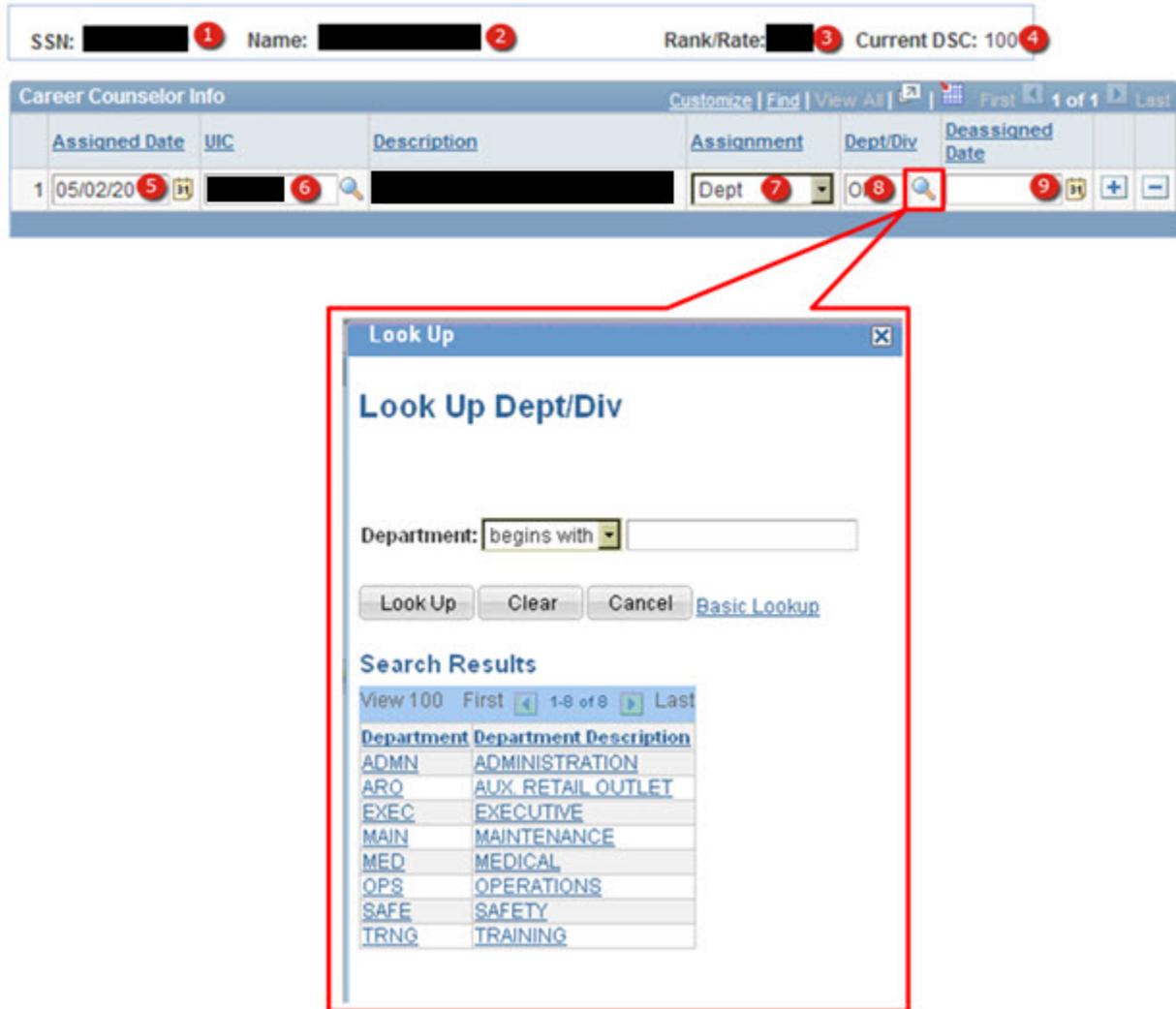


Figure 5-1–CC Assign Page

5. CAREER DEVELOPMENT TEAM MANAGEMENT

1. **SSN** – Social Security Number of the member the Career Decision is being assigned (Corporate data).
2. **Name** – Full Last Name, First Name, and Middle Name of the member (Corporate data).
3. **Rank/Rate** – Rate/Rank the member is currently being paid (Corporate data).
4. **Current DSC** – Current Duty Status Code of the member (Corporate data).
5. **Assigned Date** – Date the member was assigned as Departmental or Divisional Career Counselor.
6. **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.

7. **Assignment Indicator** – The Assignment Indicator identifies the Member as either a Departmental or Divisional career counselor or the Leading Chief Petty Officer.
8. **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.
9. **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. De-assignment 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 members 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.

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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

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

Dept: 200 Div: 210

Assign Career Counselors

Dept Career Counselor EmpId: [REDACTED] 🔍

Div Career Counselor EmpId: [REDACTED] 🔍

EmpID	Name	Rank/Rate	Dept/Div	Department	Division	Department
[REDACTED]						

EmpID	Name	Rank/Rate	Dept/Div	Department	Division	Department
[REDACTED]						

Figure 6-1–Indiv Dept/Div Assign Page

6.1 Individual Dept/Div Assign Page

1. **Dept Career Counselor EmplID** – The SSN 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.

2. **Div Career Counselor EmplID** – The SSN of the Division 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.

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Section Seven – Mass Career Development Team Assign

7. MASS CAREER DEVELOPMENT TEAMS 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 UIC's:

The screenshot shows a web interface for assigning personnel to career development teams. At the top, there is a header 'Active/Reserve List' with a radio button for 'Active' (selected) and 'Reserve'. Below this is a 'Search Criteria' section with input fields for 'Dept:' and 'Div:', and checkboxes for 'Personnel without Department Career Counselors' and 'Personnel without Division Career Counselors'. A search field for 'Development Team Member:' is also present. The main area is a table titled 'UIC Access' with columns for 'Select' and 'UIC'. The table contains several rows, with the second row's 'Select' checkbox highlighted with a red circle. At the bottom of the interface is a 'Process Request' button.

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. Command 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. 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.
7. 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.
8. 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.

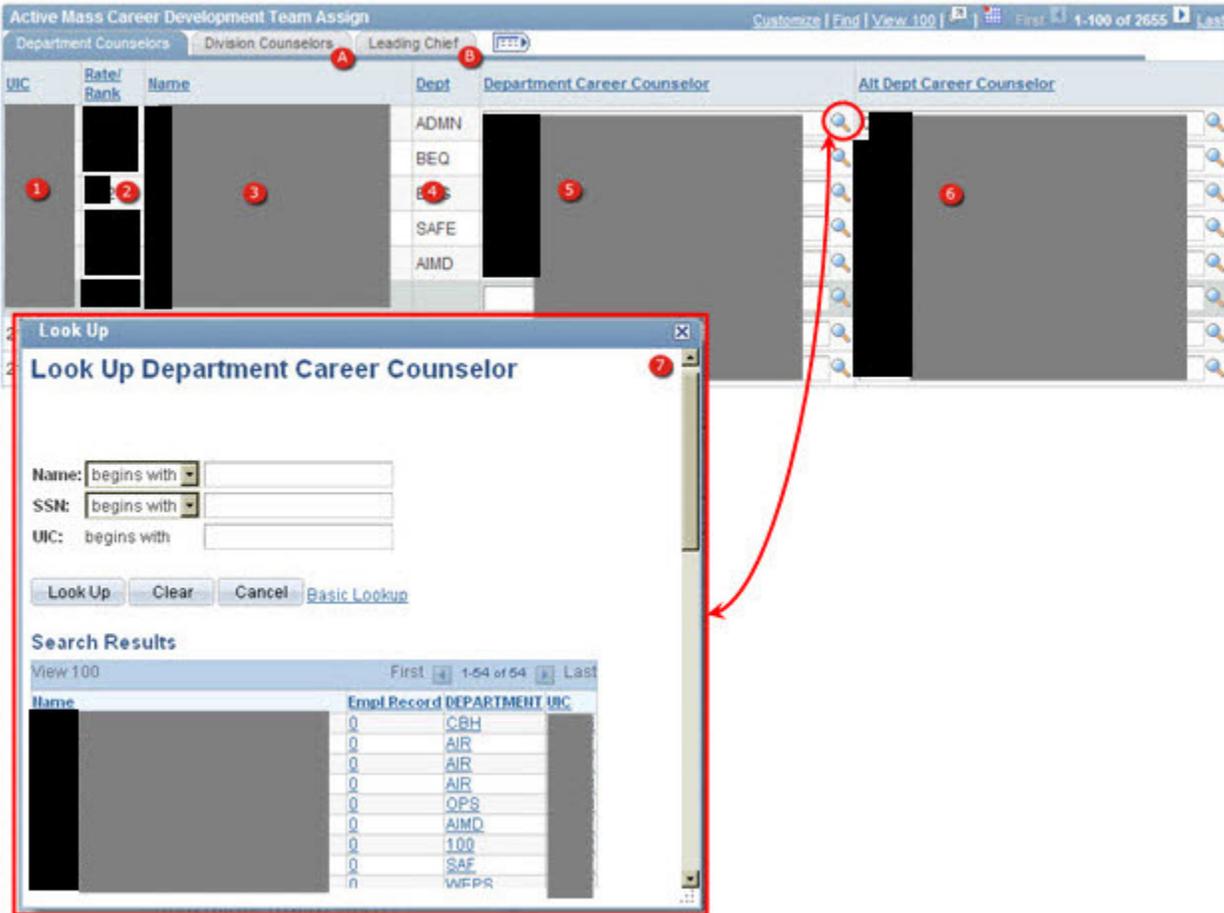


Figure 7-2–Mass CDT Process List Tab

7.2.2 Mass CDT Process List

1. UIC – Displays the members Unit Identification Code
2. Rate/Rank – Displays the members current Rate/Rank
3. Name – Displays the members name and changes color to **GREEN** when changes are made to any information for the member.
4. Dept – Displays the members currently assigned Department if one exists. Changing a members 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 members currently assigned Division if one exists. Changing a members 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 are not displayed on the Leading Chief Tab
5. Department Career Counselor – Displays the members 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 members 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 members 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 members 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 members 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 members 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 – Career Development Boards

8. CAREER DEVELOPMENT BOARD E1-E6

Career Development CDB Data

Rank/Rate: [redacted] 1 Name: 2 [redacted] Current DSC: 200 3

ADSD: 4 PRD: 5 31/2013 EAOS: 6 21/2011 EOS: 7 07/2013 Soft EAOS: 8

CREO/ECMO: 3 9 PEBD: 10 23/2005 DIEMS: 11 DIERF: 12 23/2005

UIC: 13 [redacted] Warfare Qual: 14

DEPT: 15 DEPT Career Counselor: 16 [redacted]

DIV: 17 DIV Career Counselor: 18

19 Temporary Rate Start Date: [] 20 Complete Date: []

PACT: 21 9U S-PACT, No Coast Guarantee - Seaman

Sponsor Info

Sponsor: [redacted] 22 Phone: 23 [redacted]

EmailID: [redacted] 24 Alt Phone: 25 [redacted]

CAREER DEVELOPMENT BOARD TRACKING

Type	Required Date	Completion Date
Reporting:	JUL-2008 26	06/04/2008 27
6 Month:	DEC-2008 28	12/04/2008 29
12 Month:	JUN-2009 30	06/04/2009 31
18 Month:	DEC-2009 32	33
24 Month:	JUN-2010 34	35
36 Month:	JUN-2011 36	37
48 Month:	JUN-2012 38	39
60 Month:	JUN-2013 40	41
Other:	42	

06 Year: 43 2013 Completed Annual CDBs 44

TRF/SEP: [] 45

ADDITIONAL BOARDS CONDUCTED

46 Other Type: 2

Perform To Serve: 1

Special Program: 1

CAREER DEVELOPMENT TRAINING

Sponsor Training Date: [] 47 CDTC Completion Date: [] 48 RASW Completion Date: [] 49

Advancement Statistics 50 Course Data 51

Figure 8-1-CDB Corporate Data Section

8.1 Career Development Board E1-E6 (Active Duty)

1. **Rate/Rank** – Rate/Rank level the member is currently being paid. (Corporate data.)
2. **Name** – Displays the members 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. **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.)
13. **UIC** – Unit Identification Code and the short title of the unit to which currently assigned. (Corporate data.)
14. **Warfare Qual** – The current Enlisted Warfare Designator qualified for. (Corporate data.)

8.2 Career Development Board E1-E6 (Active Duty) (Cont.)

Career Development
CDB Data

Rank/Rate: [redacted] 1
Name: [redacted] 2
Current DSC: 200 3

ADSD: 4
PRD: 5 31/2013
EAOS: 6 21/2011
EOS: 7 07/2013
Soft EAOS: 8

CREO/ECMO: 3 9
PEBD: 10 23/2005
DIEMS: 11
DIERF: 12 23/2005

UIC: 13 [redacted]
Warfare Qual: 14

DEPT: 15
DEPT Career Counselor: 16 [redacted]

DIV: 17
DIV Career Counselor: 18

19 Temporary Rate
Start Date: 15
20 Complete Date:

PACT: 21 19U
S-PACT, No Coast Guarantee - Seaman

Sponsor Info

Sponsor: [redacted] 22
Phone: 23 [redacted]

EmailID: [redacted] 24
Alt Phone: 25 [redacted]

CAREER DEVELOPMENT BOARD TRACKING

Type	Required Date	Completion Date
Reporting:	JUL-2008 26	06/04/2008 27
6 Month:	DEC-2008 28	12/04/2008 29
12 Month:	JUN-2009 30	06/04/2009 31
18 Month:	DEC-2009 32	33
24 Month:	JUN-2010 34	35
36 Month:	JUN-2011 36	37
48 Month:	JUN-2012 38	39
60 Month:	JUN-2013 40	41
Other:	42	

06 Year: 43 2013
Completed Annual CDBs 44

TRF/SEP: 45 15

ADDITIONAL BOARDS CONDUCTED

46 Other Type: 2

Perform To Serve: 1

Special Program: 1

CAREER DEVELOPMENT TRAINING

Sponsor Training Date: 47 15
CDTC Completion Date: 48 15
RASW Completion Date: 49 15

[Advancement Statistics](#) 50
[Course Data](#) 51

Figure 8-2–CDB Sponsor Info Section

8.2.1 Career Development Board E1-E6 (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. **Temporary Rate Indicator** – This checkbox is used to indicate that a Reserve member is in a Temporary Rate and the Career Counselor wished to track the member.
20. **Start Date/Complete Date** – Enter the Reserve member’s Start Date and when complete enter the Complete Date in these boxes.
21. **PACT** – This data only appears if the individual is a PACT member and identifies the program enlisted for.
NOTE: PACT members require an additional CDB at 18 months which will be displayed in the Board Tracking section.
22. **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 de-assigned by the UDS or the member reports onboard the UDS. In the event a PCS order is cancelled, the original UDS must de-assign the sponsor. When the PCS order is modified to reflect a new UDS, the sponsor may either be de-assigned 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.
23. **Phone** – The primary contact phone number of the sponsor assigned. This is entered by the person making the sponsor assignment and is required.
24. **Email** – The Email address of the sponsor assigned. This is entered by the person making the sponsor assignment and may be left blank.
25. **Alt Phone** – The secondary contact phone number of the sponsor assigned. This is entered by the person making the sponsor assignment and is required.

8.2.2 Career Development Board E1-E6 (Active Duty) (Cont.)

Career Development
CDB Data

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

ADSD: 4 PRD: 5 31/2013 EAOS: 6 21/2011 EOS: 7 07/2013 Soft EAOS: 8

CREO/ECMO: 9 PEBD: 10 23/2005 DIEMS: 11 DIERF: 12 23/2005

UIC: 13 Warfare Qual: 14

DEPT: 15 DEPT Career Counselor: 16

DIV: 17 DIV Career Counselor: 18

19 Temporary Rate Start Date: DT 20 Complete Date:

PACT: 21 9U S-PACT, No Coast Guarantee - Seaman

Sponsor Info

Sponsor: 22 Phone: 23

EmailID: 24 Alt Phone: 25

CAREER DEVELOPMENT BOARD TRACKING

Type	Required Date	Completion Date
Reporting:	JUL-2008 26	06/04/2008 27
6 Month:	DEC-2008 28	12/04/2008 29
12 Month:	JUN-2009 30	06/04/2009 31
18 Month:	DEC-2009 32	33
24 Month:	JUN-2010 34	35
36 Month:	JUN-2011 36	37
48 Month:	JUN-2012 38	39
60 Month:	JUN-2013 40	41
Other:	42	

06 Year: 43 2013 Completed Annual CDBs 44

TRF/SEP: 45 DT

ADDITIONAL BOARDS CONDUCTED

46 Other Type: 2

Perform To Serve: 1

Special Program: 1

CAREER DEVELOPMENT TRAINING

Sponsor Training Date: 47 DT CDTC Completion Date: 48 DT RASW Completion Date: 49 DT

[Advancement Statistics](#) 50

[Course Data](#) 51

Figure 8-3-CDB Plan Tracking Section pt1

8.2.3 Career Development Board E1-E6 (Active Duty) (Cont.)

26. **Reporting Required Date** – Date the reporting CDB is due. This date is calculated by adding 30 days to the date the member reported onboard the command for duty.

27. **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.

28. **6 Month Required Date** – Date the 6 Month CDB is due. This date is calculated by adding 6 months to the date the member reported onboard the command for duty.

29. **6 Month Completion Date** – Date the 6 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.

NOTE: Since Reserve personnel do not require a 6 Month CDB, this row will not appear for Reserve personnel.

30. **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.

31. **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.

32. **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.

33. **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: This CDB type is only required for PACT members and will not appear if the member is NOT a PACT member.

NOTE: This CDB type does not appear if a PACT Decision code is recorded indicating completion of the PACT Program requirements.

34. **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.

35. **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.

36. **36 Month Required Date** – Date the 36 Month CDB is due. This date is calculated by adding 24 months to the date the member reported onboard the command for duty.

37. **36 Month Completion Date** – Date the 36 Month CDB was completed. This date will automatically populate from the CDB interview date when a "36 Month" type CDB is verified by the Command Career Counselor.

Career Development Board E1-E6 (Active Duty) (Cont.)

Career Development
CDB Data

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

ADSD: 4 PRD: 5 31/2013 EAOS: 6 21/2011 EOS: 7 07/2013 Soft EAOS: 8

CREO/ECMO: 3 9 PEBD: 10 23/2005 DIEMS: 11 DIERF: 12 23/2005

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

DEPT: 15 DEPT Career Counselor: 16 ████████████████████

DIV: 17 DIV Career Counselor: 18

19 Temporary Rate Start Date: 20 Complete Date:

PACT: 21 19U S-PACT, No Coast Guarantee - Seaman

Sponsor Info

Sponsor: ████████████████████ 22 Phone: 23 ████████████████████

EmailID: ████████████████████ 24 Alt Phone: 25 ████████████████████

CAREER DEVELOPMENT BOARD TRACKING

Type	Required Date	Completion Date
Reporting:	JUL-2008 26	06/04/2008 27
6 Month:	DEC-2008 28	12/04/2008 29
12 Month:	JUN-2009 30	06/04/2009 31
18 Month:	DEC-2009 32	33
24 Month:	JUN-2010 34	35
36 Month:	JUN-2011 36	37
48 Month:	JUN-2012 38	39
60 Month:	JUN-2013 40	41
Other:	42	
<input type="text" value="06 Year"/> 43 2013 Completed Annual CDBs 44		
TRF/SEP:	<input type="text"/> 45	

ADDITIONAL BOARDS CONDUCTED

46 Other Type: 2

Perform To Serve: 1

Special Program: 1

Completed Annual CDBs

Completed Annual CDBs	CDB Type
07/15/2008	06 Year
07/14/2009	07 Year
08/17/2010	08 Year

CAREER DEVELOPMENT TRAINING

Sponsor Training Date: 47 CDTC Completion Date: 48 RASW Completion Date: 49

Figure 8-4–CDB Plan Tracking Section pt2

8.2.4 Career Development Board E1-E6 (Active Duty) (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. **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.
41. **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.
42. **Other Required Date** – Date that an "Other" type CDB is scheduled to be completed. An "Other" type CDB is considered to be any CDB other than a "TRF/SEP" or regularly scheduled type (e.g., Advancement, Special Program, etc.). The Command Career Counselor may schedule an "Other" type CDB but only on the CDB Verify page. Once scheduled, this CDB will appear on the CDB Notification Listing until the scheduled date is changed or an "Other" type CDB is verified. Once an "Other" Type CDB is verified by the Command Career Counselor, the scheduled date is reset to blank, allowing another to be scheduled.
43. **Annual Required Date** – Reserve personnel are required to have an Annual CDB completed even beyond the 60 month. Use this dropdown to select a desired annual CDB and view the Required date.
44. **Completed Annual CDBs Button** – Use of this button will display a box containing the completed annual CDBs for the member in addition to the date each CDB was completed.
45. **TRF/SEP Required Date** – Date that a Transfer or Separation CDB is scheduled to be completed. The Command Career Counselor, Department or Division Career Counselor may enter a date to schedule a Transfer or Separation CDB. Once scheduled, this CDB will appear on the CDB Notification Listing until the scheduled date is changed or a "TRF/SEP" type CDB is verified. Once a "TRF/SEP" Type CDB is verified by the Command Career Counselor, the scheduled date is reset to blank, allowing another to be scheduled.

Career Development Board E1-E6 (Active Duty) (Cont.)

Career Development CDB Data

Rank/Rate: [REDACTED] 1	Name: 2 [REDACTED]	Current DSC: 200 3
ADSD: 4	PRD: 5 31/2013	EAOS: 6 21/2011
	EOS: 7 /07/2013	Soft EAOS: 8
CREO/ECMO: 3 9	PEBD: 10 23/2005	DIEMS: 11
	DIERF: 12 23/2005	
UIC: 13 [REDACTED]		Warfare Qual: 14
DEPT: 15	DEPT Career Counselor: 16 [REDACTED]	
DIV: 17	DIV Career Counselor: 18	
<input type="checkbox"/> 19 Temporary Rate	Start Date: [] 20	Complete Date: []
PACT: 21 9U S-PACT, No Coast Guarantee - Seaman		

Sponsor Info

Sponsor: [REDACTED] 22	Phone: 23 [REDACTED]
EmailID: [REDACTED] 24	Alt Phone: 25 [REDACTED]

CAREER DEVELOPMENT BOARD TRACKING

Type	Required Date	Completion Date
Reporting:	JUL-2008 26	06/04/2008 27
6 Month:	DEC-2008 28	12/04/2008 29
12 Month:	JUN-2009 30	06/04/2009 31
18 Month:	DEC-2009 32	33
24 Month:	JUN-2010 34	35
36 Month:	JUN-2011 36	37
48 Month:	JUN-2012 38	39
60 Month:	JUN-2013 40	41
Other:	42	

06 Year: [] **43** 2013 Completed Annual CDBs **44**

TRF/SEP: [] **45**

ADDITIONAL BOARDS CONDUCTED

46 Other Type: 2

Perform To Serve: 1

Special Program: 1

CAREER DEVELOPMENT TRAINING

Sponsor Training Date: [] 47	CDTC Completion Date: [] 48	RASW Completion Date: [] 49
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[Advancement Statistics **50**](#)
[Course Data **51**](#)

Figure 8-5–CDB Additional Boards and Career Development

8.2.5 Career Development Board E1-E6 (Active Duty) (Cont.)

46. **Additional Boards Conducted** – Displays a list of Other CDBs not regularly scheduled with the type and quantity completed.

47. **Sponsor Training Date** – The most current completion of Sponsor Training. Field also allows entry of more recent training. Data entered into this field will not be recorded in the same manner as on the Course Data menu and will not be displayed in the members ESR as a completed course but will display on all CIMS reports where this data would normally be displayed.

48. **CDTC Completion Date** – Displays the most current completion date of the Career Development Training Course. Field also allows entry of more recent training completion dates. Data entered into this field will not be recorded in the same manner as on the Course Data menu and will not be displayed in the members ESR as a completed course but will display on all CIMS reports where this data would normally be displayed.

NOTE: Course completion dates entered on the CDB page are not corporate data and not displayed on ESR pages.

49. **FTSW/RASW Completion Date** – The most current completion date of the Success Workshop course. Field also allows entry of more recent training completion dates. Data entered into this field will not be recorded in the same manner as on the Course Data menu and will not be displayed in the members ESR as a completed course but will display on all CIMS reports where this data would normally be displayed.

NOTE: Course completion dates entered on the CDB page are not corporate data and not displayed on ESR pages.

50. **Advancement Statistics Link** – Hyperlink to the Naval Education and Training Professional Development and Technology Center (NETPDTC) advancement statistics web site.

51. **Course Data Link** – Hyperlink to the NSIPS Course Data entry page.

8.3 Career Development Board Data E1-E6

Career Development | CDB Data

Rank/Rate: [REDACTED]	Name: [REDACTED]	Current DSC: 200		
ADSD:	PRD: 05/31/2013	EAOS: 04/14/2014	EOS: 05/22/2013	Soft EAOS: 04/14/2014
CREO/ECMO: 3	PEBD: 05/23/2005	DIEMS:	DIERF: 05/23/2005	

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

CDB Type: 1 Annual A 06 Year DEPT: 5 DIV: 6

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

CDB Interview Date: 7 07/06/2011 8 Status: 10 Pending Completed

CDB Interview Rank/Rate: [REDACTED] 8 Report Date: 9 06/2011

- ADVANCEMENT/EDUCATION/QUALIFICATIONS
- PHYSICAL FITNESS PROGRAM
- CAREER MANAGEMENT
- TRANSITION
- GOALS & COMMENTS

8 
Print ICDP

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

Career Development | CDB Data

Figure 8-6–CDB Data pt1

Career Development Board Data E1-E6

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. Annual Indicator – Select the appropriate value for the CDB being conducted. This value must match the value selected on the Career Development Tab and is only available for Reserve CDB's

CDB Comments Type	Description
A	6 Month
B	12 Month
C	24 Month
D	36 Month
F	TRF/SEP
G	Perform To Serve
H	CMS/ID
I	Education
J	A School/Striker
K	Special Program
L	Commissioning Program
M	Advancement
N	48 Month
O	60 Month

(* Reserve personnel do not have a 6 Month CDB requirement)

Figure 8-7–CDB Data – Sample Messages

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 & 3 above except a type 4 cannot be selected unless a Type 2 & 3 are 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 E1-E6

The screenshot shows a web form titled "Career Development Comments". At the top right, it says "Find | View All First 1 of 1 Last". The form contains several fields: "CDB Type:" with a dropdown menu (callout 1) showing "D" and "36 Month"; "DEPT:" with a dropdown menu (callout 5) showing "S" and "L"; "DIV:" with a dropdown menu (callout 6) showing "6" and "L"; "CDB Type 2:" with a dropdown menu (callout 2) showing "K" and "Special Program"; "CDB Type 3:" with a dropdown menu (callout 3) showing "L" and "Commissioning Program"; "CDB Type 4:" with a dropdown menu (callout 4) showing an empty field; "CDB Interview Date:" with a date picker (callout 7) showing "07/15/2010"; "CDB Interview Rank/Rate:" with a text input field (callout 8) showing a blacked-out value; "Report Date:" with a date picker (callout 9) showing "20/2007"; and a "Status" dropdown menu (callout 10) with radio buttons for "Pending" and "Completed". Below these fields are five expandable sections: "ADVANCEMENT/EDUCATION/QUALIFICATIONS", "PHYSICAL FITNESS PROGRAM", "CAREER MANAGEMENT", "TRANSITION", and "GOALS & COMMENTS".

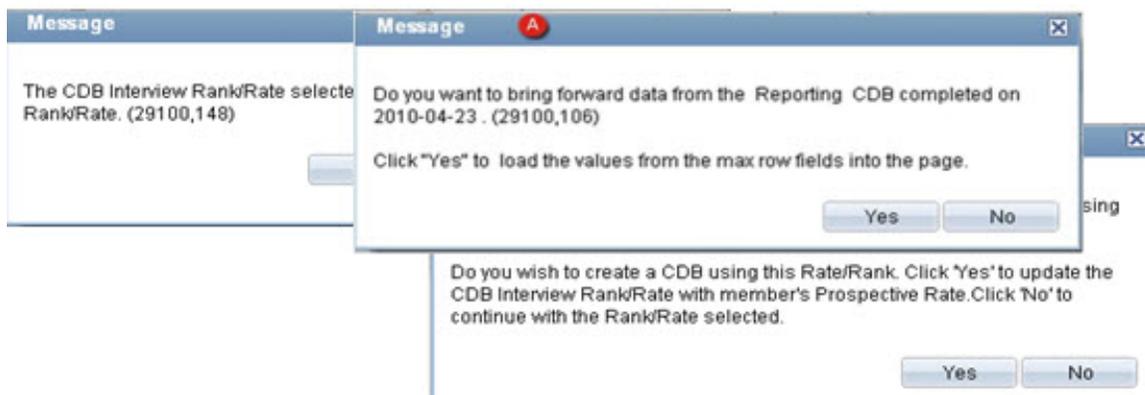


Figure 8-8-CDB Data – Sample Messages

Career Development Board Data E1-E6

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 6 month required date, and less than the 24 month required date.).

A. 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 Interview 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.

B. 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.

C. 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. Report Date – The report date to the current command (Corporate data).

10. 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! CCC's 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 Data E1-E6 (Cont.)

Advancement/Education/Qualifications Section (CDB Data Tab)

Contains entry points and information related to Advancement, Education and Qualifications.

The screenshot shows a web interface for the 'ADVANCEMENT/EDUCATION/QUALIFICATIONS' section. A red box highlights the top portion of the form, which includes the following fields and callouts:

- Projected Advancement Date:** E5: 1, E6: , E7:
- Advancement Date:** E4: 2, Leadership Training Continuum E5: 3
- Total Times Exam Taken:** 4, **Total Exam Fails:** 5, **Total Exam PNA's:** 6, **Total Times Board Eligible:** 7

Below the red box, the following fields are visible:

- BMR Target Date:** 8, **BMR Completed:** 9
- Highest Education Level:** 10 High School Diploma, **USMAP Enrollment Date:** 11 02/2012
- TSP Brief Date:** 12
- Warfare Qual Working Toward:** 13, **Start Date:** 14, **Target Date:** 15

Figure 8-9–CDB Advancement pt1

Career Development Board Data E1-E6 (Cont.)**8.3.1 Advancement/Education/Qualifications Section (CDB Data Tab)**

1. **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 Interview 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.
2. **Advancement Date** – Current Date of Rank (DOR) for personnel in grades E2 and above. (Corporate data)
3. **Leadership Training Continuum (LTC)** – Allows career counselors to enter the completion date for the LTC level associated with the individual's current Rank/Rate. This field will only be available when the paygrade associated with the Interview Rank/Rate entered is E5 – E6.
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 Interview 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 Interview 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 Interview 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 Interview Rank/Rate entered. This field will only be viewable when the paygrade associated with the Interview Rank/Rate entered is E6 - E8.
NOTE: The Exam information displayed begins 01 January 2005 and forward, any exams taken before this date will not be displayed. (Corporate data)

Advancement/Education/Qualifications Section (CDB Data Tab) E1-E6

ADVANCEMENT/EDUCATION/QUALIFICATIONS			
Projected Advancement Date	E5: <input type="text" value="1"/>	E6:	E7:
Advancement Date	E4: <input type="text" value="2"/>	Leadership Training Continuum	E5: <input type="text" value="3"/>
Total Times Exam Taken:	<input type="text" value="4"/>	Total Exam Fails:	<input type="text" value="5"/>
Total Exam PNA's:	<input type="text" value="6"/>	Total Times Board Eligible:	<input type="text" value="7"/>
BMR Target Date:	<input type="text" value="8"/>	BMR Completed:	<input type="text" value="9"/>
Highest Education Level:	<input type="text" value="10"/> High School Diploma	USMAP Enrollment Date:	<input type="text" value="11"/> 02/2012
TSP Brief Date:	<input type="text" value="12"/>		
Warfare Qual Working Toward:	<input type="text" value="13"/>	Start Date:	<input type="text" value="14"/>
		Target Date:	<input type="text" value="15"/>

Figure 8-10–CDB Advancement pt2

Advancement/Education/Qualifications Section (CDB Data Tab)E1-E6

8. **BMR Target Date** – Allows career counselors to enter the target date for completion of the Basic Military Requirements rate training manual. This field will only be available when the paygrade associated with the Interview Rank/Rate entered is E1 - E3.
9. **BMR Completed** – Allows career counselors to enter the Basic Military Requirements rate training manual completion date. This field will only be available when the paygrade associated with the Interview Rank/Rate entered is E1 - E3.
10. **Highest Education Level** – The code and description of the highest level of education attained. (Corporate data)
11. **USMAP Enrollment Date** – Displays the date of enrollment in a USMAP course that has not been completed. (Corporate data)
12. **TSP Brief Date** – Allows career counselors to enter the Thrift Savings Plan brief completion date.
13. **Warfare Qual Working Toward** – Allows career counselors to enter the warfare qualification an individual has elected to obtain.
14. **Warfare Qual Start Date** – Allows career counselors to enter the date an individual starting working towards attaining warfare qualification entered.
15. **Warfare Qual Target Date** – Allows career counselors to enter the target date for completion for the warfare qualification entered.

Career Development Board Data E1-E6 (Cont.)

Physical Fitness Program (CDB Data Tab)

Contains an entry point for personal goals and information related to Physical Fitness Program participation.

PHYSICAL FITNESS PROGRAM		
PRT DATA:		
FALL 2006	PARTICIPANT	GOOD HIGH
SPRING 2006	PARTICIPANT	GOOD LOW
FALL 2005	PARTICIPANT	EXCELLENT LOW
SPRING 2005	TAD	
Personal Goals Set:	<input type="text"/>	

Figure 8-11–CDB – Physical Fitness Program

Career Development Board Data E1-E6 (Cont.)**8.3.2 Physical Fitness Program (CDB Data Tab)**

1. **PRT Data** – Displays the Physical Fitness Program cycles, Status and Overall Score from the past 8 PRT cycles. (Corporate data)
2. **Personal Goals Set** – Allows career counselors to enter any PRT related personal goals.

Career Development Board Data E1-E6 (Cont.)

Career Management (CDB Data Tab)

Contains entry points and information related to Career Management.

The screenshot shows a web interface titled "CAREER MANAGEMENT". It contains several data entry fields, each with a red circular callout number: 1. Reenlistment Intent: A text input field. 2. PTS Last Review: A date input field. 3. Status: A dropdown menu. 4. Special Program Package Submissions LDO: A date input field. 5. Fleet RIDE Qual Date: A date input field with a calendar icon. 6. CMSID Application Submitted: A date input field with a calendar icon. 7. Duty Preference Date: A date input field with a calendar icon. 8. PCS Orders Received: A date input field. 9. Welcome Aboard Package Received: A date input field with a calendar icon.

Figure 8-12–CDB – Career Management pt1

Career Development Board Data E1-E6 (Cont.)**8.3.3 Career Management (CDB Data Tab)**

1. **Reenlistment Intent** – Allows career counselors to enter any comments or remarks regarding Reenlistment Intentions.
2. **PTS Last Review** – Displays the Month and Year that a Perform To Serve package was last reviewed. (Corporate data)
3. **PTS Status** – Displays the current status of a Perform To Serve package. This field will only be available when the paygrade associated with the Interview Rank/Rate entered is E1 - E5. (Corporate data)
4. **Special Program Submissions (LDO)** – Displays the date a Limited Duty Officer package was submitted from the CIMS Correspondence Tracking component (Section 10).
5. **Fleet RIDE Qual Date** – Allows career counselors to enter the date that a Fleet RIDE qualification was obtained.
6. **CMSID Application Submitted** – Allows career counselors to enter the date that a Career Management System Interactive Detailing application was submitted.
7. **Duty Preference Date** – Allows career counselors to enter the date that a Duty Preference was submitted.
8. **PCS Orders Received** – Allows career counselors to enter the date that Permanent Change of Station orders were received.
9. **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 E1-E6 (Cont.)

Transition (CDB Data Tab)

Contains entry points and information related to Career Transitions.

The screenshot shows a data entry form titled "TRANSITION". It contains the following fields:

- DD2648 Signed: 1
- ITP Requested: 2 (with a dropdown arrow)
- TAP Date: 3
- TAP Completed: 4
- Fleet Reserve Application Date: 5
- Approved Fleet Reserve Transfer Date: 6

Figure 8-13–CDB - Transition

Career Development Board Data E1-E6 (Cont.)**8.3.4 Transition (CDB Data Tab)**

1. **DD 2648 Signed** – Displays the DD 2648 Date entered by the career counselor from the CIMS Career Decision page when the Career Decision type is Fleet Reserve, Separation or Retirement. This field will only be available when a CDB is conducted on Active Duty personnel. **DD 2648-1 Signed** – Displays the DD 2648-1 Date entered by the career counselor from the CIMS Career Decision page when the Career Decision type is Separation or Retirement. This field display changes appropriately for Active and Reserve CDB's.
2. **ITP Requested** – Allows career counselors to enter whether or not an Individual Transition Plan was requested.
3. **TAP Date** – Displays the scheduled TAP date as entered on the Career Decisions page. The Career Decision page is discussed at length in Chapter 9 of this guide.
4. **TAP Completed** – Displays the TAP Actual date of completion from the Career Decisions page. The Career Decision page is discussed at length in Chapter 9 of this guide.
5. **Fleet Reserve Application Date** – Displays the Fleet Reserve application date entered by the career counselor from the CIMS Career Decision page. (Corporate Data)
6. **Approved Fleet Reserve Transfer Date** – Displays the Fleet Reserve Plan Date entered by the career counselor from the CIMS Career Decision page. (Corporate Data)

Career Development Board Data E1-E6 (Cont.)

Goals & Comments Section

GOALS & COMMENTS

PACT Decision: 1

Short Term Goals: 2

Long Term Goals: 3

Board Comments: 4

Max 1000 Characters (1000 remaining)

PACT Decision	Description
A0	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

Figure 8-14–CDB - Goals & Comments

Career Development Board Data E1-E6 (Cont.)**8.3.5 Goals & Comments Section**

1. **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.
2. **Short Term Goals** – (Required) Allows career counselors to enter any Short Term Goals associated with the CDB. Up to 60 characters may be entered in this field.
3. **Long Term Goals** – (Required) Allows career counselors to enter any Long Term Goals associated with the CDB. Up to 60 characters may be entered in this field.
4. **Board Comments** – (Required) 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.

Career Development Board Data E7-E9 (Cont.)

The screenshot shows a web form titled "Career Development Comments" with a search bar and pagination controls. The form contains several fields: "CDB Type:" with a dropdown menu set to "Annual" and "06 Year"; "CDB Type 2:", "CDB Type 3:", and "CDB Type 4:" each with a checkbox; "CDB Interview Date:" with a date field set to "07/06/2011"; "CDB Interview Rank/Rate:" with a redacted field; "Report Date:" with a date field set to "06/2011"; "DEPT:" and "DIV:" fields; and a "Status:" dropdown menu with "Pending" and "Completed" options. A red box highlights the "CDB Type:" field and the "CDB Type 2:", "CDB Type 3:", and "CDB Type 4:" checkboxes. Numbered callouts (1-9) are placed over various elements: 1 on the "CDB Type:" label, 2 on the "CDB Type 2:" checkbox, 3 on the "CDB Type 3:" checkbox, 4 on the "CDB Type 4:" checkbox, 5 on the "DEPT:" label, 6 on the "DIV:" label, 7 on the "CDB Interview Date:" label, 8 on the "CDB Interview Rank/Rate:" field, and 9 on the "Report Date:" label. Below the form are two tabs: "CAREER INFORMATION" and "GOALS & COMMENTS".

Figure 8-15–Career Development Board Data E7-E9 (Cont.)

Career Development Board Data E7-E9 (Cont.)

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. Annual Indicator – Select the appropriate value for the CDB being conducted. This value must match the value selected on the Career Development Tab and is only available for Reserve CDB's.

CDB Comments Type	Description
A	6 Month
B	12 Month
C	24 Month
D	36 Month
E	TRF/SEP
G	Perform To Serve
H	CMSID
I	Education
J	A School/Striker
K	Special Program
L	Commissioning Program
M	Advancement
N	48 Month
O	60 Month

(* Reserve personnel do not have a 6 Month CDB requirement)

Figure 8-16–Comments Type Descriptions

2. CDB Type 2 – Selected from the menu displayed in Figure 8-16. 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 & 3 above except a type 4 cannot be selected unless a Type 2 & 3 are 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 E7-E9 (Cont.)

The screenshot shows a web form titled "Career Development Comments". At the top right, there are navigation links: "End | View All | First | 1 of 1 | Last". The form contains several fields with red numbered callouts (1-10) and a red box highlighting the "CDB Interview Date" and "Status" fields. The fields are: "CDB Type:" (1) with a dropdown menu showing "Annual" (A) and "06 Year"; "DEPT:" (5) and "DIV:" (6); "CDB Type 2:" (2), "CDB Type 3:" (3), and "CDB Type 4:" (4); "CDB Interview Date:" (7) with a date picker showing "07/06/2011"; "CDB Interview Rank/Rate:" (8) with a redacted value; "Report Date:" (9) showing "06/2011"; and "Status" (10) with radio buttons for "Pending" and "Completed". Below the form are two tabs: "CAREER INFORMATION" and "GOALS & COMMENTS".

Figure 8-17–Career Development Board Data E7-E9 (Cont.)

Career Development Board Data E7-E9 (Cont.)

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 6 month required date, and less than the 24 month required date.).

A. 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 Interview 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. **Report Date** – The report date to the current command (Corporate data).

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

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.

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

Verify – Available from the CIMS Verify menu for CCC access ONLY! CCC's 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 Data E7-E9 (Cont.)

CAREER INFORMATION

Projected Advancement Date E8: 1 E9:

Advancement Date 2 E7: Leadership Training Continuum E7: 3

Board Package Submitted: 4 Last Record Review: 5

Selection Board Remarks: 6

Degree Working Toward: 7

Degree Start Date: 8

Highest Education Level: 9 High School Diploma USMAP Enrollment Date: 10/02/2012

PRT DATA: 11
1 2012 PARTICIPANT SATISFACTORY

Personal Goals Set: 12

Reenlistment Intent: 13

Special Program Package Submissions LDO: 14 CWO: 15 CMC: 16 SEA: 17

CMSID Application Submitted: 18 Duty Preference Date: 19

PCS Orders Received: 20 Welcome Aboard Package Received: 21

DD2648 Signed: 22 ITP Requested: 23 TAP Date: 24 TAP Completed: 25

Fleet Reserve Application Date: 26 Approved Fleet Reserve Transfer Date: 27

Figure 8-18–Career Development Board Data E7-E9 (Cont.)

Career Development Board Data E7-E9 (Cont.)**8.3.6 Career Information (CDB Data Tab)**

1. **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 Interview 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.
2. **Advancement Date** – Current Date of Rank (DOR) for personnel in grades E2 and above. (Corporate data)
3. **Leadership Training Continuum (LTC)** – Allows career counselors to enter the completion date for the LTC level associated with the individual's current Rank/Rate. This field will only be available when the paygrade associated with the Interview Rank/Rate entered is E5 - E7.
4. **Board Package Submitted** – Allows career counselors to enter the date that a selection board package was submitted.
5. **Last Record Review** – Allows career counselors to enter the date that the individual last reviewed their personnel record.
6. **Selection Board Remarks** – Allows career counselors to enter any remarks related to the selection board process.
7. **Degree Working Toward** – Allows career counselors to enter any college degree progress information.
8. **Degree Start Date** – Allows career counselors to enter the date an individual started working towards attaining a college degree.
9. **Highest Education Level** – The code and description of the highest level of education attained. (Corporate data)
10. **USMAP Enrollment Date** – Displays the date of enrollment in a USMAP course that has not been completed. (Corporate data)
11. **PRT Data** – Displays the Physical Fitness Program cycles, Status and Overall Score from the past 8 PRT cycles. (Corporate data)
12. **Personal Goals Set** – Allows career counselors to enter any PRT related personal goals.
13. **Reenlistment Intent** – Allows career counselors to enter any comments or remarks regarding Reenlistment Intentions.
14. **Special Program Submissions (LDO)** – Displays the date a Limited Duty Officer package was submitted from the CIMS Correspondence Tracking component (Section 10).
15. **Special Program Submissions (CWO)** – Displays the date a Chief Warrant Officer package was submitted from the CIMS Correspondence Tracking component (Section 10).

Career Development Board Data E7-E9 (Cont.)

CAREER INFORMATION

Projected Advancement Date E8: **1** E9:

Advancement Date **2** E7: Leadership Training Continuum E7: **3**

Board Package Submitted: **4** Last Record Review: **5**

Selection Board Remarks: **6**

Degree Working Toward: **7**

Degree Start Date: **8**

Highest Education Level: **9** High School Diploma USMAP Enrollment Date: **10** /02/2012

PRT DATA: **11**
1 2012 PARTICIPANT SATISFACTORY

Personal Goals Set: **12**

Reenlistment Intent: **13**

Special Program Package Submissions LDO: **14** CWO: **15** CMC: **16** SEA: **17**

CMSID Application Submitted: **18** Duty Preference Date: **19**

PCS Orders Received: **20** Welcome Aboard Package Received: **21**

DD2648 Signed: **22** ITP Requested: **23** TAP Date: **24** TAP Completed: **25**

Fleet Reserve Application Date: **26** Approved Fleet Reserve Transfer Date: **27**

Figure 8-19–Career Development Board Data E7-E9 (Cont.)

Career Development Board Data E7-E9 (Cont.)**8.3.7 Career Information (CDB Data Tab) Cont.**

16. **Special Program Submissions (CMC)** – Displays the date a Command Master Chief package was submitted from the CIMS Correspondence Tracking component (Section 10).
17. **Special Program Submissions (SEA)** – Displays the date a Senior Enlisted Academy package was submitted from the CIMS Correspondence Tracking component (Section 10).
18. **CMSID Application Submitted** – Allows career counselors to enter the date that a Career Management System Interactive Detailing application was submitted.
19. **Duty Preference Date** – Allows career counselors to enter the date that a Duty Preference was submitted.
20. **PCS Orders Received** – Allows career counselors to enter the date that Permanent Change of Station orders were received.
21. **Welcome Aboard Package Received** – Allows career counselors to enter the date that a Welcome Aboard package was received in connection with transfer orders.
22. **DD 2648 Signed** – Displays the DD 2648 Date entered by the career counselor from the CIMS Career Decision page when the Career Decision type is Fleet Reserve, Separation or Retirement. This field will only be available when a CDB is conducted on Active Duty personnel. **DD 2648-1 Signed** – Displays the DD 2648-1 Date entered by the career counselor from the CIMS Career Decision page when the Career Decision type is Separation or Retirement. This field display changes appropriately for Active and Reserve CDB's.
23. **ITP Requested** – Allows career counselors to enter whether or not an Individual Transition Plan was requested.
24. **TAP Date** – Displays the scheduled TAP date as entered on the Career Decisions page. The Career Decision page is discussed at length in Chapter 9 of this guide.
25. **TAP Completed** – Displays the TAP Actual date of completion from the Career Decisions page. The Career Decision page is discussed at length in Chapter 9 of this guide.
26. **Fleet Reserve Application Date** – Displays the Fleet Reserve application date entered by the career counselor from the CIMS Career Decision page. (Corporate Data)
27. **Approved Fleet Reserve Transfer Date** – Displays the Fleet Reserve Plan Date entered by the career counselor from the CIMS Career Decision page. (Corporate Data)

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Section Nine – Career Decisions Page

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9. CAREER DECISIONS PAGE

9.1 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

Corporate Data Section

Active Duty

Career Decisions

1 SSN: [REDACTED] 2 Name: [REDACTED] 3 Rank/Rate: [REDACTED] 4 Current DSC: 100

5 ADSD: 05/16/2001 6 PRD: 11/01/2007 7 EAOS: 05/15/2007 8 Soft EAOS: 11/15/2007

9 CREO/ECMO: 2 10 PEBD: 05/16/2001 11 DIEMS: 05/07/2001 12 DIERF:

13 DeptID: [REDACTED] [REDACTED]

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

Program

Plan Type: [REDACTED] Planned Date: [REDACTED]

Comments: [REDACTED]

Calculators

Save Return to Search

Figure 9-1–Career Decision-AD Corp Data

Reserves

Career Decisions

1 SSN: [REDACTED] 2 Name: [REDACTED] 3 Rank/Rate: [REDACTED] 4 Current DSC: 200

5 ADSD: [REDACTED] 6 PRD: 09/30/2007 7 EOS: 04/17/2007 8 Soft EAOS:

9 CREO/ECMO: 3 10 PEBD: 07/01/1986 11 DIEMS: [REDACTED] 12 DIERF: 02/12/1982

13 DeptID: [REDACTED] [REDACTED]

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

Program

Plan Type: [REDACTED] Planned Date: [REDACTED]

Comments: [REDACTED]

Calculators

Save Return to Search Previous in List Next in List

Figure 9-2–Career Decision-Reserve Corp Data

Career Decisions Page**9.1.1 Corporate Data Section**

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

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. (Corporate data)

NOTE: The CREO/ECMO is re-calculated each time the Career Decisions Page is loaded 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)
13. **DeptID** – Unit Identification Code and command short name the member is currently assigned to. (Corporate data)

Career Decisions Page

Plan Type: Reenlistment

Active Duty

Career Decisions

SSN: [REDACTED]	Name: [REDACTED]	Rank Rate: [REDACTED]	Current DSC: 100
ADSD: 05/16/2001	PRD: 11/01/2007	EAOS: 05/15/2007	Soft EAOS: 11/15/2007
CREO/ECMO: 2	PEBD: 05/16/2001	DIEMS: 05/07/2001	DIERF:
DeptID: [REDACTED] [REDACTED]			

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

Program

Plan Type: 14 Planned Date: 15

Lump Sum Leave Calculator

Days Selling: 16 Monthly Base Pay: 17 Estimated Paid Leave Amt: 18

Request Status

Number of Years: 19

Location: 20 Time: 21

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

Comments: 23

Calculators

Figure 9-3–Career Decision – Ad Reenlistment

Career Decisions Page

9.1.2 Plan Type: Reenlistment – Active Duty



Figure 9-4–Career Decisions Plan Types

14. **Plan Type** – Career Decision Plan Type (Required Field): Select REN from the lookup values or type REN for an Extension.
15. **Career Decision 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.
16. **Number of Leave Days Selling**: Enter a number between 00 & 60, half days are allowed e.g., 12.5 days.
17. **Monthly Base Pay**: Members base pay in whole dollars e.g., 1800.
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 6 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.

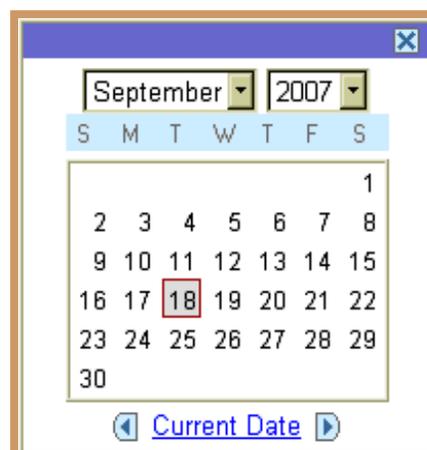


Figure 9-5–Calendar Box

Career Decisions Page

Plan Type: Reenlistment

Reserves

Career Decisions

SSN: [REDACTED]	Name: [REDACTED]	Rank/Rate: [REDACTED]	Current DSC: 200
ADSD:	PRD: 10/15/2007	EOS: 02/19/2007	Soft EAOS:
CREO/ECMO: 3	PEBD: 01/11/1980	DIEMS:	DIERF: 05/29/1983
DeptID: [REDACTED] [REDACTED]			

Separation/Reenlistment/Fleet Reserve Retirement/Extensions [Find](#) | [View All](#) First Last

Program +

Plan Type: 14 Planned Date: 15

Lump Sum Leave Calculator

Days Selling: 16 Monthly Base Pay: 17 Estimated Paid Leave Amt: 18

Request Status

Number of Years: 19 PNEC: 0000 20 BSC: 21 BILNEC: 22

Bonus Eligibility

SRB Qualifier: 23 Descr Type: 24 6 Year Contract

Location: 25 Time: 26

Reenlisting Officer: 27

Last Name, First Name MI., Rank

Comments: 28

Figure 9-6–Career Decision – Reserve Reenlistment pt1

Career Decisions Page

9.1.3 Plan Type: Reenlistment – Reserves



Figure 9-7–Career Decisions Plan Types

14. **Plan Type** – Career Decision Plan Type (Required Field): Select REN from the lookup values or type REN for an Extension.

15. **Career Decision 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.

16. **Number of Leave Days Selling:** Enter a number between 00 & 60, half days are allowed e.g., 12.5 days.

17. **Monthly Base Pay:** Members base pay in whole dollars e.g., 1800.

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 6 years. You may enter data in this field manually or by selecting the drop-down arrow then selecting from one of the displayed options.

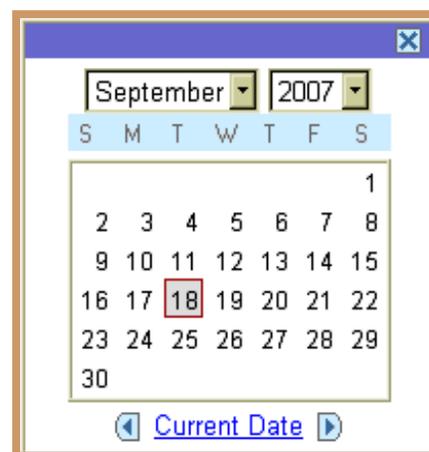


Figure 9-8–Calendar Box

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. **Selective Reenlistment Bonus Qualifier:** Rank/Rate which the SRB will be based on.

24. **Enlistment Description Type:** 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.

Career Decisions Page

Plan Type: Reenlistment (Cont.)

Reserves

Career Decisions

SSN: [REDACTED]	Name: [REDACTED]	Rank/Rate: [REDACTED]	Current DSC: 200
ADSD:	PRD: 10/15/2007	EOS: 02/19/2007	Soft EAOS:
CREO/ECMO: 3	PEBD: 01/11/1980	DIEMS:	DIERF: 05/29/1983
DeptID: [REDACTED] [REDACTED]			

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

Program +

Plan Type: 14 Planned Date:

Lump Sum Leave Calculator

Days Selling: 16 Monthly Base Pay: 17 Estimated Paid Leave Amt: 18

Request Status

Number of Years: 19 PNEC: 0000 20 BSC: 21 BILNEC: 22

Bonus Eligibility

SRB Qualifier: 23 Descr Type: 24 6 Year Contract

Location: 25 Time: 26

Reenlisting Officer: 27

Last Name, First Name MI., Rank

Comments: 28

Calculators

Figure 9-9–Career Decision – Reserve Reenlistment pt2

Career Decisions Page**Plan Type: Reenlistment (Cont.)****Reserves**

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

Plan Type: Extension – Active Duty

Career Decisions

SSN: [REDACTED]	Name: [REDACTED]	Rank/Rate: [REDACTED]	Current DSC: 100
ADSD: 05/16/2001	PRD: 11/01/2007	EAOS: 05/15/2007	Soft EAOS: 11/15/2007
CREO/ECMO: 2	PEBD: 05/16/2001	DIEMS: 05/07/2001	DIERF:
DeptID: [REDACTED]			

Separation/Reenlistment/Fleet Reserve
Retirement/Extensions [Find](#) | [View All](#) First 1 of 1 Last

Program
Plan Type: EXT 14 Planned Date: 15 01

Lump Sum Leave Calculator
Days Selling: 16 Monthly Base Pay: 17 Estimated Paid Leave Amt: 18

Request Status
Number of Months: 19

Comments: 20

Calculators

Figure 9-10–Career Decision –AD Extension

Career Decisions Page

9.1.4 Plan Type: Extension Active Duty



Figure 9-11–Career Decisions Plan Types

14. **Career Decision Plan Type** (Required Field): For an Extension enter EXT.

15. **Career Decision 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.

16. **Number of Leave Days Selling:** Enter a number between 00 & 60 half days are allowed e.g., 12.5 days.

17. **Monthly Base Pay:** Members base pay in whole dollars e.g., 1800.

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 9-12–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

Plan Type: Extension

Reserves

Career Decisions

SSN: [REDACTED]	Name: [REDACTED]	Rank/Rate: [REDACTED]	Current DSC: 200
ADSD:	PRD: 10/15/2007	EOS: 02/19/2007	Soft EAOS:
CREO/ECMO: 3	PEBD: 01/11/1980	DIEMS:	DIERF: 05/29/1983
DeptID: [REDACTED] [REDACTED]			

Separation/Reenlistment/Fleet Reserve Retirement/Extensions [Find](#) | [View All](#) First 1 of 1 Last

Program
Plan Type: Planned Date:

Lump Sum Leave Calculator
Days Selling: Monthly Base Pay: Estimated Paid Leave Amt:

Request Status
Number of Months: PNEC: 0000 BSC: BILNEC:

Bonus Eligibility
SRB Qualifier: Descr Type:

Comments:

Calculators

Figure 9-13–Career Decision – Reserve Extension

Career Decisions Page

9.1.5 Plan Type: Extension Reserves



Figure 9-14–Career Decisions Plan Types

14. **Career Decision Plan Type** (Required Field): For an Extension enter EXT.
15. **Career Decision 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.
16. **Number of Leave Days Selling**: Enter a number between 00 & 60 half days are allowed e.g., 12.5 days.
17. **Monthly Base Pay**: Members base pay in whole dollars e.g., 1800.
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 9-15–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. **Selective Reenlistment Bonus Qualifier**: Rank/Rate which the SRB will be based on.
24. **Enlistment Description Type**: 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

Plan Type: Separation

Active Duty

Career Decisions

SSN: [REDACTED]	Name: [REDACTED]	Rank/Rate: [REDACTED]	Current DSC: 100
ADSD: 05/26/1999	PRD: 09/01/2012	EAOS: 01/15/2012	Soft EAOS: 01/15/2014
CREO/ECMO: 2	PEBD: 05/26/1999	DIEMS: 04/10/1998	DIERF:
DeptID: [REDACTED] [REDACTED]			

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

Program

Plan Type: SEP ¹⁴ Planned Date: [] ¹⁵ CARIT Date: ¹⁶

Tap Date: [] ¹⁷ ¹⁸ Tap Completed

DD2648 Date: [] ¹⁹

Lump Sum Leave Calculator

Days Selling: ²⁰ Monthly Base Pay: ²¹ Estimated Paid Leave Amt: ²²

PDTY Date **Terminal Leave**

From: [] ²³ To: [] ²⁴ From: [] ²⁵ To: [] ²⁶

Comments: ²⁷ []

Figure 9-16–Career Decision –AD Separation pt1

Career Decisions Page**9.1.6 Plan Type: Separation – Active Duty**

14. **Career Decision Plan Type** (Required Field): For a Separation enter SEP.
15. **Career Decision 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.
16. **CARIT Date**: This is the date Career Information Training Class was completed and is loaded from the members Training Record.

NOTE: CARIT training may be entered by Command and Department/Division Career Counselors at Electronic Service Record>Electronic Service Record>Use>Course Data which is discussed in Section 20.
17. **Tap Date**: This is the Scheduled Transition Assistance Program class date.
18. **Tap Completed**: Check this box if the above TAP class is complete.
19. **DD2648 Date**: Date the Retirement/Separation Worksheet was completed.
20. **Leave Days Selling**: Number of days the member is selling back before Separation.
21. **Monthly Base Pay**: Members base pay in whole dollar amounts only e.g., 1800.
22. **Estimated Paid Leave Amount**: This is the ESTIMATED amount the member can expect for their sold leave.

NOTE: This is only an ESTIMATE and should only be used as such. The actual amount a member will receive will be determined by the Disbursing office.
23. **PDTY From Date**: Permissive Temporary Duty From Date.
24. **PDTY To Date**: Permissive Temporary Duty To Date.
25. **Terminal Leave From Date**: Separation Leave start date and is less than the Separation planned date.
26. **Terminal Leave To Date**: Separation Leave end date and will be equal to the Separation planned date.
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

Plan Type: Separation

Reserves

Career Decisions

SSN: [REDACTED]	Name: [REDACTED]	Rank/Rate: [REDACTED]	Current DSC: 200
ADSD:	PRD: 01/31/2013	EOS: 10/19/2013	Soft EAOS:
CREO/ECMO: 3	PEBD: 10/20/2004	DIEMS:	DIERF: 02/26/2004
DeptID: [REDACTED] [REDACTED]			

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

Program +

Plan Type: SEP 14 🔍 Planned Date: 15 📅

16 Tap Completed

DD2648-1
Date: 17 📅

Lump Sum Leave Calculator

Days Selling: 18 Monthly Base Pay: 19 Estimated Paid Leave Amt: 20

Comments: 21 📄

Figure 9-17–Career Decision – Reserve Separation

Career Decisions Page

9.1.7 Plan Type: Separation Reserves



Figure 9-18–Career Decisions Plan Types

14. **Career Decision Plan Type** (Required Field): For a Separation enter SEP.
15. **Career Decision 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 Reenlistment date from the pop-up calendar.
16. **Tap Completed:** Check this box if the above TAP class is complete.
17. **DD2648-1 Date:** Date the Retirement/Separation Worksheet was completed.
18. **Leave Days Selling:** Number of days the member is selling back before Separation.
19. **Monthly Base Pay:** Members base pay in whole dollar amounts only e.g., 1800.
20. **Estimated Paid Leave Amount:** This is the ESTIMATED amount the member can expect for their sold leave.

NOTE: This is only an ESTIMATE and should only be used as such. The actual amount a member will receive will be determined by Disbursing.
21. **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.

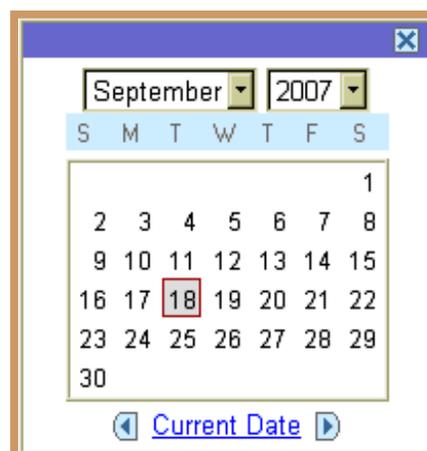


Figure 9-19–Calendar Box

Career Decisions Page

Plan Type: Fleet Reserves

Active Duty

Career Decisions

SSN: [REDACTED]	Name: [REDACTED]	Rank/Rate: [REDACTED]	Current DSC: 100
ADSD: 12/17/2001	PRD: 09/01/2013	EAOS: 07/12/2015	Soft EAOS: 07/12/2015
CREO/ECMO: 2	PEBD: 12/17/2001	DIEMS: 10/31/2001	DIERF:
DeptID: [REDACTED] [REDACTED]			

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

Program

Plan Type: 14 Planned Date: 15 CARIT Date: 16

Tap Date: 17 18 Tap Completed

DD2648 Date: 19

Lump Sum Leave Calculator

Days Selling: 20 Monthly Base Pay: 21 Estimated Paid Leave Amt: 22

Request Status

Acknowledge Date: 23 DTG of Message: 24 Application Date: 25

PDTY Date	Terminal Leave
From: <input type="text" value="26"/> 26 <input type="button" value="Calendar"/> To: <input type="text" value="27"/> 27 <input type="button" value="Calendar"/>	From: <input type="text" value="28"/> 28 <input type="button" value="Calendar"/> To: <input type="text" value="29"/> 29 <input type="button" value="Calendar"/>

Comments: 30

Figure 9-20–Career Decision – AD Fleet Reserve

Career Decisions Page**9.1.8 Plan Type: Fleet Reserves Active Duty**

14. **Career Decision Plan Type** (Required Field): For a transfer to the Fleet Reserves enter FLT.

15. **Career Decision Planned Date** (Required Field): Enter the Date the transfer to Fleet Reserves becomes active.

NOTE: Not the date of the Retirement Ceremony. 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.

16. **CAREER INFORMATION TRAINING CLASS Date:** This is the date CARIT class was completed and is loaded from the member's Training Record.

NOTE: CARIT Class training may be entered by Command and Department/Division Career Counselors at Electronic Service Record>Electronic Service Record>Use>Course Data which is discussed in Section 20.

17. **Tap Date:** This is the Scheduled Transition Assistance Program class date.

18. **Tap Completed:** Check this box if the above TAP class is complete.

19. **DD2648 Date:** Date the Retirement/Separation Worksheet was completed.

20. **Leave Days Selling:** Number of days the member is selling back before Separation.

21. **Monthly Base Pay:** Member's base pay in whole dollar amounts only e.g., 1800.

22. **Estimated Paid Leave Amount:** This is the ESTIMATED amount the member can expect for their sold leave.

NOTE: This is only an ESTIMATE and should only be used as such. The actual amount a member will receive will be determined by Disbursing.

23. **Acknowledge Date:** Enter the date of the Request Acknowledgement Message.

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

24. **Date Time Group of Message:** Enter the Full Date Time Group of the acknowledgement message.

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

25. **Application Date:** Enter the date the official request was made to the approval authority.

26. **PDTY From Date:** Permissive Temporary Duty From Date.

27. **PDTY To Date:** Permissive Temporary Duty To Date.

28. **Terminal Leave From Date:** Separation Leave start date and is less than the Separation planned date.
29. **Terminal Leave To Date:** Separation Leave end date and will be equal to the Separation planned date.
30. **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.

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Career Decisions Page

Plan Type: Fleet Reserves

Reserves

Career Decisions

SSN: [REDACTED]	Name: [REDACTED]	Rank/Rate: [REDACTED]	Current DSC: 200
ADSD:	PRD: 09/30/2007	EOS: 11/03/2005	Soft EAOS:
CREO/ECMO:	PEBD: 01/14/1980	DIEMS:	DIERF: 07/18/1979
DeptID: [REDACTED] [REDACTED]			

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

Program

Plan Type: **FLT** 1 Planned Date: [REDACTED] 2

Comments: [REDACTED] 3

Calculators

Save Return to Search

Figure 9-21–Career Decision – Reserve Fleet Reserve



Figure 9-22–Career Decision – Reserve FLT Error Message

Career Decisions Page**9.1.9 Plan Type: Fleet Reserves**

1. **Career Decision Plan Type:** For a transfer to the Fleet Reserves enter FLT.
NOTE: FLT is not a valid value for Reserve Members and will display Error Message 'A'
2. **Planned Date:**
 - A. **Error Message:** This error message is displayed when a Career Decision Plan of FLT is attempted for a Reserve member.
3. **Comments:** Enter user comments here.

Career Decisions Page

Plan Type: Retirement

Active Duty

Career Decisions

SSN: [REDACTED]	Name: [REDACTED]	Rank/Rate [REDACTED]	Current DSC: 100
ADSD: 07/15/1996	PRD: 09/01/2014	EAOS: 03/10/2014	Soft EAOS: 03/10/2014
CREO/ECMO: 2	PEBD: 07/15/1996	DIEMS: 04/12/1996	DIERF:
DeptID: [REDACTED] [REDACTED]			

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

Program

Plan Type: RET ¹⁴ Planned Date: [] ¹⁵ CARIT Date: ¹⁶

Tap Date: [] ¹⁷ ¹⁸ Tap Completed

DD2648 Date: [] ¹⁹

Lump Sum Leave Calculator

Days Selling: [] ²⁰ Monthly Base Pay: [] ²¹ Estimated Paid Leave Amt: [] ²²

Request Status

Acknowledge Date: [] ²³ DTG of Message: [] ²⁴ Application Date: [] ²⁵

PDTY Date

From: [] ²⁶ To: [] ²⁷

Terminal Leave

From: [] ²⁸ To: [] ²⁹

Comments: [] ³⁰

Figure 9-23–Career Decision – AD Retirement

Career Decisions Page**9.1.10 Plan Type: Retirement – Active Duty**

14. **Career Decision Plan Type** (Required Field): For a Retirement enter RET.
15. **Career Decision Planned Date** (Required Field): Enter the Date the Retirement becomes active.
NOTE: Not the date of the Retirement Ceremony. 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.
16. **CAREER INFORMATION TRAINING CLASS Date:** This is the date CARIT class was completed and is loaded from the member's Training Record.
NOTE: CARIT Class training may be entered by Command and Department/Division Career Counselors at Electronic Service Record>Electronic Service Record>Use>Course Data which is discussed in Section 20.
17. **Tap Date:** This is the Scheduled Transition Assistance Program class date.
18. **Tap Completed:** Check this box if the above TAP class is complete.
19. **DD2648 Date:** Date the Retirement/Separation Worksheet was completed.
20. **Leave Days Selling:** Number of days the member is selling back before Separation.
21. **Monthly Base Pay:** Members base pay in whole dollar amounts only e.g., 1800.
22. **Estimated Paid Leave Amount:** This is the ESTIMATED amount the member can expect for their sold leave.
NOTE: This is only an ESTIMATE and should only be used as such. The actual amount a member will receive will be determined by Disbursing.
23. **Acknowledge Date:** Enter the date of the Request Acknowledgement Message.
NOTE: The date entered here will always be before the Career Decision Planned Date.
24. **Date Time Group of Message:** Enter the Full Date Time Group of the acknowledgement message.
NOTE: The date entered here will always be before the Career Decision Planned Date.
25. **Application Date:** Enter the date the official request was made to the approval authority.
26. **PDTY From Date:** Permissive Temporary Duty From Date ___.
27. **PDTY To Date:** Permissive Temporary Duty To Date ___.
28. **Terminal Leave From Date:** Separation Leave start date and is less that the Separation planned date.

29. **Terminal Leave To Date:** Separation Leave end date and will be equal to the Separation planned date.
30. **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.

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Career Decisions Page

Plan Type: Retirement

Reserves

Career Decisions

SSN: [REDACTED]	Name: [REDACTED]	Rank/Rate: [REDACTED]	Current DSC: 200
ADSD:	PRD: 04/30/2013	EOS: 12/07/2013	Soft EAOS:
CREO/ECMO: 1	PEBD: 08/30/2001	DIEMS:	DIERF: 08/30/2001
DeptID: [REDACTED] [REDACTED]			

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

Program

Plan Type: RET ¹⁴ Planned Date: [] ¹⁵
¹⁶ Tap Completed
DD2648-1 Date: [] ¹⁷

Lump Sum Leave Calculator

Days Selling: ¹⁸ Monthly Base Pay: ¹⁹ Estimated Paid Leave Amt: ²⁰

Request Status

Acknowledge Date: [] ²¹ DTG of Message: ²²

Comments: ²³ []

Figure 9-24–Career Decision – Reserve Retirement

Career Decisions Page

9.1.11 Plan Type: Retirement Reserves



Figure 9-25–Career Decisions Plan Types

14. **Career Decision Plan Type** (Required Field): For a Retirement enter RET.

15. **Career Decision Planned Date** (Required Field): Enter the Date the Retirement becomes active.

NOTE: *Not* the date of the Retirement Ceremony. 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.

16. **Tap Completed:** Check this box if the above TAP class is complete.

17. **DD2648 Date:** Date the Retirement/ Separation Worksheet was completed.

18. **Leave Days Selling:** Number of days the member is selling back before Separation.

19. **Monthly Base Pay:** Member’s base pay in whole dollar amounts only e.g., 1800.

20. **Estimated Paid Leave Amount:** This is the ESTIMATED amount the member can expect for their sold leave.

NOTE: This is only an ESTIMATE and should only be used as such. The actual amount a member will receive will be determined by Disbursing.

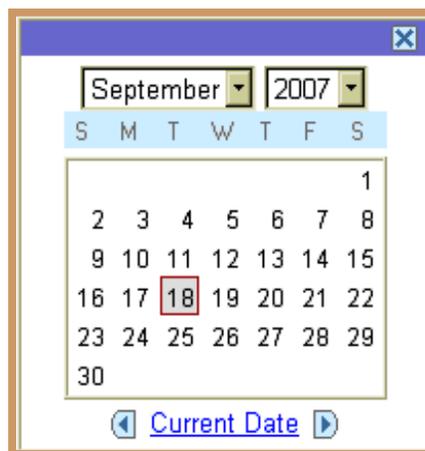


Figure 9-26–Calendar Box

21. **Acknowledge Date:** Enter the date of the Request Acknowledgement Message.

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

22. **Date Time Group of Message:** Enter the Full Date Time Group of the acknowledgement message.

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

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.

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Section Ten – Correspondence Tracking

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10. 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 and the Navy Retention and Monitoring System (NRMS).

Correspondence Tracking

The screenshot displays the 'Correspondence Tracking' interface. At the top, a summary bar contains fields for SSN, Name, Rank Rate, and Current DSC (100). Below this, a series of dates are listed with circled numbers 1 through 13, corresponding to the red callouts in the summary bar. The main area features a table with columns for Program Type, Submission Date, Status, and Comments. The table lists three items: ASC (A School), HAR (HARP), and SPO (SPECIAL PROGRAMS). Each item has a 'Comments' button with '+' and '-' icons. At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, and Next in List.

Program Type	Submission Date	Status	Comments
ASC A School	02/01/2010	R PTS Reenlistment	Comments + -
HAR HARP	02/01/2010	A Approved	Comments + -
SPO SPECIAL PROGRAMS	02/01/2010	D Disapproved	Comments + -

Figure 10-1–Correspondence Tracking – Corporate Data

10.1 Correspondence Tracking

1. **SSN** – SSN. (Corporate data)
2. **Name** – Full Last Name, First Name Middle Name. (Corporate data)
3. **Rate/Rank** – Rate/Rank level the member is currently being paid. (Corporate data)
4. **Current DSC** – Current Duty Status Code. (Corporate data)
5. **ADSD** – Current Active Duty Service Date is only displayed for Active Duty personnel. (Corporate data)
6. **PRD** – Current Projected Rotation Date. (Corporate data)
7. **EAOS** – Current Expiration of Active Obligated Service is only displayed for Active Duty personnel. (Corporate data)
8. **EOS** – Current Contract Expiration Date is only displayed for Reserve personnel. (Corporate data)
9. **Soft EAOS** – Current Soft Expiration of Active Obligated Service is only displayed for Active Duty personnel. (Corporate data)
10. **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.
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)

Correspondence Tracking

SSN: [REDACTED]	Name: [REDACTED]	Rank/Rate: [REDACTED]	Current DSC: 100
ADSD: 11/24/2004	PRD: 11/01/2007	EAOS: 05/15/2007	EOS: 02/19/2007
SEAOS: 11/01/2012	CREO/ECMO: 2	PEBD: 11/24/2004	DIEMS: 02/17/2004
DIERS:			

Prog Type	Pkg Type	Submission Date	Status	Status Date	Comments				
ASC	A School	3 Board Package	02/01/2010	R	PTS Reenlistment	02/01/2010	Comments	+	-
HAR	HARP	4 Electronic	02/01/2010	A	Approved	02/01/2010	Comments	+	-
SPG	SPECIAL PROGRAMS	3 Board Package	02/01/2010	D	Disapproved	02/01/2010	Comments	+	-

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

Figure 10-2–Correspondence Tracking – Program & Package Detail

Program Type code	Description
AOC	AOCS
ASC	A School
CON	CONVERSION
CSB	Career Status Bonus
CWO	Chief Warrant Officer
GRD	GUARD 2000
HAR	HARP
HYT	High Year Tenure Waiver
LDO	Limited Duty Officer
MEC	MECP
OCS	Officer Candidate School
OHA	OHARP
OTH	OTHER
PTS	Perform To Serve
SCR	SCORE
SEA	SEA
SPG	SPECIAL PROGRAMS
STA	STA-21
STR	STAR
USM	US MAP

Figure 10-3–Correspondence Tracking – AD Program Type Codes

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 10-4–Correspondence Tracking – Reserve Program Type Codes

10.2 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 20 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

Figure 10-5–Correspondence Tracking – Package Type Codes

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

- 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 10-6–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.

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Section Eleven – Sponsor Assignment

Sponsor Assignment



Figure 11-1–Sponsor Assignment – PG Data Tab



Figure 11-2–Sponsor Assignment – Sponsor Contact Data Tab

11. SPONSOR ASSIGNMENT

1. **SSN** – Social Security Number of the member being assigned as the sponsor. (Corporate data)
2. **Name** – Sponsor's Full Last Name, First Name Middle Name. (Corporate data)
3. **Rank/Rate** – Rate/Rank the member is currently being paid. (Corporate data)
4. **Current DSC** – Current Duty Status Code of the member. (Corporate data)
5. **PG SSN** – Social Security Number of the Prospective Gain being given a sponsor.
6. **Department** – Gaining Unit Identification Code (Corporate data)
7. **Rank/Rate Name** – Identifies the current Rank/Rate and Full Last Name, First Name Middle Name of the gaining member (Corporate data)
8. **Reported** – Date the member reported on board.

NOTE: If the member has not yet reported to the command then leave this field blank.

NOTE: Once a Reported date is entered and saved then a New CDB Plan will be created for the gaining Command.

9. **Estimated Arrival Date** – This date shows the date the member is expected to report on board the new command. (Corporate data)
10. **View Orders** – Use this link to view the member's orders. (Corporate data)
11. **Assigned Date** – Enter the date the sponsor was assigned.
12. **Primary Phone** – Enter the Primary phone number of the Sponsor.
13. **Alternate Phone** – Enter an Alternate phone number for the Sponsor.
14. **Email** – Enter the Email address for the Sponsor.

NOTE: Once this page has been Verified by the Command Career Counselor all information will be viewable by Career Counselors at the detaching command.

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Section Twelve – Rating Conversion

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

1 SSN: [REDACTED] 2 Name: [REDACTED] 3 Rank/Rate: [REDACTED] 4 Current DSC: 100

Education 5

Level: L High School Diploma Years: 12

6 ASVAB/AFCT Test ID: 02D AFQT: 86 NAPT CD: Series (K) Test NFOT Score:

Most Recent Test Date: 11/06/2003 Test Site UIC: [REDACTED]

Scores 7

GS: 60	WK: 60	NO/AO: 60	AS: 48	MC: 50	VE: 59	AI: 0	RADIO: 0
AR: 57	PC: 56	CS: 0	MK: 66	EI: 58	DLAB: 666	SONAR: 0	ESTS: 0

[Calculate Eligibility Ratings](#) 8

9 **Eligible Ratings**

ABE, ABF, ABH, AC, AD, AE, AECF, AG, AIRCREW, AM, AME, AO, AS, AT, AW, AZ, BM, BU, CE, 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, NC, ND, OS, PC, PR, PS, OM, RP, SB, SECF, SH, SK, SK(SS), SN(SS), SO, ST(SS), STG, STG(AEF), SW, UT, YN, YN(SS).

Figure 12-1–Rating Conversion Page

12. RATING CONVERSION

1. **SSN** – SSN. (Corporate data)
2. **Name** – Full Last Name, First Name Middle Name. (Corporate data)
3. **Rate/Rank** – Rate/Rank level the member is currently being paid. (Corporate data)
4. **Current DSC** – Current Duty Status Code. (Corporate data)
5. **Education** – Highest education level attained and the equivalent years. (Corporate data).
6. **ASVAB Test Description** – Information contained in this section describes the test given including the date and UIC of the test site. (Corporate data)
7. **Scores** – Displays the test results for each subsection of the test described in Section 6 of this page. (Corporate data)
8. **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.

9. **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.

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Section Thirteen – United States Military Apprenticeship Program

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:

- 1** USMAP header
- 2** SSN: [Redacted]
- 3** Name: [Redacted]
- 4** Rank/Rate: [Redacted]
- 5** Current DSC: 100
- 6** AIMS Symbol: 0817 COMPUTER-PERIPHERAL-EQUIPMENT OPERATOR
- 7** Status: 1 Active
- 8** Enrollment Information:
 - 7** Date Enrolled: 07/29/2004
 - 8** Date Completed:
 - 9** Last Update: 07/29/2004
- 10** Progress Information:
 - 10** Pre-Registration Credit: 0
 - 11** Additional Credit:
 - 12** Total Hours Earned:
 - 13** Total Hours Required: 2000
- 14** NETC USMAP Data (with keyboard and book icon)

Figure 13-1–USMAP Page

13. UNITED STATES MILITARY APPRENTICESHIP PROGRAM

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

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Section Fourteen – Verify Process

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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's 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 CDB's is accurate and complete.

Career Development
CDB Data

SSN: Name: Rank/Rate: Current DSC: 200

ADSD: PRD: /30/2013 EAOS: /21/2011 EOS: /07/2013 Soft EAOS:

CREO/ECMO: PEBD: /30/2001 DIEMS: DIERF: /30/2001

UIC: Warfare Qual:

DEPT: DEPT Career Counselor:

DIV: DIV Career Counselor:

Temporary Rate Start Date: Complete Date:

PACT: K49A A-PACT, No Coast Guarantee - Airman

Sponsor Info

Sponsor: Phone:

EmailID: Alt Phone:

CAREER DEVELOPMENT BOARD TRACKING

Type	Required Date	Completion Date	Verified
Reporting:	05/20/2010	04/20/2010	<input checked="" type="checkbox"/>
6 Month:	10/20/2010		<input type="checkbox"/>
12 Month:	04/20/2011		<input type="checkbox"/>
18 Month:	10/20/2011		<input type="checkbox"/>
24 Month:	04/20/2012		<input type="checkbox"/>
36 Month:	04/20/2013		<input type="checkbox"/>
48 Month:	04/20/2014		<input type="checkbox"/>
60 Month:	04/20/2015		<input type="checkbox"/>
TRF/SEP:	<input type="text"/>		<input type="checkbox"/>
Other:	<input type="text"/>		<input type="checkbox"/>

ADDITIONAL BOARDS CONDUCTED

Other Type: 2

Perform To Serve: 1

Special Program: 1

CAREER DEVELOPMENT TRAINING

CDTC Completion Date: RASW Completion Date:

Figure 14-1-Verify – CDB Corporate Data Section pt1

14-4

Revision 3

14. VERIFY PROCESS**14.1 Career Development Board**

1. **SSN** – SSN. (Corporate data)
2. **Name** – Full Last Name, First Name Middle Name. (Corporate data)
3. **Rate/Rank** – Rate/Rank level the member is currently being paid. (Corporate data)
4. **Current DSC** – Current Duty Status Code. (Corporate data)
5. **ADSD** – Current Active Duty Service Date is only displayed for Active Duty personnel. (Corporate data)
6. **PRD** – Current Projected Rotation Date. (Corporate data)
7. **EAOS** – Current Expiration of Active Obligated Service is only displayed for Active Duty personnel. (Corporate data)
8. **EOS** – Current Contract Expiration Date is only displayed for Reserve personnel. (Corporate data)
9. **Soft EAOS** – Current Soft Expiration of Active Obligated Service is only displayed for Active Duty personnel. (Corporate data)
10. **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.
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. **UIC** – Unit Identification Code and the short title of the unit to which currently assigned. (Corporate data)
15. **Warfare Qual** – The current Enlisted Warfare Designator qualified for. (Corporate data)

Verify Process

Career Development Board

Career Development CDB Data

SSN: 1 [REDACTED] Name: 2 [REDACTED] 3 Rank/Rate: [REDACTED] 4 Current DSC: 200

ADSD: 5 PRD: 6 /30/2013 EAOS: 7 /21/2011 EOS: 8 /07/2013 Soft EAOS: 9

CREO/ECMO: 1 10 PEBD: 11 /30/2001 DIEMS: 12 DIERF: 13 /30/2001

UIC: 14 [REDACTED] Warfare Qual: 15

DEPT: 16 DEPT Career Counselor: 17
 DIV: 18 /0 DIV Career Counselor: 19

20 Temporary Rate Start Date: [] 21 Complete Date: []

22 PACT: K49A A-PACT, No Coast Guarantee - Airman

Sponsor Info

Sponsor: [REDACTED] 23 Phone: 24 [REDACTED]
 EmailID: [REDACTED] 25 Alt Phone: 26 [REDACTED]

CAREER DEVELOPMENT BOARD TRACKING			
Type	Required Date	Completion Date	Verified
Reporting:	05/20/2010 27	04/20/2010	<input checked="" type="checkbox"/>
6 Month:	10/20/2010		<input type="checkbox"/> 28
12 Month:	04/20/2011		<input type="checkbox"/>
18 Month:	10/20/2011		<input type="checkbox"/>
24 Month:	04/20/2012		<input type="checkbox"/>
36 Month:	04/20/2013		<input type="checkbox"/>
48 Month:	04/20/2014		<input type="checkbox"/>
60 Month:	04/20/2015		<input type="checkbox"/>
TRF/SEP:	[] 31		<input type="checkbox"/>
Other:	[] 31		<input type="checkbox"/>

ADDITIONAL BOARDS CONDUCTED

29 Other Type: 2
 Perform To Serve: 1
 Special Program: 1

CAREER DEVELOPMENT TRAINING

CDTC Completion Date: [] 30 31 RASW Completion Date: [] 31 31

Figure 14-2-Verify – CDB Corporate Data Section pt2

Verify Process**Career Development Board**

16. **DEPT** – The Department to which currently assigned. The Department is updated each time the CDB page is opened. (Corporate data)
17. **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.
18. **DIV** – The Division to which currently assigned. The Division is updated each time the CDB page is opened. (Corporate data)
19. **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.
20. **Temporary Rate Indicator** – This checkbox is used to indicate that a Reserve member is in a Temporary Rate and the Career Counselor wished to track the member.
21. **Start Date/Complete Date** – Enter the Reserve member’s Start Date and when complete enter the Complete Date in these boxes.
22. **PACT** – This data only appears if the individual is a PACT member and identifies the program contracted for.
NOTE: PACT members require an additional CDB at 18 months which is displayed in the Board Tracking section for that member.
23. **Sponsor** – The Rate/Rank and name of the sponsor assigned by the Ultimate Duty Station.
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.

Career Development
CDB Data

SSN: Name: Rank/Rate: Current DSC: 200

ADSD: 5 PRD: 6 /30/2013 EAOS: 7 /21/2011 EOS: 8 2/07/2013 Soft EAOS: 9

CREO/ECMO: 1 10 PEBD: 11 /30/2001 DIEMS: 12 DIERF: 13 /30/2001

UIC: 14 Warfare Qual: 15

DEPT: 16 DEPT Career Counselor: 17

DIV: 18 DIV Career Counselor: 19

20 Temporary Rate Start Date: 21 Complete Date:

22 PACT: K49A A-PACT, No Coast Guarantee - Airman

Sponsor Info

Sponsor: 23 Phone: 24

EmailID: 25 Alt Phone: 26

CAREER DEVELOPMENT BOARD TRACKING

Type	Required Date	Completion Date	Verified
Reporting:	05/20/2010	27 04/20/2010	<input checked="" type="checkbox"/>
6 Month:	10/20/2010		28 <input type="checkbox"/>
12 Month:	04/20/2011		<input type="checkbox"/>
18 Month:	10/20/2011		<input type="checkbox"/>
24 Month:	04/20/2012		<input type="checkbox"/>
36 Month:	04/20/2013		<input type="checkbox"/>
48 Month:	04/20/2014		<input type="checkbox"/>
60 Month:	04/20/2015		<input type="checkbox"/>
TRF/SEP:	<input type="text" value=""/>		<input type="checkbox"/>
Other:	<input type="text" value=""/>		<input type="checkbox"/>

ADDITIONAL BOARDS CONDUCTED

29 Other Type: 2

Perform To Serve: 1

Special Program: 1

CAREER DEVELOPMENT TRAINING

CDTC Completion Date: 30 RASW Completion Date: 31

Figure 14-3-Verify – CDB Corporate Data Section pt3

Verify Process**Career Development Board**

27. **Completion Date** – Date the Reporting CDB was completed. This date will automatically populate from the CDB interview date when a CDB is verified by the Command Career Counselor.
- NOTE:** Since Reserve personnel do not require a 6 Month CDB, the Reporting Completion Date is also written as the 6 Month Completion Date on verification.
28. **Verified** – The Verified block displays a checkmark next to each CDB that has been completed and Verified for the member currently displayed.
- NOTE:** A Checkmark will not appear in this field until the record has been marked verified and saved by the CCC.
29. **Additional Boards Conducted** – Check boxes in this section represent that a CDB not regularly scheduled has been started. When a CDB of a type listed in this box is saved, a check will appear in the related box.
30. **CDTC Completion Date** – Displays the most current completion date of the Career Development Training Course. Field also allows entry of more recent training completion dates. Data entered into this field will not be recorded in the same manner as on the Course Data menu and will not be displayed in the members ESR as a completed course but will display on all CIMS reports where this data would normally be displayed.
- NOTE:** Course completion dates entered on the CDB page are not corporate data and not displayed on ESR pages.
31. **FTSW Completion Date** – The most current completion date of the First Term Success Workshop course. Field also allows entry of more recent training completion dates. Data entered into this field will not be recorded in the same manner as on the Course Data menu and will not be displayed in the members ESR as a completed course but will display on all CIMS reports where this data would normally be displayed.
- NOTE:** Course completion dates entered on the CDB page are not corporate data and not displayed on ESR pages.

Verify Process

Career Development Board – Data

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. For detailed information on this page please see Section 8.

Career Development **CDB Data**

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

ADSD: 02/23/2004 PRD: 02/01/2008 EAOS: 02/22/2008 Soft EAOS: 02/22/2009

CREO/ECMO: 3 PEBD: 02/23/2004 DIEMS: DIERF:

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

1 CDB Type: [Z] Reporting 4 Status: Pending Completed Verified

2 CDB Interview Date: 11/18/2007

3 CDB Interview Rank/Rate: [REDACTED] 5 Report Date: 11/18/2006 6 DEPT: N5 7 DIV:

ADVANCEMENT/EDUCATION/QUALIFICATIONS

NAVY KNOWLEDGE ONLINE

PHYSICAL FITNESS PROGRAM

CAREER MANAGEMENT

TRANSITION

GOALS & COMMENTS

Short Term Goals: 12/18/2007

Long Term Goals: 12/18/2007

Board Comments: Career Development Board Comments.

Leadership Title: LCPO

Leadership Comments: Leadership Comments.

Figure 14-4–Verify – CDB Data

Verify Process**14.2 Verify – CDB 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.

2. **CDB Interview Date** – (Required) The date the CDB was conducted is required to be entered in this field. Scheduled CDBs must be completed in order, but TRF/SEP and "Other" type CDBs may be completed at any time after reporting to the current command. (I.e., a 6 month CDB must be done after the "Reporting" CDB has been completed, but before the 12 Month CDB Required Date, where an "Advancement" type may be completed any time between the member's report date and today).
3. **CDB Interview 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. (E.g., in the case of an AN who has been selected for AM3, but not yet advanced, the career counselor would have the option to record a CDB as either AN or AM3.)
4. **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.
5. **Report Date** – The report date to the current command (Corporate data)
6. **DEPT** – The Department to which currently assigned. The Department is updated each time the CDB page is opened. (Corporate data)
7. **DIV** – The Division to which currently assigned. The Division is updated each time the CDB page is opened. (Corporate data)

Verify Process

Career Development Board – Data

Career Development CDB Data

SSN: [REDACTED]	Name: [REDACTED]	Rank/Rate: [REDACTED]	Current DSC: 100
ADSD: 02/23/2004	PRD: 02/01/2008	EAOS: 02/22/2008	Soft EAOS: 02/22/2009
CREO/ECMO: 3	PEBD: 02/23/2004	DIEMS:	DIERF:

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

CDB Type: [Z] Reporting Status: Pending Completed Verified

CDB Interview Date: 11/18/2007

CDB Interview Rank/Rate: [SN] Report Date: 11/18/2006 DEPT: N5 DIV:

- ADVANCEMENT/EDUCATION/QUALIFICATIONS
- NAVY KNOWLEDGE ONLINE
- PHYSICAL FITNESS PROGRAM
- CAREER MANAGEMENT
- TRANSITION
- GOALS & COMMENTS**

PACT Decision: 8 [A0] Continuing in PACT program

Short Term Goals: 9

Long Term Goals: 10

Board Comments: 11

Leadership Title: 12

Leadership Comments: 13

PACT Decision Description

- A0 Continuing in PACT program
- A1 A School Application Submitted
- C0 Designated (New 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

Figure 14-5–Verify – CDB Goals & Comments

Verify Process**Career Development Board**

8. **PACT Decision** – This field only appears if the individual is a PACT member and is used to identify the member’s current status in the program.
9. **Short Term Goals** – (Required) Allows career counselors to enter any Short Term Goals associated with the CDB. Up to 60 characters may be entered in this field.
10. **Long Term Goals** – (Required) Allows career counselors to enter any Long Term Goals associated with the CDB. Up to 60 characters may be entered in this field.
11. **Board Comments** – (Required) 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.
12. **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.
13. **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.

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Section Fifteen – Calculators

15. CALCULATORS – RETIREMENT

Retirement Calc

Retirement Calculator

USN RESERVE

Year of Retirement:

Grade:

Monthly Base Pay:

Total Points Earned:

Years of Creditable Service

Years: Months:

Total Active Federal Military Service

Years: Months:

High 3, Monthly Base Pay calculations require that an average of Base Pay for the previous 36 months to be done.

Estimated Retirement Amount			
Year:	2008	Monthly Pay:	675.00
		Annual Pay:	8100.00

Figure 15-1–Calculators – Retirement - USN

15.1 **CALCULATORS – RETIREMENT - USN**

1. **USN/RESERVE Selector** – Select the appropriate option for the type of calculation desired.
2. **Year of Retirement** – The retirement year.
3. **Grade** – Enter the paygrade or select the appropriate paygrade from the lookup.
4. **Monthly Base Pay** – Enter the Base Pay for the member.
NOTE: When Calculating High 3 pay it is necessary to perform the calculation for the average of Base Pay of the previous 36 months before entering the Monthly Base Pay amount.
5. **Total Points Earned** – Enter the total number of reserve points earned and is grayed out and unavailable for USN type Retirement Calculations.
NOTE: Minimum amount is 1000 and the maximum number of points earned is limited to 12500 points.
6. **Years of Creditable Service** – Select or enter the number of years and months creditable towards retirement.
7. **Total Active Federal Military Service** – Select or enter the number of years and months of total service.
NOTE: Years and Months fields must contain an entry even if that entry is 00.
8. **Calculate Final Pay** – Clicking this button will perform calculations for members who are not eligible High 3 or REDUX categories.
9. **Calculate High – 3 Pay** - Clicking this button will perform calculations for members who are not eligible Final Pay or REDUX categories.
10. **Calculate REDUX/High 3 Pay** – Clicking this button will perform calculations for members who are not eligible High 3 or Final Pay categories.
11. **Clear Button** – Clicking this button will clear all fields and calculation results.
12. **Estimated Retirement Amount** – Results of the calculations display in this section of the page.
NOTE: These calculations are only an estimate and intended to provide the member information to make career decisions.
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.

CALCULATORS – RETIREMENT – Reserve

Retirement Calc

Retirement Calculator

USN RESERVE

Year of Retirement:

Grade: ?

Monthly Base Pay:

Total Points Earned: 1

Years of Creditable Service

Years: Months:

Total Active Federal Military Service

Years: Months:

High 3, Monthly Base Pay calculations require that an average of Base Pay for the previous 36 months to be done.

Estimated Retirement Amount			
Year:	2008	Monthly Pay:	868.06
		Annual Pay:	10416.67

Figure 15-2–Calculators – Retirement - Reserve

15.2 CALCULATORS – RETIREMENT - Reserve

1. **Total Points Earned** – Enter the total number of reserve points earned and is only available for RESERVE type Retirement Calculations.
2. **Calculate REDUX/High 3 Pay** – Is grayed out and unavailable for Reserve type Retirement Calculations.
3. **Years of Creditable Service** – Is grayed out and unavailable for Reserve type Retirement Calculations.
4. **Total Active Federal Military Service** – Is grayed out and unavailable for Reserve type Retirement Calculations.

CALCULATORS – SRB

Selective Reenlistment Bonus Calculator 1

USN
 FTS
 RESERVE

*SRB Qualifier: CTM/9225 3
 Description Type: T1A 3

Type REEN/EXT: 6 Year Contract 4

* Base Pay Per Month: \$1000.00 5

* Reenlistment Term: 6 years 6

* Months Until EAOS: 03 Months 7

* Time in Service:
 Years: 05
 *Months: 09 8

* Broken Service Status: 1 - No Broken Service 9

10 Calculate SRB
11 Clear

Search Results

View All First 1-3 of 3 Last

SRB Qualifier	Description Type	SRB Max Amt	Long Description
CTM1	T2A	10000	6 Year Contract
CTM1	T2B	5000	1st 3 Year Contract
CTM1	T2C	4000	2nd 3 Year Contract

* = Required Items

Estimated SRB Amount 12

Zone:	A	Base Pay:	\$1000.00	SRB Amount:	\$34500.00
Award Level:	6.0	Total Active Military Service:	11.5		

Figure 15-3–Calculators – SRB

15.3 **CALCULATORS – SRB**

1. **USN/FTS/RESERVE Selector** – Select the appropriate option for member the calculation is performed.
2. **SRB Qualifier** – Enter the qualifier or part of the qualifier then use the lookup button to locate one.

NOTE: Qualifiers listed in the lookup use the current CREO categories and are based upon the USN/FTS/Reserve option selected above.

3. **Description Type** – Select the Description Type Code by using the lookup button. Options in the lookup search results use the SRB Qualifier used in that field (see inset). This field is only available for RESERVE calculations. (Reserve Only)
4. **Type REEN/EXT** – This field displays the Long Description from the selection in the Description Type Code lookup. This field is not editable and only displays for RESERVE calculations. (Reserve Only)
5. **Base Pay Per Month** – Enter the members base pay before allowances and special pays. (USN & FTS Only)
6. **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. (USN & FTS Only)
7. **Months Until EAOS** – Enter the number of months from one to 36 Months or leave blank if there are no months remaining.
8. **Time in Service** – Years and months the member has spent in Service from one to 14 years. The Months field must contain a number between 00 and 11 months.
9. **Broken Service Status** – Select the option from the drop down mention that corresponds with the members' current status.
10. **Calculate SRB Button** – Clicking this button performs the calculation based upon the criteria entered on the page.
11. **Clear Button** – Clicking this button will clear all fields and calculation results.
12. **Estimated SRB Amount** – 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: Every effort to use the appropriate calculator is important for each member, so that decisions made are based on the most accurate information possible.

CALCULATORS – SBP

Cost Estimate Form

SBP Cost Estimate Form

Spouse Only Child Only Spouse and Child Only

Last Name: Member's DOB:

SBP Base Amount: Spouse DOB:

Projected Retirement Date: Youngest Child DOB:

Supplement SBP Yes No Entered service prior to 2 March 1990

Estimation Worksheet

SBP Monthly Cost and Annuity Estimates

Member Birth Date:

Spouse Birth Date:

Child Birth Date:

	Monthly Cost:	Annuity Under 62:	Annuity 62 & Over:
Spouse Cost/Annuity:	\$55.38	\$550.00	\$350.00
Child Cost/Annuity:			
Spouse & Child/Annuity:			
5% Supplemental SBP Cost:	\$64.58		\$400.00
10% Supplemental SBP Cost:	\$73.78		\$450.00
15% Supplemental SBP Cost:	\$82.98		\$500.00
20% Supplemental SBP Cost:	\$92.18		\$550.00

Figure 15-4–Calculators – SBP Cost Estimate Form

15.4 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. **Supplement SBP** – Select the option appropriate for the calculation desired.
 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. **Calculate SBP Button** – Use this button to perform the calculation.
 10. **Entered service prior to 2 March 1990 Checkbox** – Check this box if the member entered service prior to 2 March 1990.
 11. **Clear Button** – Clicking this button will clear all fields and calculation results.
 12. **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.

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Section Sixteen–Certificates

16. 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.

The image shows a screenshot of the CIMS application interface. On the left is a 'Menu' sidebar with a search box and a list of categories. The 'Certificates' category is expanded, showing a list of certificate types: Reenlistment, Reenlistment (to Wife), Reenlistment (to Husband), Honorable Discharge, Fleet Reserve, Retirement (to Wife), Retirement (to Husband), Parent (Female Retiree), Parent (Male Retiree), Child (Female Retiree), and Child (Male Retiree). Below the menu are other categories like Forms, Reports, Lists, Electronic Service Record, and Contract Administration. On the right is the 'Reenlistment' search page. It has a title 'Reenlistment' and a sub-header 'Enter any information you have and click Search.' Below this are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Underneath is a search field with the text 'Search by: Run Control ID begins with' and a red circle '1' next to the input box. Below the search field is a red circle '2' next to a yellow 'Search' button and a blue 'Advanced Search' link. At the bottom of the search area are two more tabs: 'Find an Existing Value' and 'Add a New Value', with a red circle '3' next to the second tab.

Figure 16-1–Certificate Menu

16.1 CERTIFICATES

1. **Run Control ID** – Enter the Run Control ID you want the Print Manager to use for this certificate.
2. **Search** – Press the Search button to search for the Run Control ID entered above. Alternately you may leave the Run Control ID field empty and search to see a complete list of all available IDs.
3. **Add a New Value** – Use this link to add a new value to the Run Control ID list.

NOTE: There is currently no limit to the number of Run Control IDs that a user may have, but users are not able to remove a Run Control ID from the list once created. It is advisable to limit the number created.

NOTE: If it is necessary to create and print several certificates in sequence, using one Run Control ID for the certificates causes the print manager to create them in the order requested.

NOTE: The Run Control ID page is identical for each of the Certificates in this section.

CERTIFICATES – Reenlistment

Reenlistment

Run Control ID: ALPHA 10 Report Manager Run 9

Career Information Management Certificates

Certificate Information

Certificate Date: 1 12/19/2007

Member Information

EmplID: 2 3

Full Rating: 4

Rate/Warfare Designator: 5 6

Signing Official Information

Name of Official: 7
(First Name MI Last Name, Rank, Branch/Class)

Official Title: Executive Officer 8

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

Figure 16-2–Certificate Reenlistment

16.2 CERTIFICATES - Reenlistment

1. Certificate Date – Enter the award date for the certificate.
2. EmplID – Enter the members SSN. **Note:** Enter the SSN manually or part of the SSN and use the lookup button to search for members that contain that part of the SSN.
3. Name – Members full name. (Corporate Data).
4. Full Rating – Members rating spelled out (Corporate Data).
5. Rate– Members Rate (Corporate Data).
6. Warfare Designator – Members Warfare designator (if any) (Corporate Data).
7. Name of Official – Enter the signing official’s information in the following format **First Name MI Last Name, Rank, Branch/Class**.
8. Official Title – The signing official’s title spelled out.
9. Run Button – Activates the Process Scheduler Request page. Review your request and press ok to initiate the request.
10. Report Manager Link – Navigates to the Report manager to view the status of the request and view/print the certificate.

NOTE: With the exception of the SSN all information contained on this page is editable, modify data as necessary.

NOTE: The page will allow both upper and lower case entries but will convert the case to match current norms for certificates.

CERTIFICATES – Report Manager

Report List [Server List](#)

Reports Filter

'View Reports: Process Type: Refresh **3**

Status: Last: Days

Report List Customize | Find | View **1** | First 1-4 of 4 Last

Process Name	User ID	Process Instance	Report Description	Request Date/Time	Format	Status	Details	View Report
NCIMC011	TRIPLEUlc	706981	Reenlistment Certificate	07/01/2008 2:44:14PM	Acrobat (*.pdf)	Processing	Details	
NCIMC13W	TRIPLEUlc	706980	Retirement to Wife	07/01/2008 11:50:48AM	Acrobat (*.pdf)	Posted	Details	View 2
NCIMC011	TRIPLEUlc	706973	Reenlistment Certificate	07/01/2008 10:48:31AM	Acrobat (*.pdf)	Posted	Details	View
NCIMC011	TRIPLEUlc	706972	Reenlistment Certificate	07/01/2008 10:40:14AM	Acrobat (*.pdf)	Posted	Details	View

[Go back to Reenlistment](#) **4**

Figure 16-3–Certificates - Report Manager

Report Detail

Report

Report ID: 2837760 **Process Instance:** 706981 [Message Log](#)

Name: NCIMC011 **Process Type:** Crystal

Run Status: Success

Reenlistment Certificate

Distribution Details

Distribution Node: NEDB **Expiration Date:**

File List

Name	File Size (bytes)	Datetime Created
CRW_NCIMC011_706981.log	0	07/01/2008 2:44:47.000000PM CDT
5 NCIMC011_706981.PDF	53,505	07/01/2008 2:44:47.000000PM CDT
pssqltrace.trc	492	07/01/2008 2:44:47.000000PM CDT

Distribute To

Distribution ID Type	Distribution ID
User	TRIPLEUlc

Figure 16-4–Certificates - Report Detail

16.3 CERTIFICATES – Report Manager/Report Detail

1. **Status** – This column displays the current status of the requested Report/Form/Certificate.
2. **View Button** – This button only appears once the Status has changed to Posted. Clicking this button will load the report detail page.
3. **Refresh Button** – Pressing the Refresh button will update all information in the Report List. You must refresh the page for the View button to appear.
4. **Go back link** – Clicking this link will navigate back to the previous page.
5. **PDF link** – Clicking the PDF link allows the opening or saving of the created document.

16.3.1 CERTIFICATES – Reenlistment



CERTIFICATE OF REENLISTMENT

*To all who shall see these presents, greetings:
Know ye, that by the authority vested in me
I do here by reenlist*

[Redacted]

[Redacted]

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 19th day of December, 2007

[Redacted]

Figure 16-5–Certificates of Reenlistment

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CERTIFICATES – Reenlistment (to Wife)

Reenlistment(to Wife)

Run Control ID: CDB [Report Manager](#) Run

Career Information Management Certificate

Certificate Information

Certificate Date:

Certificate Recipient Name:

(First Name Last Name)

Signing Official Information

Name of Official:

(First Name, Middle Initial, Last Name, Rank, Branch/Class)

Official Title:

Figure 16-6–Reenlistment (to Wife)

16.3.2 CERTIFICATES – Reenlistment (to Wife)

1. Certificate Date – Enter the award date for the certificate.
2. Certificate Recipient Name – First and Last name of The Enlistee’s Wife.
3. Name of Official – Enter the signing official’s information in the following format **First Name MI Last Name, Rank, Branch/Class**.
4. Official Title – The signing official’s title spelled out.
5. Run Button – Activates the Process Scheduler Request page. Review your request and press ok to initiate the request.
6. Report Manager Link – Navigates to the Report manager to view the status of the request and view/print the certificate.

NOTE: The page will allow both upper and lower case entries but will convert the case to match current norms for certificates.

NOTE: The Process Manager and Report Manager are discussed in more detail in the Reenlistment Certificate portion of this section.

CERTIFICATES – Reenlistment (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 6th day of July, 2007



Executive Officer

Figure 16-7–Reenlistment (to Wife)

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CERTIFICATES – Reenlistment (to Husband)

Reenlistment(to Husband)

Run Control ID: CREO [Report Manager](#)

Career Information Management Certificate

Certificate Information

Certificate Date:

Certificate Recipient Name:
(First Name Last Name)

Signing Official Information

Name of Official:
(First Name, Middle Initial, Last Name, Rank, Branch/Class)

Official Title:

Figure 16-8–Reenlistment (to Husband)

16.3.3 CERTIFICATES – Reenlistment (to Husband)

1. Certificate Date – Enter the award date for the certificate.
2. Certificate Recipient Name – First and Last name of The Enlistee’s Husband.
3. Name of Official – Enter the signing official’s information in the following format **First Name MI Last Name, Rank, Branch/Class**.
4. Official Title – The signing official’s title spelled out.
5. Run Button – Activates the Process Scheduler Request page. Review your request and press OK to initiate the request.
6. Report Manager Link – Navigates to the Report manager to view the status of the request and view/print the certificate.

NOTE: The page will allow both upper and lower case entries but will convert the case to match current norms for certificates.

NOTE: The Process Manager and Report Manager are discussed in more detail in the Reenlistment Certificate portion of this section.

CERTIFICATES – Reenlistment (to Husband)

*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 wife. Your unfailing support and understanding have helped immeasurably to make possible your wife's decision to continue a naval career.

Given this 3rd day of December, 2007



Figure 16-9–Reenlistment (to Husband)

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CERTIFICATES – Honorable Discharge

Honorable Discharge

Run Control ID: CERTS [Report Manager](#) Run

Process Instance: 706987

Career Information Management Certificates

Certificate Information

Certificate Date: 07/01/2007

Member Information

EmplID: [REDACTED] [REDACTED]

Full Rating: [REDACTED]

Rate/Warfare Designator: [REDACTED]

Signing Official Information

Name of Official: [REDACTED]

(First Name MI Last Name, Rank, Branch/Class)

Official Title: [REDACTED]

Save Refresh Add

Figure 16-10–Certificates – Honorable Discharge

16.3.4 CERTIFICATES – Honorable Discharge

1. Certificate Date – Enter the award date for the certificate.
2. EmplID – Enter the members SSN. **Note:** Enter the SSN manually or part of the SSN and use the lookup button to search for members that contain that part of the SSN.
3. Name – Members full name. (Corporate Data).
4. Full Rating – Members rating spelled out (Corporate Data).
5. Rate– Members Rate (Corporate Data).
6. Warfare Designator – Members Warfare designator (if any) (Corporate Data).
7. Name of Official – Enter the signing official’s information in the following format **First Name MI Last Name, Rank, Branch/Class**.
8. Official Title – The signing official’s title spelled out.
9. Run Button – Activates the Process Scheduler Request page. Review your request and press ok to initiate the request.
10. Report Manager Link – Navigates to the Report manager to view the status of the request and view/print the certificate.

NOTE: With the exception of the SSN all information contained on this page is editable, modify data as necessary.

NOTE: The page will allow both upper and lower case entries but will convert the case to match current norms for certificates.

NOTE: The Process Manager and Report Manager are discussed in more detail in the Reenlistment Certificate portion of this section.

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 16-11–Certificates – Honorable Discharge

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CERTIFICATES – Fleet Reserve

Fleet Reserve

Run Control ID: CERTS [Report Manager](#) ¹¹ ¹⁰

Career Information Management Certificates

Certificate Information

Certificate Date: ¹

Member Information

EmpID: ² ³

Full Rating: ⁴

Rate/Warfare Designator: ⁵ ⁶

Retirement Years: ⁷

Signing Official Information

Name of Official: ⁸
(First Name MI Last Name, Rank, Branch/Class)

Official Title: ⁹

Figure 16-12–Certificates – Fleet Reserve

16.3.5 CERTIFICATES – Fleet Reserve

1. Certificate Date – Enter the award date for the certificate.
2. EmplID – Enter the members SSN. **Note:** Enter the SSN manually or part of the SSN and use the lookup button to search for members that contain that part of the SSN.
3. Name – Members full name. (Corporate Data)
4. Full Rating – Members rating spelled out (Corporate Data)
5. Rate– Members Rate (Corporate Data)
6. Warfare Designator – Members Warfare designator (if any) (Corporate Data)
7. Retirement Years – Number of years credited toward retirement.
8. Name of Official – Enter the signing official’s information in the following format **First Name MI Last Name, Rank, Branch/Class.**
9. Official Title – The signing official’s title spelled out.
10. Run Button – Activates the Process Scheduler Request page. Review your request and press ok to initiate the request.
11. Report Manager Link – Navigates to the Report manager to view the status of the request and view/print the certificate.

NOTE: With the exception of the SSN all information contained on this page is editable, modify data as necessary.

NOTE: The page will allow both upper and lower case entries but will convert the case to match current norms for certificates.

NOTE: The Process Manager and Report Manager are discussed in more detail in the Reenlistment Certificate portion of this section.

CERTIFICATES – Fleet Reserve

Fleet Reserve



Of the

United States Navy

This is to certify that

[Redacted Name]

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 Signature]
Commanding Officer
UNITED STATES NAVY

Figure 16-13–Certificates – Fleet Reserve

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CERTIFICATES – Retirement (to Wife)

Retirement (to Wife)

Run Control ID: CERTS [Report Manager](#) Run

Process Instance:706988

Career Information Management Certificate

Certificate Information

Certificate Date: 07/01/2007 31

Certificate Recipient Name: XXXXXXXXXX XXXX

(First Name Last Name)

Signing Official Information

Name of Official: XXXXXXXXXX XXXX

(First Name, Middle Initial, Last Name, Rank, Branch/Class)

Official Title: XXXXXXXXXX XXXX

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

Figure 16-14–Certificates – Retirement (to Wife)

16.3.6 CERTIFICATES – Retirement (to Wife)

1. Certificate Date – Enter the award date for the certificate.
2. Certificate Recipient Name – First and Last name of The Enlistee’s Wife.
3. Name of Official – Enter the signing official’s information in the following format **First Name MI Last Name, Rank, Branch/Class**.
4. Official Title – The signing official’s title spelled out.
5. Run Button – Activates the Process Scheduler Request page. Review your request and press ok to initiate the request.
6. Report Manager Link – Navigates to the Report manager to view the status of the request and view/print the certificate.

NOTE: The page will allow both upper and lower case entries but will convert the case to match current norms for certificates.

NOTE: The Process Manager and Report Manager are discussed in more detail in the Reenlistment Certificate portion of this section.

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 16-15–Certificates – Retirement (to Wife)

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CERTIFICATES – Retirement (to Husband)

Retirement (to Husband)

Run Control ID: CERTS [Report Manager](#) Run Process Instance:706988

Career Information Management Certificate

Certificate Information

Certificate Date:

Certificate Recipient Name:
(First Name Last Name)

Signing Official Information

Name of Official:
(First Name, Middle Initial, Last Name, Rank, Branch/Class)

Official Title:

Figure 16-16–Certificates – Retirement (to Husband)

16.3.7 CERTIFICATES – Retirement (to Husband)

1. Certificate Date – Enter the award date for the certificate.
2. Certificate Recipient Name – First and Last name of The Enlistee’s Wife.
3. Name of Official – Enter the signing official’s information in the following format **First Name MI Last Name, Rank, Branch/Class**.
4. Official Title – The signing official’s title spelled out.
5. Run Button – Activates the Process Scheduler Request page. Review your request and press ok to initiate the request.
6. Report Manager Link – Navigates to the Report manager to view the status of the request and view/print the certificate.

NOTE: The page will allow both upper and lower case entries but will convert the case to match current norms for certificates.

NOTE: The Process Manager and Report Manager are discussed in more detail in the Reenlistment Certificate portion of this section.

CERTIFICATES – Retirement (to Husband)

*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 wife's military career . Your unfailing support and understanding helped immeasurably to make possible her lasting contribution to the nation. To those who say a single woman cannot make a difference, I say wrong. Your wife did! She made our Navy stronger and kept our nation safe. With her service to the Navy now complete, she will be able to spend more time with you in the future. The United States Navy thanks you and I thank you.

Given this 30th day of September, 2007



Commanding Officer

Figure 16-17–Certificates – Retirement (to Husband)

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CERTIFICATES – Parent (Female Retiree)

Retirement (Parent of Female)

Run Control ID: CERTS [Report Manager](#) Run

Career Information Management Certificate

Certificate Information

Certificate Date:

Certificate Recipient Name: (First Name Last Name)

Retiree's First Name:

Signing Official Information

Name of Official: (First Name, Middle Initial, Last Name, Rank, Branch/Class)

Official Title:

Figure 16-18–Certificates – Parent (Female Retiree)

16.3.8 CERTIFICATES – Parent (Female Retiree)

1. Certificate Date – Enter the award date for the certificate.
2. Certificate Recipient Name – First and Last name of The Enlistee’s Wife.
3. Retiree’s First Name – Enter the Members first name.
4. Name of Official – 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. Run Button – Activates the Process Scheduler Request page. Review your request and press ok to initiate the request.
7. Report Manager Link – Navigates to the Report manager to view the status of the request and view/print the certificate.

NOTE: The page will allow both upper and lower case entries but will convert the case to match current norms for certificates.

NOTE: The Process Manager and Report Manager are discussed in more detail in the Reenlistment Certificate portion of this section.

CERTIFICATES – Parent (Female Retiree)

*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 enduring the frequent and long separation from your daughter, Jennifer, as she served her country. These months, indeed years that she spent away from you constitute a clear and noble demonstration of her love for you and her family. You see, she left you in order to ensure that you inherited a safer world, a surer peace. To those who say a single woman cannot make a difference, I say wrong. Your daughter did! She made our Navy stronger and kept our nation safe. With her service to the Navy now complete, she will be able to spend more time with you in the future. The United States Navy thanks both you and your daughter for enduring these separations.

Given this 3rd day of December, 2007



Executive Officer

Figure 16-19–Certificates – Parent (Female Retiree)

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CERTIFICATES – Parent (Male Retiree)

Retirement (Parent of Male)

Run Control ID: CERTS [Report Manager](#) **Run**

Career Information Management Certificate

Certificate Information

Certificate Date:

Certificate Recipient Name: (First Name Last Name)

Retiree's First Name:

Signing Official Information

Name of Official: (First Name, Middle Initial, Last Name, Rank, Branch/Class)

Official Title:

Figure 16-20–Certificates – Parent (Male Retiree)

16.3.9 CERTIFICATES – Parent (Male Retiree)

1. Certificate Date – Enter the award date for the certificate.
2. Certificate Recipient Name – First and Last name of The Enlistee’s Wife.
3. Retiree’s First Name – Enter the Members first name.
4. Name of Official – 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. Run Button – Activates the Process Scheduler Request page. Review your request and press ok to initiate the request.
7. Report Manager Link – Navigates to the Report manager to view the status of the request and view/print the certificate.

NOTE: The page will allow both upper and lower case entries but will convert the case to match current norms for certificates.

NOTE: The Process Manager and Report Manager are discussed in more detail in the Reenlistment Certificate portion of this section.

CERTIFICATES – Parent (Male Retiree)

*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 enduring the frequent and long separation from your son, KEVIN, as he served his country. These months, indeed years that he spent away from you constitute a clear and noble demonstration of his love for you and his family. You see, he left you in order to ensure that you inherited a safer world, a surer peace. To those who say a single man cannot make a difference, I say wrong. Your son 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 both you and your son for enduring these separations.

Given this 30th day of September, 2007



Commanding Officer

Figure 16-21–Certificates – Parent (Male Retiree)

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CERTIFICATES – Child (Female Retiree)

Retirement (Child of Female)

Run Control ID: CERTS [Report Manager](#)

Career Information Management Certificate

Certificate Information

Certificate Date:

Certificate Recipient Name:
(First Name Last Name)

Signing Official Information

Name of Official:
(First Name, Middle Initial, Last Name, Rank, Branch/Class)

Official Title:

Figure 16-22–Certificates – Child (Female Retiree)

16.3.10 CERTIFICATES – Child (Female Retiree)

1. Certificate Date – Enter the award date for the certificate.
2. Certificate Recipient Name – First and Last name of The Enlistee’s Wife.
3. Name of Official – Enter the signing official’s information in the following format **First Name MI Last Name, Rank, Branch/Class**.
4. Official Title – The signing official’s title spelled out.
5. Run Button – Activates the Process Scheduler Request page. Review your request and press ok to initiate the request.
6. Report Manager Link – Navigates to the Report manager to view the status of the request and view/print the certificate.

NOTE: The page will allow both upper and lower case entries but will convert the case to match current norms for certificates.

NOTE: The Process Manager and Report Manager are discussed in more detail in the Reenlistment Certificate portion of this section.

CERTIFICATES – Child (Female Retiree)

*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 enduring the frequent and long separation from your mother as she served her country. These months, indeed years that she spent away from you constitute a clear and noble demonstration of her love for you and her family. You see, she left you in order to ensure that you inherited a safer world, a surer peace. To those who say a single woman cannot make a difference, I say wrong. Your mother did! She made our Navy stronger and kept our nation safe. With her service to the Navy now complete, she will be able to spend more time with you in the future. The United States Navy thanks both you and your mother for enduring these separations.

Given this 30th day of September, 2007



Commanding Officer

Figure 16-23–Certificates – Child (Female Retiree)

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CERTIFICATES – Child (Male Retiree)

Retirement (Child of Male)

Run Control ID: CERTS [Report Manager](#)

Career Information Management Certificate

Certificate Information

Certificate Date:

Certificate Recipient Name:

(First Name Last Name)

Signing Official Information

Name of Official:

(First Name, Middle Initial, Last Name, Rank, Branch/Class)

Official Title:

Figure 16-24–Certificates – Child (Male Retiree)

16.3.11 CERTIFICATES – Child (Male Retiree)

1. Certificate Date – Enter the award date for the certificate.
2. Certificate Recipient Name – First and Last name of The Enlistee’s Wife.
3. Name of Official – Enter the signing official’s information in the following format **First Name MI Last Name, Rank, Branch/Class**.
4. Official Title – The signing official’s title spelled out.
5. Run Button – Activates the Process Scheduler Request page. Review your request and press ok to initiate the request.
6. Report Manager Link – Navigates to the Report manager to view the status of the request and view/print the certificate.

NOTE: The page will allow both upper and lower case entries but will convert the case to match current norms for certificates.

NOTE: The Process Manager and Report Manager are discussed in more detail in the Reenlistment Certificate portion of this section.

CERTIFICATES – Child (Male Retiree)

*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 enduring the frequent and long separation from your father as he served his country. These months, indeed years that he spent away from you constitute a clear and noble demonstration of his love for you and his family. You see, he left you in order to ensure that you inherited a safer world, a surer peace. To those who say a single man cannot make a difference, I say wrong. Your father 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 both you and your father for enduring these separations.

Given this 30th day of September, 2007



Commanding Officer

Figure 16-25–Certificates – Child (Male Retiree)

Section Seventeen–Forms

17. 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.

NOTE: The Reserve Pre-separation Checklist (DD2648-1) is not yet available for use and as such will produce the DD2648 Active duty version until a future updates add the Reserve form.

ICDP FORM E1 E9

Run Control ID: CDB [Report Manager](#)

Select Emplid for ICDP Form

1
EmplID:

2

	Select	UIC	CDB Type	CDB Interview Date	CDB Interview Rank/Rate	Grade	Print Form
1	<input type="checkbox"/>	<input type="text"/>	Reporting	05/19/2004	<input type="text"/>	<input type="text"/>	<input type="button" value="Print Form"/>
2	<input type="checkbox"/>	<input type="text"/>	6 Month	10/06/2004	<input type="text"/>	<input type="text"/>	<input type="button" value="Print Form"/>
3	<input checked="" type="checkbox"/>	<input type="text"/>	12 Month	04/07/2005	<input type="text"/>	<input type="text"/>	<input type="button" value="Print Form"/> 3
4	<input type="checkbox"/>	<input type="text"/>	24 Month	02/28/2006	<input type="text"/>	<input type="text"/>	<input type="button" value="Print Form"/>
5	<input type="checkbox"/>	<input type="text"/>	Other Type	04/03/2007	<input type="text"/>	<input type="text"/>	<input type="button" value="Print Form"/>

First 1-5 of 7 Last

Figure 17-1-Forms – ICDP for E1-E9

17.1 FORMS – ICDP FORM E1-E9

1. EmplID – Member SSN. Enter a partial SSN then click the lookup button to search for records matching the partial SSN entered.
2. Select – Checkbox selects the CDB used to produce the ICDP form.
3. Print Form – Button begins the form creation and print process.

NOTE: There is currently no limit to the number of Run Control IDs that a user may have, but users are not able to remove a Run Control ID from the list once created. It is advisable to limit the number created.

NOTE: If it is necessary to create and print several forms in sequence, using one Run Control ID for the forms causes the print manager to create them in the order requested.

NOTE: The Run Control ID page is identical for each of the Forms/Certificates and Reports.

NOTE: The Process Manager and Report Manager are discussed in more detail in the Reenlistment Certificate portion of this guide.

NOTE: Regardless of CDB Interview Date any CDB Verified by the CCC after 28 July 2012 will be displayed on a newer version of the ICDP form. The newer form contains fewer fields and is formatted slightly different. All information contained in the CDB remains stored in the database.

17.2 FORMS – ICDP FORM E1-E9 – Pg 1 of 2

CVN 74 JOHN C STENNIS
24 Month Individual Career Development Plan (ICDP) for:

DEPT:	DIV: AA02	Report Date: 04/09/2004	ADSD: 08/13/2001	EAOS: 08/12/2007	PRD: 06/01/2008
ADVANCEMENT / EDUCATION / QUALIFICATIONS					
Advancement Timeline	ES: [REDACTED]	E6: [REDACTED]	E7: [REDACTED]	(Board Package Submitted:)	Service Record / CD Reviewed: 04/09/2004
Leadership Training Continuum	ES: [REDACTED]	E6:	E7:		
Date Advanced	E4:	E5:	E6: [REDACTED]	Recommended: Next Paygrade: Y	Retention: Y
Examination Participation	# of Time Taken: 0	# of Time PNA: 0	# of Time Failed: 0	# of Time Board Eligible: 0	
Education	Level: High School Diploma			USMAP Enrolled:	
Command PQS	DC: Level: 306	3M: 02/08/2006	Level: divo		
Warfare Qualification Status	Designator: SW	Start Date: 04/09/2005	Estimated Completion: 04/09/2006		
NAVY KNOWLEDGE ONLINE					
NKO Portal	Registration: 04/09/2004	Tutorial: 04/09/2004	Learning Center:		
Navy E Learning/NET g					
Finance	MyPay Login: 04/09/2004	TSP: 04/09/2004	Remarks:		
Health & Wellness	Remarks:				
S Vector Model (SVM)	Orientation: 04/09/2004	Sea Warrior Tutorial: 04/09/2004	Career Progress:		
PHYSICAL FITNESS PROGRAM					
PRT Data	1. FALL 2007 - PARTICIPANT - GOOD MEDIUM				5.
	2.				6.
	3.				7.
	4.				8.
Personal Goals Set:					
CAREER MANAGEMENT					
Reenlistment Intentions					
Perform To Serve(PTS) Policy	Fleet RIDE Qual Date:	PTS Last Review	Status:		
Special Program Interests					
JASS Career Management System(JCMS)	Duty Preference Update: 04/09/2004	Personal Information Update: 04/09/2004	Application Submitted:		
PCS Orders	Orders Received:	Welcome Aboard Package / Message Received:	ARGUS Date: 3/26/2008		
TRANSITION					
DD2648 & Individual Transition Plan (ITP)	Date Signed:	ITP Requested:	Scheduled TAP Date:		
Reserve Affiliation	USNR Recruiter Contacted:				
Family Relocation Assistance					
Personal Property					
Fleet Reserve	Application Submitted:	Fleet Reserve Date:			

Figure 17-2–Forms – ICDP for E1-E9, Page 1 of 2

17.3 FORMS – ICDP FORM E1-E9 – Pg 2 of 2

CVN 74 JOHN C STENNIS
24 Month Individual Career Development Plan (ICDP) for:

Notes from the CDB held on 4/9/2006

Short Term Goals: The Forms section within CIMS provides the opportunity to pr
Long Term Goals: The Forms section within CIMS provides the opportunity to pr
Board Comments: Note: There is currently no limit to the number of Run Control ID's that a user may have, but users are not able to remove a Run Control ID from the list once created. It is advisable to limit the number created.

DEPARTMENT HEAD COMMENTS: Note: There is currently no limit to the number of Run Control ID's that a user may have, but users are not able to remove a Run Control ID from the list once created. It is advisable to limit the number created.

Notes from the CDB held on 4/9/2005

Short Term Goals: The Forms section within CIMS provides the opportunity to pr
Long Term Goals: The Forms section within CIMS provides the opportunity to pr
Board Comments: Note: There is currently no limit to the number of Run Control ID's that a user may have, but users are not able to remove a Run Control ID from the list once created. It is advisable to limit the number created.

DIVO COMMENTS: Note: There is currently no limit to the number of Run Control ID's that a user may have, but users are not able to remove a Run Control ID from the list once created. It is advisable to limit the number created.

Notes from the CDB held on 10/9/2004

Short Term Goals: The Forms section within CIMS provides the opportunity to pr
Long Term Goals: The Forms section within CIMS provides the opportunity to pr
Board Comments: Note: There is currently no limit to the number of Run Control ID's that a user may have, but users are not able to remove a Run Control ID from the list once created. It is advisable to limit the number created.

DIVO COMMENTS: Note: There is currently no limit to the number of Run Control ID's that a user may have, but users are not able to remove a Run Control ID from the list once created. It is advisable to limit the number created.

Notes from the CDB held on 4/9/2004

Short Term Goals: The Forms section within CIMS provides the opportunity to pr
Long Term Goals: The Forms section within CIMS provides the opportunity to pr
Board Comments: Note: There is currently no limit to the number of Run Control ID's that a user may have, but users are not able to remove a Run Control ID from the list once created. It is advisable to limit the number created.

LCPO COMMENTS: Note: There is currently no limit to the number of Run Control ID's that a user may have, but users are not able to remove a Run Control ID from the list once created. It is advisable to limit the number created.

Figure 17-3–Forms – ICDP for E1-E9, Page 2 of 2

17.4 **FORMS – CDB Minutes Report**

The screenshot shows a web-based form titled "CDB Minutes". At the top left, it displays "Run Control ID: 4" and a "Report Manager" link. A "Run" button is located at the top right. The form is divided into several sections, each with a blue header and a white body:

- Active/Reserve List (1):** Contains two radio buttons: "Active" (selected) and "Reserve".
- CDB Status (2):** Contains two radio buttons: "Completed" and "Verified" (selected).
- Reporting Date Period (3):** Contains two date pickers: "From Date: 01/01/2010" and "End Date: 12/31/2010".
- Sort Options (4):** Contains three radio buttons: "Name", "CDB Date", and "Dept/Div" (selected).
- Select UIC (5):** Contains a text input field labeled "UIC:" followed by a search icon.

At the bottom of the form, there is a row of six buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Add", and "Update/Display".

Figure 17-4–FORMS – CDB Minutes Report – Part 1

17.5 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 CDB's that are in a completed status and not yet Verified. Verified will display CDB's that have been Verified during the date range selected below.
3. Reporting Date Period – From and To date range is used to display CDB's for a specific period.
4. Sort Options – Determines the order that data is presented on the report.
5. Select UIC – Reports may only be generated for UIC's a specific user has access. Only one UIC's report may be generated at a time.

FORMS – CDB Minutes Report

Name: [REDACTED] **1**

DEPT/DIV: [REDACTED] **2** - / - **CDB Date/Type:** [REDACTED] **3** 4/23/2010 / Reporting

Short Term Goals: **4** GET TRNSCRIPT FROM OVERSEAS

Long Term Goals: **5** GET A BACHELOR DEGREE

Board Comments: **6** BOARD CONDUCTED BY [REDACTED] TOPICS OF DISCUSSION: PTS, ESR, OFFICER PROGRAMS, SPECIAL PROGRAMS, SPONSORSHIP AND MENTORSHIP PROGRAMS, WC, HOW TO NEGOTIATE FOR ORDERS, NEW FLEET RIDE INSTRUCTION, COLLEGE COURSES AND PROGRAMS, CAR AND HOUSE BUYING, FINANCIAL PLANING, HTY, EVALUATION REPORT, PLANS AFTER THE NAVY. MEMBER'S MENTOR: [REDACTED]

CCC Comments: **7** **8**

Name: [REDACTED]

DEPT/DIV: [REDACTED] **CDB Date/Type:** 3/8/2010 / 6 Month

Short Term Goals:

Long Term Goals:

Board Comments: CDB WAS CONDUCTED BY ALTERNATE DIV CC, NO RECORD ON FILE.

NCC Comments:

Name: [REDACTED]

DEPT/DIV: [REDACTED] **CDB Date/Type:** 3/6/2010 / Reporting

Short Term Goals:

Long Term Goals:

Board Comments: Enter initial Career Development Board Comments.

DD Comments: DD

Name: [REDACTED]

DEPT/DIV: [REDACTED] **CDB Date/Type:** 4/9/2010 / Reporting

Short Term Goals:

Long Term Goals:

Board Comments: Enter initial Career Development Board Comments.

TEST Comments: TEST

Name: [REDACTED]

DEPT/DIV: [REDACTED] **CDB Date/Type:** 3/13/2010 / Reporting

Short Term Goals:

Long Term Goals:

Board Comments: Enter initial Career Development Board Comments.

TEST Comments: TEST

Figure 17-5-FORMS – CDB Minutes Report – Part 2

17.6 FORMS – CDB Minutes Report

1. Name – Displays the member Rate/Rank and Full Name.
2. Dept/Div – Displays the members assigned Department/Division.
3. CDB Date/Type – Date of displayed CDB and the Type.
4. Short Term Goals – Any text entered in this field the CDB Comments blocks are displayed here.
5. Long Term Goals - Any text entered in this field the CDB Comments blocks are displayed here.
6. Board Comments - Any text entered in this field the CDB Comments blocks are displayed here.
7. Leadership Title – Displays the Title of the Leadership member approving the CDB for Verification.
8. Leadership Comments – Displays comments made by the Command Leadership member.

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Section Eighteen–Lists

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

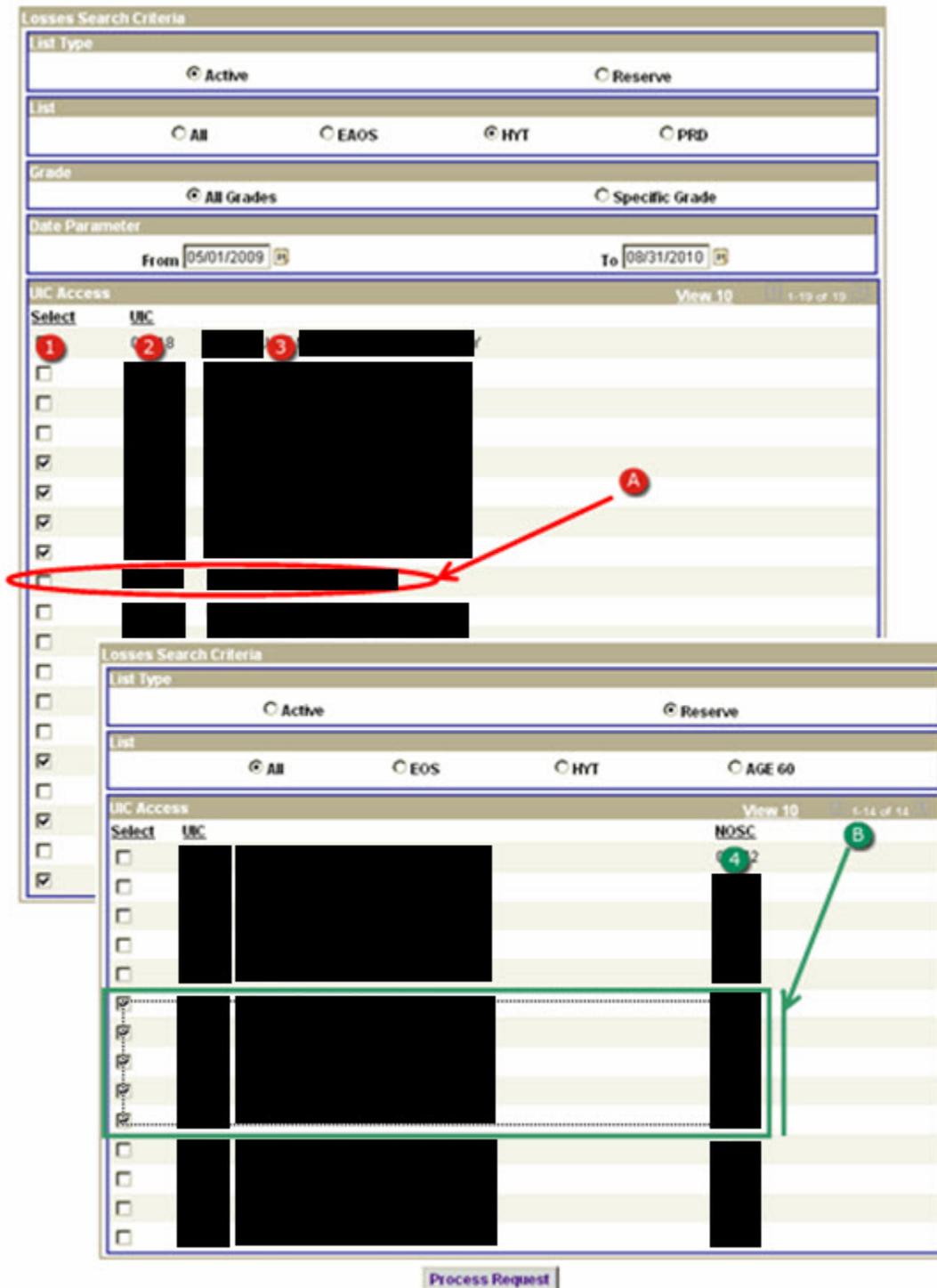


Figure 18-1–Multi UIC Selection for Listings (Active/Reserve)

18.1 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.

NOTE: The Download button on List reports is not compatible with MS Office® 2007 products like Excel® and as such saving/viewing data by using this button will not be available.

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: NOSCSs 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)

The screenshot shows a web form titled "Advancement Search". It is divided into several sections:

- Advancement Search Criteria:** A text input field labeled "DEPTID" containing two blacked-out characters.
- List Type:** Two radio button options: "Active" (selected) and "Reserve".
- List Selection:** Three radio button options: "All" (selected, marked with a red circle and the number 1), "Time in Rate Eligible" (marked with a red circle and the number 2), and "Advancement Statistics" (marked with a red circle and the number 3).
- Selection Criteria - Grade Groupings:** Four radio button options: "E1 / E2" (selected), "E3 / E4 / E5", "E6", and "E7 / E8 / E9".

Below the form is a button labeled "Process Request".

Figure 18-2–List – Advancement Search (Active & Reserve)

18.2 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		04/07/2005	04/08/2005	01/09/2006	10	11	12
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 18-3–List – Advancement Information – All E1/E2 (Active Duty)

18.2.1 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													Profile Info		Exam Analysis				
UIC	Branch/Rate	Name	Dest	Qty	BR/CL	S/P	TIR Date	DOB	Spec	Last EVAL	# Taken	Set	# PBA	# Fail	LTC	Degree	Profile Info	Exam Analysis	
			MAIN	300	32	V	09/16/2010	12/22/2010			1		1		N		Profile Info	Exam Analysis	
			MAIN	200	32	V	07/01/2009	08/16/2009	Y	03/15/2010					N		Profile Info	Exam Analysis	
			MAIN	200	32	V	01/08/2011	06/09/2011	10	11	1	12	13	14	15	16	17	18	19
			MAIN		32	V	11/01/2011	11/16/2011					Y		N		Profile Info	Exam Analysis	
			MAIN	300	32	V	11/01/2009	11/16/2009			3		Y	2	N		Profile Info	Exam Analysis	
			MAIN		32	V	01/01/2010	06/16/2010	Y	07/09/2010					Y	Baccalaureate Degree	Profile Info	Exam Analysis	
				130	32	V	01/01/2009	01/01/2009			5		Y	3	N		Profile Info	Exam Analysis	
					32	V	07/01/2011	08/16/2011					Y		N		Profile Info	Exam Analysis	
			MAIN	100	32	V	01/01/2011	06/16/2011			1		1		N		Profile Info	Exam Analysis	
			MAIN	300	32	V	01/01/2011	06/16/2011			1		1		N		Profile Info	Exam Analysis	
			MAIN	100	32	V	01/01/2008	04/16/2008									Profile Info	Exam Analysis	
			MAIN	200	32	V	07/01/2008	12/16/2008									Profile Info	Exam Analysis	

Exam Analysis					
Exam Cycle	Exam Rate	Topic	# Questions	# Correct	Percentile
212	AE2	CORROSION CONTROL	15	9	0.52
212	AE2	PERSONAL DEVELOPMENT	15	10	0.46
212	AE2	GENERAL ADMINISTRATION	15	12	0.84
212	AE2	FLIGHT SYSTEMS	15	7	0.61
212	AE2	ELECTRICAL POWER	20	12	0.73
212	AE2	NAMP	10	6	0.60
212	AE2	CUSTOMS & TRADITIONS	10	6	0.36
212	AE2	MAINTENANCE FUNDAMENTALS	20	8	0.20
212	AE2	RESPONSIBILITY/AUTHORITY/ACCOUNTABILITY	15	11	0.59
212	AE2	ELECTRICAL SYSTEMS	25	11	0.15
212	AE2	BASIC ELECTRONICS	20	6	0.19
212	AE2	MISSION/FORCE SECURITY	10	7	0.73
212	AE2	AMMRL	10	5	0.57

Figure 18-4–List – Advancement Information – All E3/E4/E5 (Active Duty)

18.2.2 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 members 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. LTC – Leadership Training Course column indicates whether the member has attended the course.

17. Degree – Indicates the member’s highest degree earned.

18. Profile Info – This link allows users to view exam profile sheets from previous tests taken.

19. 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

USC	Rank/Rate	Name	Dest	Dtr	BR/CL	SES	IRL Date	DOB	Recc	Last CYAL	#Taken	Set	#Fail	#Boards/Elig	LTC	Degrees	Profile Info	Exam Analysis
[Redacted]	[Redacted]	[Redacted]	MAIN	STFF	32	V	01/01/2003	05/16/2003	Y	11/15/2009	5			4	N		Profile Info	Exam Analysis
[Redacted]	[Redacted]	[Redacted]	MAIN		32	V	01/01/2008	03/16/2008	Y	11/15/2009	2	Y	1	1	N		Profile Info	Exam Analysis
[Redacted]	[Redacted]	[Redacted]	M		3	5	3	6	7	01/01/2009	06/11/2009	Y	10	06/01/2010		Baccalaureate Degree	Profile Info	Exam Analysis
[Redacted]	[Redacted]	[Redacted]	MAIN	STFF	32	V	01/01/2010	06/16/2010	Y	12/02/2009					N		Profile Info	Exam Analysis
[Redacted]	[Redacted]	[Redacted]	MAIN		32	V	01/01/2010	06/16/2010	Y	12/04/2009					N		Profile Info	Exam Analysis
[Redacted]	[Redacted]	[Redacted]	MAIN	100	32	V	01/01/2005	06/01/2005	Y	11/15/2009	4			4	N		Profile Info	Exam Analysis
[Redacted]	[Redacted]	[Redacted]	MAIN	STFF	32	V	01/01/2009	06/16/2009	Y	11/15/2009					N	Associates Degree	Profile Info	Exam Analysis
[Redacted]	[Redacted]	[Redacted]	MAIN	STFF	32	V	01/01/2010	06/16/2010	Y	09/11/2009					N		Profile Info	Exam Analysis
[Redacted]	[Redacted]	[Redacted]	MAIN	100	32	V	01/01/2008	02/16/2008	Y	04/01/2010	1			1	N		Profile Info	Exam Analysis
[Redacted]	[Redacted]	[Redacted]	MAIN	200	32	V	07/01/2010	12/16/2010									Profile Info	Exam Analysis
[Redacted]	[Redacted]	[Redacted]	MAIN	STFF	32	V	07/01/2007	12/16/2007									Profile Info	Exam Analysis

Exam Cache	Exam Rate	Topic	# Questions	# Correct	Percentile
212	AE2	CORROSION CONTROL	15	9	0.52
212	AE2	PERSONAL DEVELOPMENT	15	10	0.46
212	AE2	GENERAL ADMINSTRATION	15	12	0.84
212	AE2	FLIGHT SYSTEMS	15	7	0.61
212	AE2	ELECTRICAL POWER	20	12	0.73
212	AE2	NAMP	10	6	0.60
212	AE2	CUSTOMS & TRADITIONS	10	6	0.35
212	AE2	MAINTENANCE FUNDAMENTALS	20	8	0.20
212	AE2	RESPONSIBILITY/AUTHORITY/ACCOUNTABILITY	15	11	0.59
212	AE2	ELECTRICAL SYSTEMS	25	11	0.15
212	AE2	BASIC ELECTRONICS	20	6	0.19
212	AE2	MISSION/FORCE SECURITY	10	7	0.73
212	AE2	AMBRL	10	5	0.57

Figure 18-5–List – Advancement Information – All E6 (Active Duty)

18.2.3 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 members 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. LTC – Leadership Training Course column indicates whether the member has attended the course.

17. Degree – Indicates the member’s highest degree earned.

18. Profile Info – This link allows users to view exam profile sheets from previous tests taken.

19. 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	LTC	Degree	Profile Info	
1		DECK	BOAT	11			09/01/2003	09/16/2003	Y	09/15/2004		N		Profile Info	
2		OPS		11			07/01/2003	06/16/2004	Y	09/15/2005		N		Profile Info	
3				11			09/01/2006	09/16/2006	Y	03/25/2005		N		Profile Info	
4				11			07/01/2005	09/16/2005	Y	09/15/2004		N		Profile Info	
5	1 S	2	3	4	5	6	7	8	9	10	11	12	13	14	15
6				11			07/01/2000	06/16/2001	Y	08/06/2004		N		Profile Info	
7				11			09/01/2001	04/16/2002	Y	06/07/2004		N		Profile Info	
8		DECK	BOAT	11			07/01/2002	10/16/2002	Y	05/25/2004		N		Profile Info	
9				11			07/01/2005	09/16/2005	Y	09/15/2004		N		Profile Info	
10				11			09/01/2005	02/16/2006	Y	11/15/2004		N		Profile Info	

Figure 18-6–List – Advancement Information – All E7/E8/E9 (Active Duty)

18.2.4 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 members last Evaluation.
12. # Board Elig – Displays the number of times the member has been Board Eligible but not advanced.
13. LTC – Leadership Training Course column indicates whether the member has attended the course.
14. Degree – Indicates the member’s highest degree earned.
15. Profile Info – This link allows users to view exam profile sheets from previous tests taken.

18.3 Advancement Information Listings (Reserve)

Advancement Information – All (Reserve)

Reserve Advancement Information for E3/E4/E5 Listing															
UIC	Bank/Rate	Name	Dept	Div	TIR Date	DOR	Recc	Last Eval	# Taken	# PNA	# Fail	LTC	Deegree	Profile Info	
1	2	3	200	200	01/01/2011	01/16/2011							N	Profile Info	
			100	100	03/01/2004	03/16/2004			1	1			N	Profile Info	
			4	5	07/01/02	12/01/02	8	9	10	6	11	12	13	Bacc	14
			MANT	100	07/01/2006	06/16/1998			5	5			N	ate Degree	Profile Info
			050	CTL	12/01/2007	03/11/2010							N	Profile Info	
			100	100	07/01/2001	12/16/2001	Y	03/15/2010	9	9			N	Profile Info	
			100	100	08/01/2009	07/28/2009			1	1			N	Profile Info	
			100	100	09/01/2008	08/19/2008			2	2			N	Profile Info	
			MAIN	200	01/01/2011	02/16/2011							N	Profile Info	
			MANT	100	01/01/2004	03/16/2004			8	6	2		N	Profile Info	
				100	07/01/2001	08/30/2001	Y	09/25/2006	7	7			N	Associates Degree	Profile Info
			300	300	07/01/2002	11/06/2002			6	2	2		N	Profile Info	
			CTL	CTL	07/01/2009	12/16/2009							N	Profile Info	
			100	100	01/01/2004	03/16/2004			9	9			N	Profile Info	
			CTL	CTL	07/01/2009	10/16/2009	Y	03/15/2010					N	Profile Info	
			MANT	200	07/01/2008	12/16/2008	Y	03/15/2010					N	Profile Info	
			MAIN	100	01/01/2008	01/16/2008	Y	07/15/2006					N	Profile Info	
			MANT	CTL	01/01/2010	05/16/2010	Y	03/15/2010					N	Profile Info	
			CTL	CTL	01/01/2010	06/16/2010	Y	03/15/2010					N	Profile Info	
				200	04/27/2009	08/27/2010							N	Profile Info	
			CTL	CTL	07/01/2008	09/16/2008	Y	03/15/2010					N	Profile Info	
			CTL	CTL	07/01/2004	09/16/2004	Y	03/15/2010	2	2			N	Profile Info	
				100	07/01/2009	12/16/2009							N	Profile Info	

Figure 18-7–List – Advancement Information – All (Reserve)

18.3.1 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 members 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. LTC – Leadership Training Course column indicates whether the member has attended the course.
14. Degree – Indicates the member’s highest degree earned.
15. Profile Info – This link allows users to view exam profile sheets from previous tests taken.

Advancement Information – TIR List

Active TIR Eligibility Listing Exam Cycle - 208 SEP 10. Customize | End | View All | First 1-60 of 60 Last

UIC	Rank/Rate	Name	Dept	Div	BR/CL	SPI	SeI	TIR Date	DOR	Recc	Last EVAL	LTC	Degree
			MAIN	300	32	V	Y	01/01/2010	01/16/2010				
			MAIN	STFF	32	V		07/01/2007	12/19/2007	Y	03/15/2010	N	
1	AC 2	3	M 4	30 5	32 6	V 7	Y 8	11/0 9 009	11/16 10 09	11	12	13	14
			MAIN	100	32	V	Y	03/01/2009	03/16/2009				
			MAIN	300	32	V	Y	02/01/2010	02/16/2010				
			MAIN	100	32	V		01/01/2008	04/16/2008	Y	03/15/2010	N	
			MAIN	200	32	V		07/01/2008	12/16/2008			N	
			MAIN	300	32	V		07/01/2007	10/16/2007			N	
			MAIN	100	32	V		01/01/2009	01/12/2009				Baccalaureate Degree
			MAIN	300	32	V		01/01/2010	01/16/2010				
			MAIN	100	32	V		07/01/2008	11/16/2008			N	
			MAIN	100	32	V		03/01/2009	03/16/2009				
					32	V		07/01/2009	12/16/2009			N	
			MAIN	200	32	V		01/01/2002	06/16/2002	Y	03/15/2010	Y	
			MAIN	200	32	V		01/01/2010	06/16/2010			N	
			MAIN	300	32	V	Y	10/01/2009	10/16/2009				
			MAIN	100	32	V		01/01/2008	05/16/2008			N	
			MAIN	100	32	V		01/01/2009	05/04/2009			N	
			MAIN	100	32	V		07/01/2005	12/10/2005	Y	03/15/2010	N	
			MAIN	100	11		Y	01/01/2009	06/16/2009			N	
			MAIN	100	32	V	Y	01/01/2004	01/16/2004	Y	03/15/2010	Y	Associates Degree
			MAIN	200	32	V	Y	07/01/2008	12/16/2008			N	

Figure 18-8–List – Advancement Information – TIR List

18.3.2 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 members last Evaluation.
13. LTC – Leadership Training Course column indicates whether the member has attended the course.
14. Degree – Indicates the member’s highest degree earned.

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 \$\$	NAVY TOTAL	NAVY ADV	NAVY %ADV	NAVY PNA	NAVY %PNA	NAVY FAIL	NAVY % FAIL	NAVY DISC	NAVY %DISC	NAVY ADV \$\$	
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	
AT11		1			1	100.0						532	22	4.1	500	94.0	10	1.9			65.04	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	25
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 18-9–List – Advancement Information – Advancement Statistics (UIC)

18.3.3 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

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		917	11	1.2	900	98.1	6	0.7			1.67
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
Total		29784	3114	10.5	26210	88.0	459	1.5	1		60.70

FTS

CANREC

Figure 18-10–List – Advancement Information – Advancement Statistics (NAVYWIDE)

18.3.4 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.

18.4 Losses Listings (Active & Reserve)

Losses Criteria

Losses Search Criteria

DEPTID [REDACTED] [REDACTED]

List Type

Active Reserve

List

All EAOS HYT PRD

Figure 18-11–Losses Listings (Active)

Losses Criteria

Losses Search Criteria

DEPTID [REDACTED] [REDACTED]

List Type

Active Reserve

List

All EOS HYT AGE 60

Figure 18-12–Losses Listings (Reserve)

18.4.1 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 decision plans for the member. (Active List)
3. **EOS Listing** – Displays enlistment/extension information, expected EOS and any career decision plans for the member. (Reserve List)
4. **HYT Listing** – Use this listing to identify members close to HYT and assist with tracking HYT waiver status. (Active & Reserve List)
5. **PRD Listing** – In addition to the members new command this listing also displays PRD and sponsor information. (Active 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)

All Active Losses Listing															
UBC	Rank/Rate	Name	Dept	Div	CC	EAOS	EXT.OTH	EXT.SCH	EXT.OPR	SEAOS	PRD	HYT Date	PIS Review Status	EDLN RSN	EDLN Date
			C51	IT		11/01/2012				11/01/2012	02/01/2011	11/23/2018			
						12/11/2011				12/11/2011	01/01/2012	09/13/2021			
						09/20/2011	12			09/20/2012	11/01/2012	09/20/2013			
						10/26/2012				10/26/2012	10/01/2009	10/27/2018	PROCESSING		
						09/26/2009	12			09/26/2010	04/01/2010	09/26/2013			
						09/04/2011		24		09/04/2013	04/01/2013	09/04/2015			
						06/20/2010				06/20/2010	06/01/2010	06/20/2020			
			DECK			01/08/2011				01/08/2011	01/01/2011	01/08/2015			
						05/29/2010	12			05/29/2011	05/01/2011	05/29/2014			
						07/18/2011				07/18/2011	11/11/2010	06/13/2014			
						07/18/2011				07/18/2011	07/01/2011	07/18/2013			
			C51	IT		09/04/2012	12			09/04/2013	03/01/2013	09/04/2014			
						07/29/2011				07/29/2011	01/01/2010	09/29/2011		HYT	09/29/2011
			C51	IT		04/21/2012				04/21/2012	04/01/2010	04/26/2012		HYT	04/26/2012
						08/04/2011				08/04/2011	08/01/2011	09/30/2015			
						06/11/2012	1			07/11/2012	06/01/2012	06/11/2014			
						02/21/2010		24		02/21/2012	02/01/2012	02/21/2014			
						02/21/2010			12	02/21/2010	02/01/2011	02/21/2019			
						08/14/2010				08/14/2010	08/01/2010	08/14/2014	PREVRESULT		

Figure 18-13–Losses List – ALL (Active)

18.4.2 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. EAOS – Expiration of Active Obligated Service Date.
8. EXT OTH – Extension Months Other.
9. EXT SCH – Extension Months School.
10. EXT OPR – Operative Extension Months.
11. SEAOS – Soft Expiration of Active Obligated Service Date.
12. PRD – Projected Rotation Date.
13. HYT Date – High Year Tenure Date.
14. PTS REVIEW STATUS – Status of the most recent Perform to Serve application
15. EDLN RSN – Estimated Date of Loss to the Navy Reason Code.
16. EDLN Date – Estimated Date of Loss to the Navy.

Losses List – ALL (Reserve)

All Reserve Losses Listing												
Customize Find View All First 1-41 of 41 Last												
UIC	Rank/Rate	Name	Dept	Div	CC	EOS	EXT OTH	EXT SCH	EXT OPR	SEOS	HYT Date	Age 60 Date
			CTL	CTL		01/09/2012				01/09/2012	01/27/2021	03/09/2032
			MAIN	CTL	Y	03/13/2011				03/13/2011	09/28/2015	09/20/2031
			MANT	100		06/12/2011				06/12/2011	08/26/2013	10/31/2028
			300	020		06/29/2010				06/29/2010	12/27/2016	02/06/2031
			MANT	600		09/11/2010				09/11/2010	07/01/2013	09/09/2020
			200	200	Y	12/10/2011				12/10/2011	12/20/2023	08/30/2025
1	2	3	MANT	05	6	06/27/2010	8	9	10	06/27/2010	10/01/2010	09/01/2025
			MANT	QA		07/14/2013				07/14/2013	02/07/2017	04/24/2026
				CTL		07/27/2011				07/27/2011	02/06/2017	12/19/2042
			SEC	SEC		08/08/2011				08/08/2011	05/08/2026	05/02/2037
			MANT	100		11/29/2012				11/29/2012	01/15/2010	08/12/2037
			MANT	100		02/24/2010			36	02/24/2010	02/27/2018	09/28/2029
			300	300		03/29/2010				03/29/2010	03/29/2016	10/29/2025
			200	200		02/02/2011				02/02/2011	08/02/2021	10/29/2039

Figure 18-14–Losses List – ALL (Reserve)

18.4.3 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. EOS – Expiration of Enlistment.
8. EXT OTH – Extension Months Other.
9. EXT SCH – Extension Months School.
10. EXT OPR – Extension Months Operative.
11. SEOS – Soft Expiration Obligated Service.
12. HYT Date – High Year Tenure Date.
13. Age 60 Date – Date the member turns 60.

Losses List – EAOS (Active)

IC	Rank/Rate	Name	Dest	Dir	CC	ADSD	Zone	EAOS	EXT_GTN	EXT_SCS	EXT_OPR	SEAO5	EDLR_R3B	EDLR_Date	Plan_Date	Plan_Type	TAP_Date	TAP_Attended	Career_Decision
MAN	200					12/12/2006	A	12/11/2011				01/11/2012							Career Decision
MAN	STFF					06/15/2004	B	06/15/2011				06/15/2011							Career Decision
MAN	200			Y		07/01/11	E	07/03/2011	1	10	15	08/03/2011	216	07/01/2011					Career Decision
MAN	STFF					01/27/1995	D	06/18/2012				06/18/2012							Career Decision
MAN	100					08/17/2007	A	08/16/2011				08/16/2012							Career Decision
EXEC						12/04/1995	E	08/14/2011			15	08/14/2011							Career Decision
MAN	200					09/17/2007	A	09/16/2011				09/16/2012							Career Decision
MAN	300					09/23/2004	B	10/09/2011				10/09/2011	HYT	09/22/2012					Career Decision
MAN	100					03/25/2008	A	03/24/2012				03/24/2012	HYT	03/24/2014					Career Decision
						03/05/2003	B	10/09/2011	16			02/28/2013							Career Decision
MAN	300					04/10/2008	A	04/09/2012				04/09/2012							Career Decision
MAN	100					07/00/2008	A	07/29/2012				07/29/2014							Career Decision
MAN	200					06/11/1994	D	01/27/2012				01/27/2012							Career Decision
MAN	STFF			Y		08/27/1998	C	04/04/2012				04/04/2012							Career Decision
ADMIN						06/17/1991	E	09/18/2011				09/18/2011			12/05/2008	Reenlistment		N	Career Decision
LD	MAN	STFF				08/24/1992	D	11/18/2011	10			09/19/2012	HYT	08/23/2012					Career Decision
	MAN	200				03/15/2007	A	03/14/2012				03/14/2012							Career Decision
	MAN	100				09/03/2002	B	05/27/2011				05/27/2011							Career Decision
	MAN	STFF				08/24/1987	E	04/07/2012				04/07/2012	HYT	08/23/2013					Career Decision
THAN	MAN	200				08/16/2001	C	12/04/2011	4			04/04/2012							Career Decision
RY	MAN	STFF				07/03/1995	D	06/05/2011				06/05/2011							Career Decision

Figure 18-15–Losses List – EAOS (Active)

18.4.4 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. ADSD – Active Duty Service Date
8. Zone – Current PTS Zone
9. EAOS – Expiration of Active Obligated Service Date.
10. EXT OTH – Extension Months Other.
11. EXT SCH – Extension Months School.
12. EXT OPR – Extension Months Operative.
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. Plan Date – Career Decision Plan Date.
17. Plan Type – Career Decision Plan Type.
18. TAP Date – Transition Assistance Program Scheduled Class Date (This date is entered on the Career Decisions Page. More information on the Career Decisions Page can be found in chapter XX)
19. TAP Attended – Transition Assistance Program Attended. This column displays Y or N and is entered on the Career Decisions Page. More information on the Career Decisions Page can be found in chapter XX)
20. Career Decision Link – Link opens a new page and navigates to the Career Decisions page for the member selected.

Losses List – EOS (Reserve)

Reserve EOS Listing													Customize	Find	View All	First	1-20 of 20	Last
UIC	Rank/Rate	Name	Dest	Div	CC	EOS	EXT OTH	EXT SCH	EXT OPR	SEOS	Plan Type	Plan Date	Career Decision					
			MAIN	CTL	Y	03/13/2011				03/13/2011	Extension	07/06/2009	Career Decision					
			MANT	100		06/12/2011				06/12/2011			Career Decision					
			300	020		06/29/2010				06/29/2010			Career Decision					
			MANT	600		09/11/2010				09/11/2010			Career Decision					
			MANT	020		06/21/2010				06/21/2010			Career Decision					
				CTL		07/27/2011				07/27/2011			Career Decision					
			SEC	SEC		08/08/2011				08/08/2011			Career Decision					
			200	200		02/02/2011				02/02/2011			Career Decision					
1	2	3	4	5	6	7	8	9	10	11	12	13	14					
			MANT	100		09/24/2010			30	09/24/2010			Career Decision					
			020	020	Y	03/05/2011				03/05/2011			Career Decision					
			AIR	100		04/09/2011				04/09/2011			Career Decision					
			CTL	CTL		08/30/2010			24	08/30/2010			Career Decision					
			200	200		06/03/2010				06/03/2010			Career Decision					
			MANT	020		03/03/2011				03/03/2011			Career Decision					
			MANT	200		02/09/2011				02/09/2011			Career Decision					
			MANT	020		10/10/2010				10/10/2010			Career Decision					
			ADMN	ADMN		07/07/2011	24		24	07/07/2011			Career Decision					
			MANT	QA		12/13/2010				12/13/2010			Career Decision					
			CTL	CTL		01/09/2011				01/09/2011			Career Decision					

Figure 18-16–Losses List – EAOS (Reserve)

18.4.5 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. EOS – Expiration of Enlistment.
8. EXT OTH – Extension Months Other.
9. EXT SCH – Extension Months School.
10. EXT OPR – Extension Months Operative.
11. SEOS – Soft Expiration Obligated Service.
12. Plan Type – Career Decision Plan Type.
13. Plan Date – Career Decision Plan Date.
14. Career Decision Link – Link opens a new page and navigates to the Career Decisions page for the member selected.

Losses List – HYT (Active)

Active HYT Listing														Find View All First 1 of 37 Last					
UIC	Rank	Rate	Name	Dept	Div	CC	Grade	ADSD	HYT Date	EAOS	SEAOs	EDLN RSN	EDLN Date	Waiver Status	Waiver Submit Date				
[Redacted]	[Redacted]	[Redacted]	[Redacted]	SUP			E04	04/22/2003	04/21/2011	04/05/2010	04/05/2010	HYT	04/21/2011						
							E06	10/30/1990	10/29/2010	01/02/2010	01/02/2010	HYT	10/29/2010						
							E07	12/29/1986	12/28/2010	08/31/2009	08/31/2009	16B	08/31/2009						
					Y	E03	08/10/2005	08/09/2011	08/09/2009	08/09/2009	HYT	08/09/2011							
				MED			E04	08/12/2003	08/11/2011	08/11/2009	09/11/2010	HYT	08/11/2011						
				NAV			E05	07/10/1997	07/09/2011	07/03/2011	07/03/2011	HYT	07/09/2011						
1	2		3					4	5	6	7	8	9	10	11	12	13	14	15
							E04	07/29/2002	07/28/2010	07/30/2010	07/30/2012	HY1	07/30/2012						
							E04	06/04/2002	06/03/2010	02/09/2010	02/09/2010	HYT	06/03/2010						
							E04	04/28/2003	04/27/2011	03/20/2011	03/20/2011	HYT	04/27/2011						
							E03	03/21/2005	03/20/2011	03/20/2010	03/20/2010	HYT	03/20/2011						
				AIR			E08	07/21/1984	07/20/2010	02/17/2010	02/17/2010	HY1	07/31/2011						
							E06	06/12/1991	06/11/2011	04/07/2010	04/07/2010	HYT	06/11/2011						
							E06	06/11/1991	06/10/2011	10/26/2010	10/26/2010	HYT	06/10/2011						
							E06	06/25/1990	06/24/2010	09/09/2009	07/09/2010	HYT	06/24/2010						
							E04	07/23/2003	07/22/2011	03/25/2011	03/25/2011	HYT	07/22/2011						

Figure 18-17–Losses List – HYT (Active)

18.4.6 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. ADSD – Active Duty Start Date.
9. HYT Date – Projected HYT Date.
10. EAOS – Expiration of Active Obligated Service Date.
11. SEAOS – Soft Expiration of Active Obligated Service Date.
12. EDLN RSN – Estimated Date of Loss to the Navy Reason Code.
13. EDLN Date – Estimated Date of Loss to the Navy.
14. Waiver Status – High Year Tenure waiver status displayed from the CIMS Correspondence Tracking Comment.
15. Waiver Submit Date – Submission date of the members High Year Tenure waiver displayed from the CIMS Correspondence Tracking Comment.

Losses List – HYT (Reserve)

The screenshot shows a table titled "Reserve HYT Listing" with a blue header and a white body. The table has 12 columns: UIC, Rank/Rate, Name, Dept, Div, CC, PEBD, HYT Date, EOS, SEOS, Waiver Status, and Waiver Submit Date. The first three columns (UIC, Rank/Rate, Name) are redacted with black boxes. The fourth and fifth columns (Dept, Div) are also redacted for the first two rows. The third row is highlighted in yellow. Green circles with numbers 1 through 12 are placed over specific cells in the table to indicate callout points.

UIC	Rank/Rate	Name	Dept	Div	CC	PEBD	HYT Date	EOS	SEOS	Waiver Status	Waiver Submit Date
[Redacted]	[Redacted]	[Redacted]	MANT	020		10/10/1986	10/09/2010	06/21/2010	06/21/2010		
[Redacted]	[Redacted]	[Redacted]	MANT	100		08/07/1996	08/06/2010	09/24/2010	09/24/2010		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	04/07/1997	04/08/2011	04/09/2011	04/10/2011	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	ADMN	ADMN		07/15/1987	07/14/2011	07/07/2011	07/07/2011		

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

18.4.7 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. PEBD – Pay Entry Base Date.
8. HYT Date – Projected HYT Date.
9. EOS – Expiration of Enlistment.
10. SEOS – Soft Expiration Obligated Service.
11. Waiver Status – High Year Tenure waiver status displayed from the CIMS Correspondence Tracking Comment.
12. Waiver Submit Date – Submission date of the members High Year Tenure waiver displayed from the CIMS Correspondence Tracking Comment.

Losses List – PRD (Active)

UC	Rank/Rate	Name	Contact Info	Dept	Ext	CC	ESD	SEAS	ALLUC	ALLCMD	Ext Default Date	Services Assigned	Services E911 Phone	Services All Phone	Services Email	View Details
				ADM			10010010	03100012			07010010					View Details
				OPS			00010010	00000010								View Details
							11010010	00100011								View Details
							00010010	07000010								View Details
							00010010	10010011								View Details
							00010010	02100010								View Details
							00010010	11000011								View Details
				ACP	130P		07010010	02040012								View Details
				TUN			07010010	00000010								View Details
				CCC	CCC		07010010	00100010								View Details
				ACP	110P		00010010	00000010								View Details
				ADM			00010010	11000000								View Details
				STP	020P		07010010	03000012								View Details
				STP	020P		07010010	02040012								View Details
				STP	020P		07010010	02100012								View Details
				ACP	130P		00010010	00100011								View Details
				STP	050P		07010010	07000010								View Details
				OPS			00010010	03040010								View Details

Contact Info for [Redacted]

Phone

Type	Number	Locality
EMPL Employer	[Redacted]	Domestic
OFF Office	[Redacted]	Domestic

EMAIL

Type	Address
Business	[Redacted]

- CAMP Campus
- CELL Cellular
- DORM Dormitory
- EMPL Employer
- FAX FAX
- HOME Home
- LEVE Leave Phone
- MAIN Main
- OFF Office
- OTR Other
- POR1 Pager 1
- POR2 Pager 2
- TELEX Telex

Figure 18-19–Losses List – PRD (Active)

18.4.8 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. Contact Information – This icon navigates to the Contact Information page for the member.
NOTE: The only options available from the list in A are EMPL (Employer) and OFF (Office). Any other phone numbers must be entered through address and phone section under ESR.
5. Dept – The currently assigned Department for the individual.
6. Div – The currently assigned Division for the individual.
7. CC – Career Counselor indicator.
8. PRD – Projected Rotation Date.
9. SEAOS – Soft Expiration of Active Obligated Service Date.
10. ULT UIC – Unit Identification Code Ultimate Duty Station.
11. ULT CMD – Short name of the Ultimate Command identified in ULT UIC.
12. EST Detach Date – Estimated Date of Departure.
13. Sponsor Assigned – Name of Sponsor Assigned.
14. Sponsor Pri Phone – Sponsor Primary Phone.
15. Sponsor Alt Phone – Sponsor Alternate Phone.
16. Sponsor Email – Sponsor Email.
17. View Orders – The orders link allows the user to view the member's orders in a new window by clicking this link.

Losses List – Age 60 (Reserve)

Reserve Age 60 Listing											
UIC	Rank/Rate	Name	Dept	Div	CC	DOB	Age 60 Date	EOS	SEOS	Waiver Status	Waiver Submit Date
[Redacted]	[Redacted]	[Redacted]	ADM	ADM	[Redacted]	[Redacted]	[Redacted]	09/10/2015	09/10/2015		
[Redacted]	[Redacted]	[Redacted]	100	100	[Redacted]	[Redacted]	[Redacted]	09/04/2012	09/04/2012		
1	2	3	4	5	6	7	8	9	10	11	12
[Redacted]	[Redacted]	[Redacted]	200	200	[Redacted]	[Redacted]	[Redacted]	02/09/2010	02/09/2010		
[Redacted]	[Redacted]	[Redacted]	200	200	[Redacted]	[Redacted]	[Redacted]	03/08/2011	03/08/2011		
[Redacted]	[Redacted]	[Redacted]	100	100	[Redacted]	[Redacted]	[Redacted]	10/25/2014	10/25/2014		

Figure 18-20–Losses List – Age 60 (Reserve)

18.4.9 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. DOB – Date of Birth.
8. Age 60 Date – Date the member turns 60.
9. EOS – Expiration Obligated Service.
10. SEOS – Secondary Expiration Obligated Service.
11. Waiver Status – Age 60 waiver status displayed from the CIMS Correspondence Tracking Comment.
12. Waiver Submit Date – Submission date of the members Age 60 waiver displayed from the CIMS Correspondence Tracking Comment.

18.5 *Personnel Information Listings (Active Duty & Reserve)*

The screenshot shows a web form titled "Personnel Information Search Criteria". It has two main sections: "List Type" and "List".

List Type: This section contains two radio buttons: "Active" (which is selected) and "Reserve".

List: This section contains nine radio buttons, each with a red circular callout number next to it:

- 1: Citizenship (selected)
- 2: CDTC/FTSW/RASW
- 3: Dependent Care Certificate
- 4: Education
- 5: Language
- 6: PFA
- 7: Security Clearance
- 8: USMAP
- 9: Warfare Qualification

Figure 18-21–Personnel Information Listings (Active Duty & Reserve)

18.5.1 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. **Dependent Care Certificate Listing** – Displays a list of all enlisted personnel and their 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
	UIC	Rank/Rate	Name	Dept	Div	Citizenship Code	Description					
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	M 4 N	5	6	U.S. 7 itizen 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 18-22–Citizenship Listings

18.5.2 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	Rank Rate	Name	Dept	Div	Language	Eval Date	Eval Method	Proficiency Source	Listen	Speak	Read	Write	
			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	SERBIAN-CROATIAN	04/01/1996	Self-Appraisal		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 18-23–Language Listings

18.5.3 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

The screenshot shows a table titled "CDTC Listing" with a blue header bar. The table has 10 columns: Rank/Rate, Name, Dept, Div, CC, Report Date, EAOS, SEAOS, PRD, and CDTC Date. A single row of data is visible. Below the table, red circles with numbers 1 through 10 are placed on the blue header bar, pointing to the following elements: 1. Rank/Rate column, 2. Name column, 3. Dept column, 4. Div column, 5. CC column, 6. Report Date column, 7. EAOS column, 8. SEAOS column, 9. PRD column, and 10. CDTC Date column. The top right of the header bar contains navigation controls: "Customize | Find | View All |" and "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

Figure 18-24–CDTC Listings

18.5.4 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 was completed.

NOTE: Dates displayed in red with an asterisk next to them are from the member's Training record and not yet entered during individual members Career Development Boards. Dates displayed in Black are from the members Career Development Board. Since future analytical reports will use data from CDB's and not the Training record, it is important to ensure all CDTC and FTSW training dates be recorded during CDB's.

NOTE: Using the ESR to record completion of the Career Development Training Course and the First Term Success Workshop into the member's Training record, discussed in chapter 19 of this manual. Member Training record entries using ESR and the CDB are required in order to maintain a complete record of all member training.

FTSW Listing

The screenshot shows a table titled "Active FTSW Listing" with a blue header bar. The header bar contains the text "Active FTSW Listing" on the left and "Customize | Find | View 100 | First 1-100 of 548 Last" on the right. The table has eight columns: UIC, Rank/Rate, Name, Dept, Div, Report Date, PRD, and FTSW Date. The first three columns (UIC, Rank/Rate, Name) are completely redacted with black boxes. Red callout numbers 1, 2, and 3 point to the UIC, Rank/Rate, and Name columns respectively. The remaining columns contain data for multiple rows. Red callout numbers 4, 5, 6, 7, and 8 point to the Dept, Div, Report Date, PRD, and FTSW Date columns of a specific row. The FTSW Date column contains dates, some of which are in red text and followed by an asterisk.

UIC	Rank/Rate	Name	Dept	Div	Report Date	PRD	FTSW Date
			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*
					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 18-25–FTSW Listing

18.5.5 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.

NOTE: Dates displayed in red with an asterisk next to them are from the member's Training record and not Career Development Boards. Dates displayed in Black are from the members Career Development Board. Since future analytical reports will use data from CDB's and not the Training record, it is important to ensure all CDTC and FTSW training dates be recorded during CDB's.

NOTE: Using the ESR to record completion of the Career Development Training Course and the First Term Success Workshop into the member's Training record, discussed in chapter 19 of this manual.

RASW Listing

<u>UIC</u>	<u>Rank/Rate</u>	<u>Name</u>	<u>Dept</u>	<u>Div</u>	<u>Report Date</u>	<u>RASW Date</u>
			MANT	600	05/01/2006	10/02/2005
			ADMN	ADMN	08/31/1995	10/02/2005
			MAIN	CTL	01/08/2009	
			CTL	CTL	10/22/2009	
			SEC	SEC	11/27/2007	
			MANT	100	01/01/2007	
			MANT	600	05/01/2006	
1	2	3	4	5	6 11/008	7 10/02/2005
			MANT	QA	01/15/2006	
			MANT	100	02/14/2007	
			200	200	09/30/2007	
			300	300	07/01/2008	
					04/01/2010	
			200	200	02/03/2009	
			MANT	100	02/25/2004	

Figure 18-26–RASW Listing

18.5.6 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.

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 18-27–USMAP Listing

18.5.7 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.

NOTE: View detailed information on a member's USMAP status by using ESR. ESR is discussed in Chapter 20 of this manual.

Dependent Care Certification Listing

Active Dependent Care Listing								Customize Find View 100	First 1-100 of 884 Last
UIC	Rank/Rate	Name	Dept	Div	# Deps	Primary Desc	Secondary Desc	Family Care Plan Date	
1			C51	IT	1	Spouse and No Children	No dependent parents		
2					3	Spouse and 2 Children	No dependent parents		
3						No primary dependents	No dependent parents		
4						No primary dependents	No dependent parents		
5			REA		3	Spouse and 2 Children	No dependent parents		
6						No primary dependents	No dependent parents		
7			DECK			No primary dependents	No dependent parents		
8	A 23					No prim dependents	No dependent parents		
9			AIMD		4	4 Children and No Spouse	No dependent parents		
10						No primary dependents	No dependent parents		
11			C51	IT	1	Spouse and No Children	No dependent parents		
12						No primary dependents	No dependent parents		
13					3	Spouse and 2 Children	No dependent parents		
14					2	Spouse and 1 Child	No dependent parents		
15						No primary dependents	No dependent parents		

Figure 18-28–Dependent Care Certification Listing

18.5.8 Dependent Care Certification 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	RankRate	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	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 18-29–Warfare Qualification Listing

18.5.9 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	RankRate	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 18-30–Education Listing

18.5.10 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 End View: 100 First 1-100 of 2613 Last	
UPC	Rank/Rate	Name	Dept	Div	Hot/Wat/BF's	Sit/Reach	Upperbody	Core	Cardio	PFA Status	Overall	PFA History
	LS2		SUP		PASS					TAD		PFA History
			CBO		PASS	PASS	OUTSTANDING HIGH	EXCELLENT MEDIUM	OUTSTANDING LOW	PARTICIPANT	OUTSTANDING LOW	PFA History
			AIR		PASS	PASS	GOOD MEDIUM	GOOD LOW	SATISFACTORY HIGH	PARTICIPANT	GOOD LOW	PFA History
			INT		PASS	PASS	GOOD HIGH	GOOD HIGH	GOOD LOW	PARTICIPANT	GOOD MEDIUM	PFA History
			OPS		PASS	PASS	EXCELLENT HIGH	GOOD HIGH	EXCELLENT LOW	PARTICIPANT	EXCELLENT LOW	PFA History
					PASS	PASS	EXCELLENT MEDIUM	EXCELLENT HIGH	GOOD MEDIUM	PARTICIPANT	EXCELLENT LOW	PFA History
			AIR		PASS	PASS	GOOD HIGH	GOOD MEDIUM	GOOD MEDIUM	PARTICIPANT	GOOD MEDIUM	PFA History
					PASS	PASS	GOOD HIGH	GOOD HIGH	GOOD MEDIUM	PARTICIPANT	GOOD MEDIUM	PFA History
			REAC		PASS	PASS	GOOD LOW	GOOD LOW	SATISFACTORY MEDIUM	PARTICIPANT	SATISFACTORY HIGH	PFA History
			WEPS		PASS	PASS	GOOD LOW	GOOD MEDIUM	SATISFACTORY HIGH	PARTICIPANT	GOOD LOW	PFA History
			ENG		PASS	PASS	GOOD LOW	GOOD MEDIUM	GOOD MEDIUM	PARTICIPANT	GOOD LOW	PFA History
			AIR	V-4	PASS	PASS	GOOD MEDIUM	GOOD HIGH	GOOD MEDIUM	PARTICIPANT	GOOD MEDIUM	PFA History
			AMD		PASS	PASS	GOOD MEDIUM	GOOD MEDIUM	EXCELLENT MEDIUM	PARTICIPANT	GOOD HIGH	PFA History

Figure 18-31–PFA Listing

18.5.11 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 (Situp) 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 members previous PFA cycles.

Security Clearance

The screenshot shows a table titled "Active Security Clearance Listing" with columns: UIC, Rank/Rate, Name, Dept, Div, Invest Type, Invest Date, Clearance Elig, Clearance Auth, and Clearance Date. The first three columns (UIC, Rank/Rate, Name) are redacted with black bars. Red callout numbers 1 through 10 are placed over the table to highlight specific data points: 1 points to the UIC column, 2 to the Rank/Rate column, 3 to the Name column, 4 to the Dept column, 5 to the Div column, 6 to the Invest Type column, 7 to the Invest Date column, 8 to the Clearance Elig column, 9 to the Clearance Auth column, and 10 to the Clearance Date column. The table contains 15 rows of data.

UIC	Rank/Rate	Name	Dept	Div	Invest Type	Invest Date	Clearance Elig	Clearance Auth	Clearance Date
[Redacted]	[Redacted]	[Redacted]	MAIN	100	NACLAC/CC	12/26/2008	Secret	Secret	01/15/2009
[Redacted]	[Redacted]	[Redacted]	MAIN	300	NACLAC/CC	03/20/2009	Secret	Secret	04/01/2009
[Redacted]	[Redacted]	[Redacted]	MAIN	200	NACLAC/CC	02/14/20	Secret	Secret	04/10/200
[Redacted]	[Redacted]	[Redacted]	MAIN	300	NACLAC/CC	12/26/2007	Secret	Secret	01/16/2008
[Redacted]	[Redacted]	[Redacted]			NACLAC/CC	03/24/2010	Secret	Secret	04/21/2010
[Redacted]	[Redacted]	[Redacted]	MAIN	STFF	NACLAC/CC	11/08/2004	Secret	Secret	12/27/2004
[Redacted]	[Redacted]	[Redacted]	MAIN	300	NACLAC/CC	12/16/2008	Secret	Secret	10/04/2010
[Redacted]	[Redacted]	[Redacted]			NACLAC/CC	05/05/2006	Secret	Secret	06/16/2006
[Redacted]	[Redacted]	[Redacted]	MAIN	STFF	NACLAC/CC	03/14/2007	Secret	Secret	05/09/2007
[Redacted]	[Redacted]	[Redacted]	MAIN	200	NACLAC/CC	11/30/2006	Secret	Secret	01/03/2007
[Redacted]	[Redacted]	[Redacted]	MAIN	STFF	NACLAC/CC	07/01/2003	Secret	Secret	07/01/2003
[Redacted]	[Redacted]	[Redacted]	MNT		NACLAC/CC	07/31/2008	Secret	Secret	08/21/2008
[Redacted]	[Redacted]	[Redacted]	MAIN	100					
[Redacted]	[Redacted]	[Redacted]	EXEC		NACLAC/CC	12/31/2001	Secret	Secret	05/03/2003
[Redacted]	[Redacted]	[Redacted]	MAIN	300	NACLAC/CC	12/29/2008	Secret	Secret	01/16/2009

Figure 18-32–Security Clearance

18.5.12 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

DEPTID [REDACTED] [REDACTED]

List Type

Active Reserve

List

Alpha Roster Career Counselor Roster Career Decision CDB Notification

Correspondence Tracking PACT/GENDET CSB/REDUX PTS

[Process Request](#)

Figure 18-33–Unit Tracking Listings (Active Duty)

18.6 Unit Tracking Listings (Active Duty)

Alpha Roster – Displays a list of all enlisted 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 Decision – 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.

PTS – Displays a list of E1-E6 Active Duty personnel that are currently serving on their first enlistment. The listing also displays the status of Perform to Serve (PTS) packages submitted for those personnel listed.

Unit Tracking Listings (Reserve)

Tracking Criteria

Unit Tracking Search Criteria

DEPTID [REDACTED] [REDACTED]

List Type

Active Reserve

List

Alpha Roster Career Counselor Roster Career Decision CDB Notification
 Correspondence Tracking GENDET MGB-SR Temporary Rate

[Process Request](#)

Figure 18-34–Unit Tracking Listings (Reserve)

18.7 Unit Tracking Listings (Reserve)

Alpha Roster – Displays a list of all enlisted 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 Decision – 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 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.

Temporary Rate – Displays a list of personnel that may be currently serving in a temporary rating.

Alpha Roster (Active Duty)

Active Alpha Roster Listing											
UIC	Rank/Rate	Name	CREO	Report Date	BR/CL	SPI	ACC	Dept	Div	Dept CC	Div CC
			3	03/10/2009	11		100				
			3	05/16/2009	11		100				
				10/30/2008	11		100				
			1	10/12/2008	11		100				
				12/07/2009	11		100				
			3	01/15/2010	11		100	JAX			
			2	06/01/2009	11		100				
			3	02/20/2010	11		100				
1	2	3	4	04/05/2010	6	7	8	9	10	11	12
			3	05/15/2009	11		100				
			2	03/10/2009	11		100				
			3	01/16/2008	11		100				
			3	08/19/2009	11		100	OPS	FLT		
			1	10/21/2009	11		100	OPS			
			3	01/23/2009	11		100				
			2	03/19/2010	11		100				
			2	10/16/2007	11		100				

Figure 18-35–Alpha Roster (Active Duty)

18.8 Alpha Roster (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. 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.

5. Report Date – The current report date to the unit.
6. BR/CL – The current Branch/Class.
7. SPI – The current Special Program Indicator.
NOTE: The SPI code for USN personnel will be blank.
8. ACC – The current Accounting Class Category.
9. Dept – Displays the individuals assigned Department.
10. Div – Displays the individuals assigned Division.
11. Dept CC – The Rate/Name of the assigned Department Career Counselor for the individual listed.
12. Div CC – The Rate/Name of the assigned Division Career Counselor for the individual listed.

Alpha Roster (Reserve)

Reserve Alpha Roster Listing									
Customize Find View All First 1-42 of 42 Last									
<u>UIC</u>	<u>Rank/Rate</u>	<u>Temp Rate</u>	<u>Name</u>	<u>ECMO</u>	<u>Report Date</u>	<u>Dept</u>	<u>Div</u>	<u>Dept CC</u>	<u>Div CC</u>
				1	10/09/2007	300	300		
					12/16/2009	CTL	CTL		
				3	06/25/2009	200	200		
				3	02/03/2009	200	200		
		Y		1	07/01/2008	300	300		
				3	09/30/2007	200	200		
1	2	3	4	5	01/06/2009	7	8	9	10
				3	05/01/2006	MANT	600		
				1	11/03/2008		CTL		
				3	11/27/2007	SEC	SEC		
				1	02/14/2007	MANT	100		
				3	02/01/2007	MANT	300		
				1	04/23/2009	100	100		
				2	04/01/2010				

Figure 18-36–Alpha Roster (Reserve)

18.8.1 Alpha Roster (Reserve)

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. 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.
6. Report Date – The current report date to the unit.
7. Dept – Displays the individuals assigned Department.
8. Div – Displays the individuals assigned Division.
9. Dept CC – The Rate/Name of the assigned Department Career Counselor for the individual listed.
10. 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									
<u>UIC</u>	<u>Rank/Rate</u>	<u>Name</u>	<u>Dept</u>	<u>Div</u>	<u>Type</u>	<u>Submission Date</u>	<u>Submission Method</u>	<u>Status Date</u>	<u>Status</u>
1	2	3	4	5	6	7	8	9	10
					HYT	01/28/2010	Board Package	01/29/2010	Conversion Approved
					CON	08/07/2009	Board Package	08/09/2009	Submitted
			ADET	TLNE	PTS	02/05/2009	Electronic	02/05/2009	Pending
					PTS	09/23/2008	Request	09/25/2008	In Rate Approved

Figure 18-37–Correspondence Tracking Listing (Active and Reserve)

18.8.2 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)

Active All Career Counselor Roster Listing													
Rank/Rate	Name	Dept	Div	Current UIC	CC For UIC	Type CC	CC Dept/Div	Assigned Date	CDTC Date	EAOS	SEAOS	PRD	Deassign
		DET3				DEPT	CHAR	01/16/2009		03/22/2014	03/22/2014	09/01/2012	Deassign
		C5I				DIV	MAIN	06/06/2003	08/04/2008	04/30/2013	09/30/2014	09/01/2014	Deassign
						DEPT	ADMN	02/23/2006		11/23/2011	11/23/2011	11/01/2011	Deassign
						DEPT	LDRS	02/23/2006		03/09/2012	03/09/2012	04/01/2012	Deassign
						DEPT	ADMN	06/06/2006		05/13/2013	11/13/2013	07/01/2013	Deassign
1	2	3 N	4	5	6	7	T 8	10/9/2009	10	08/11/2013	08/12/2013	09/13/2010	De14ign
		MAIN	100			DEPT	TEST	10/15/2009		05/31/2010	03/31/2011	07/01/2010	Deassign
		TQ				DEPT	HQ	01/16/2009		04/04/2013	04/04/2013	04/01/2010	Deassign
		TFSI				DEPT	BRAV	01/16/2009		12/10/2012	12/10/2012	09/01/2010	Deassign
			ASD			DIV	050	06/06/2006		12/05/2010	12/05/2010	09/01/2010	Deassign
						DEPT	CCC	11/01/2005		01/17/2012	01/17/2012	01/01/2012	Deassign
						DEPT	TEMP	10/13/2009		12/13/2011	12/13/2011	10/01/2010	Deassign

Figure 18-38–Career Counselor Roster (Active Duty)

18.8.3 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. Current UIC – The member's current UIC.
6. 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.

7. Type CC – Indicates if the member is a Department or a Division Career Counselor.
8. 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.

9. Assigned Date – Date the member was designated as a Department/Division Career counselor by the Command Career Counselor.
10. CDTC Date – The most recent date that the Career Development and Training Course was completed.
11. EAOS – The current Expiration of Active Obligated Service.
12. SEAOS – The current Soft Expiration of Active Obligated Service.
13. PRD – The current Projected Rotation Date.
14. Deassign Button – This button 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)

Rank/Rate	Name	Dept	Div	Current UIC	CC UIC	Type CC	CC Dept/Div	Assigned Date	CDTC Date	EOS	SEOS	PRD	Deassign
1 A 8	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	D 7 T	AIR 8	03/9/2009	[REDACTED]	08/11/2010	08/12/2010	05/13/2004	14 assign

Figure 18-39–Career Counselor Roster (Reserve)

18.8.4 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. Current UIC – The member's current UIC.
6. 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.

7. Type CC – Indicates if the member is a Department or a Division Career Counselor.
8. 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.

9. Assigned Date – Date the member was designated as a Department/Division Career counselor by the Command Career Counselor
10. CDTC Date – The most recent date that the Career Development and Training Course was completed.
11. EOS – The current Expiration of Obligated Service.
12. SEOS – The current Soft Expiration of Obligated Service.
13. PRD – The current Projected Rotation Date.
14. Deassign Button – This button 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										
Customize Find View All First 1-27 of 27 Last										
UIC	Rank Rate	SEL Rate Rank	Name	Dept	Div	Report Date	Initial CDB Due	Initial Completed	PACT Code	PACT Description
						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
1	2	3	4	5	6	7	8	9	10	11
						12/17/2006	01/31/2007			
						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 18-40–PACT/GENDET Listing (Active Duty Only)

18.8.5 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 1-6 of 6 Last										
<u>UIC</u>	<u>Rank/Rate</u>	<u>Temp Rate</u>	<u>Name</u>	<u>Dept</u>	<u>Div</u>	<u>Report Date</u>	<u>EOS</u>	<u>SEOS</u>	<u>ASVAB Calculator</u>	
		N				05/13/2010	04/29/2016	04/29/2016	ASVAB Calculator	
		N				10/07/2009	12/16/2013	12/16/2013	ASVAB Calculator	
1	2	3	4	5	6	10/7/2009	05/8/2016	05/9/2016	ASVA10 calculator	
		N				12/18/2009	04/01/2016	04/01/2016	ASVAB Calculator	
		N				10/06/2009	04/29/2012	04/29/2012	ASVAB Calculator	

Figure 18-41–GENDET Listing (Reserve Only)

18.8.6 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 Decision Listing (Active Duty)

UIC	Rank/Rate	Name	Dept	Div	SEAOS	EAOS	Decision Type	Decision Date	Career Decision
1	2	3	C5I	MAIN	12/19/2010	12/19/2010	Separation	05/20/2010	Career Decision
			4	5	6	7	8	9	10
			PERS		02/01/2011	02/01/2011	Extension	05/30/2010	Career Decision
			STF		07/05/2010	07/05/2010	Fleet Reserve	06/30/2010	Career Decision

Figure 18-42–Career Decision Listing (Active Duty)

18.8.7 Career Decision 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. SEAOS – The current Soft Expiration of Active Obligated Service.
7. EAOS – The current Expiration of Active Obligated Service.
8. Decision Type – Displays the Career Decision type.
9. Decision Date – The date the Career Decision occurred/will occur.

Career Decision 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			09/18/2011	09/18/2011	Reenlistment	12/05/2008	Career Decision
			4	5	09/6/2010	09/7/2010	Ree ⁸ ment	10/9/2009	Caree¹⁰cision
			MAIN	MAIN	03/30/2013	03/30/2013	Reenlistment	03/31/2009	Career Decision

Figure 18-43–Career Decision Listing (Reserve)

18.8.8 Career Decision 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 individuals assigned Department.
5. Div – Displays the individuals assigned Division.
6. EOS – The current Expiration of Obligated Service.
7. Decision Type – Displays the Career Decision type.
8. Decision Date – The date the Career Decision occurred/will occur.

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	N2M	3	F4C	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 18-44–CSB/REDUX (Active Duty Only)

18.8.9 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)																
UIC	Rank	Rate	Name	Dept	Div	GIB Status	GIBE	GIBSD	CONDT	GIBTD	LRAD	CED	Months Obligated	EOS	SEOS	IDT Record
				MAIN	CTL	C					03/13/1997	03/16/2010	36	03/15/2013	03/15/2013	IDT Record
				MANT	100	C					03/01/1999	06/13/2009	24	06/12/2011	06/12/2011	IDT Record
					CTL	F		07/28/2005	07/28/2005		11/02/2007	07/28/2005	72	07/27/2011	07/27/2011	IDT Record
				MANT	600	F		09/12/2004	09/12/2004		04/13/1998	09/12/2004	72	09/11/2010	09/11/2010	IDT Record
				300	020	F		06/30/2004	06/30/2004		06/25/2004	06/30/2004	72	06/29/2010	06/29/2010	IDT Record
				CTL	CTL	F		01/28/1999	01/28/1999			01/10/2009	36	01/09/2012	01/09/2012	IDT Record
1	2		3	4	5	6	7	8	9	10	04/11/98	07/12/07	13	07/14/13	07/15/13	IDT Record
				200	200	F		11/16/2002	11/16/2002		11/08/2006	12/11/2009	24	12/10/2011	12/10/2011	IDT Record
				MANT	020	C					07/07/1994	06/22/2008	24	06/21/2010	06/21/2010	IDT Record
				MANT	100	F		11/30/2006	11/30/2006		01/15/2000	11/30/2006	72	11/29/2012	11/29/2012	IDT Record
				SEC	SEC	C					08/08/2007	05/09/2002	111	08/08/2011	08/08/2011	IDT Record
				200	200	C					12/16/2008	02/03/2009	24	02/02/2011	02/02/2011	IDT Record
				MANT	100	C					05/30/2000	02/25/2004	72	02/24/2010	02/24/2010	IDT Record
				300	300	F		03/30/2002	03/30/2002			03/30/2002	96	03/29/2010	03/29/2010	IDT Record

Figure 18-45–MGIB-SR (Reserve Only)

18.8.10 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)

Active CDB Listing (Due)								
Customize Find View 100 First 1-100 of 613 Last								
UIC	Rank/Rate	Name	Dept	Div	Required Date	Reason	Interview Date	CDB Status
1	E2	[Redacted]			01/28/2009	Reporting	12/29/2008	Completed
					01/17/2009	Reporting	12/18/2008	Completed
					01/17/2009	Reporting	12/18/2008	Completed
			C51	IT	01/09/2009	Reporting	12/10/2008	Completed
				09/06/2009	12 Month	8	9	
	AIR			04/25/2009	24 Month			
				06/01/2009	24 Month			
				10/17/2009	Reporting			
	SUP			05/11/2009	36 Month			
	AIR			09/24/2009	36 Month			
				08/20/2009	12 Month			
				03/17/2009	6 Month			
				07/14/2009	24 Month			
				12/04/2009	12 Month			
				10/30/2009	12 Month			
		02/20/2009	6 Month					
		05/23/2009	12 Month					

Figure 18-46–CDB Notification - Due & Pending (Active and Reserve)

18.8.11 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. Interview 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/MC	Rank/Rate	Name	Dept	Dtz	Required Date	Reason	Interview 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		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 comments 13
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 and his family to separate from the Navy at HYT.	CMC	Concur with board's comments.

Figure 18-47–CDB Notification - Completed & Verified (Active and Reserve)**18.8.12 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 – 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: Using the Link in this column will open a new page to the Career Development Page to complete the required CDB.

8. Interview Date – The date the CDB was completed.
9. CDB Status – Displayed only if the Career Development Board is currently either Pending or Complete.
10. Short Term Goals – Short term goals recorded on the CDB.
11. Long Term Goals – Long term goals recorded on the CDB.
12. Board Comments – Board comments recorded on the CDB.
13. Leadership Title – The title of the senior leader at the command making comments.
14. Leadership Comments – Comments regarding the CDB made by command leadership.

PTS (Active Duty Only)

PTS Listing																	
UBC	Rank	Name	Dest	Div	ADSD	Zone	EAOS	EXT OTH	EXT SCH	EXT OPR	SEAOS	PRD	PTS Submitted	PTS Last Reviewed	PTS Review Status	PG 13 Submitted	PG 13 Verified
					12/16/2002	B	10/15/2010			46	10/15/2010	04/01/2011					
					11/01/1999	C	07/23/2010			38	07/23/2010	07/01/2011					
			OPS	FLT	09/17/2001	C	09/14/2012			36	09/14/2012	09/01/2013					
					07/02/2003	B	07/01/2010	8		36	03/01/2011	10/01/2012					
					07/07/2003	B	07/06/2010	10		36	05/06/2011	06/01/2011					
			MED		06/14/2004	B	07/13/2010			25	07/13/2010	01/01/2011					
1	2	3			05/06/2005	A	05/08/2011	9	10	11	05/12/11	11/13/10	11/01/09	03/15/10	PREV RESULT	17	18
					08/03/2005	A	08/02/2011			24	08/02/2011	08/01/2011	11/03/2008	10/01/2008	INRATE		
					10/24/2005	A	10/23/2011			24	10/23/2011	07/01/2012	10/29/2007	02/01/2008	INRATE		
					11/15/2005	A	11/14/2011			24	11/14/2011	11/01/2011	04/21/2009	04/01/2009	INRATE		
					06/18/2004	A	06/17/2010			24	06/17/2010	06/01/2010	07/28/2008	10/01/2009	ROLLOVER (5)		
					07/27/2005	A	07/26/2011			24	07/26/2011	03/01/2012	01/25/2008	12/01/2008	REAPPLY		
					04/06/2006	A	04/05/2012			24	04/05/2012	09/01/2011	11/27/2007	06/01/2009	INRATE		
					12/13/2005	A	12/12/2011			24	12/12/2011	02/01/2011	09/20/2009	10/01/2009	PREVRESULT		
					12/13/2005	A	12/12/2011			24	12/12/2011	08/01/2011	04/22/2009	04/01/2009	INRATE		
					06/23/2005	A	06/22/2011			24	06/22/2011	06/01/2011					
					11/30/2005	A	11/29/2011			24	11/29/2011	02/01/2011	05/15/2009	05/01/2009	REAPPLY		
			INTE		08/17/2005	A	08/16/2011	5		24	01/16/2012	01/01/2013	06/25/2009	06/01/2009	INRATE		
					01/04/2006	A	01/03/2012			24	01/03/2012	01/01/2011	06/25/2009	06/01/2009	INRATE		
			ENG		12/12/2005	A	12/11/2011			24	12/11/2011	02/01/2011	06/28/2009	06/01/2009	INRATE	02/25/2009	03/29/2009
					03/14/2006	A	03/13/2012			24	03/13/2012	03/01/2012	04/21/2009	10/01/2009	REAPPLY		
			CSI		05/08/2006	A	05/07/2012			24	05/07/2012	04/01/2011					

Figure 18-48–PTS (Active Duty Only)

18.8.13 PTS (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 members current PTS 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. PTS Submit Date – Date that the Perform to Serve package was received and entered in the PTS system. This date is loaded from the PTS system.
15. PTS Last Reviewed – The last review date of the member's PTS package by the PTS manager. This date is loaded from the PTS system.
16. PTS Review Status – Status given to the PTS package during the last time of review. This status is loaded from the PTS system.
NOTE: The link in this column is only available for PTS packages with a status of “INRATE” or “CONVERT”. Activating this link opens the Administrative Remarks section of ESR in a separate window, enabling the user to complete a PTS PG-13 as discussed on page 374 of this guide.
17. PG-13 Submitted – Date the PTS PG-13 was submitted by the Career Counselor.
18. PG-13 Verified – Date the PTS PG-13 was verified by the PAY/PERSONNEL Supervisor.

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]			01/01/2006	05/16/2009	04/29/2005	[Redacted]	[Redacted]	<input type="checkbox"/>	10/29/2006
					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 18-49–Temporary Rate Listing (Reserve Only)

18.8.14 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 3 years to the Time in Rate date.

COMMAND SPONSOR COORDINATOR

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Sponsor Coordinator Listing - Criteria Selection

Sponsor Criteria

Sponsor Coordinator Listing Search Criteria		
Type		
<input checked="" type="radio"/> Active 1		<input type="radio"/> Reserve
Enl/Off Indicator Filter		
<input checked="" type="radio"/> Enlisted 2		<input type="radio"/> Officer
Selection		
<input checked="" type="radio"/> Sponsor Assignment 3		<input type="radio"/> Sponsor Training 4
<input type="radio"/> Sponsor History 5		<input type="radio"/> Projected Transfers (PRD) 6
Filter		
<input checked="" type="radio"/> USN/FTS 7		<input type="radio"/> AC to RC
Filter		
<input checked="" type="radio"/> All	<input type="radio"/> Sponsor Not Assigned	<input type="radio"/> Estimated Arrival Date

Figure 18-50–Sponsor Coordinator Criteria Page

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. **EnOff Indicator Filter** – The Enlisted Officer Indicator Filter is used to generate listing for Either Officer's or Enlisted members base on this selection.
3. **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.
4. **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.)
5. **Sponsor History** – Displays a complete listing of Prospective Gains (PG's) and any sponsors that have been assigned to these PG's.
6. **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.
7. **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

Active Enlisted USN/FTS Sponsor Assignment Listing

Rank/Rate	Name	Ord#	DNEC	ULT	ULT ACC	SPI	Detach UIC	Estimated Detach Date	Actual Detach Date	Estimated Arrival Date	View Orders
[Redacted]	[Redacted]	1559	8842	[Redacted]	100	V	[Redacted]	06/30/2009	06/26/2009	07/31/2009	View Orders
[Redacted]	[Redacted]	06	88	08	9	V	11	07/3/11	13	10/14/11	View Orders
[Redacted]	[Redacted]	1550	8342	[Redacted]	100	V	[Redacted]	01/31/2011	02/04/2011	03/15/2011	View Orders

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
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Modify Data		[Redacted]	Add/Change
[Redacted]	[Redacted]	16	17	07/18/11	07/19/11	07/20/11	Mo 21 Data	22	[Redacted]	Add/Change
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Modify Data	07/22/2010	[Redacted]	Add/Change
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Modify Data	01/16/2009	[Redacted]	Add/Change
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Modify Data		[Redacted]	Add/Change
[Redacted]	[Redacted]	[Redacted]	[Redacted]	07/11/2011	07/18/2011	07/24/2011	Modify Data	11/13/2010	[Redacted]	Add/Change
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Modify Data	08/11/2010	[Redacted]	Add/Change
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Modify Data	12/09/2009	[Redacted]	Add/Change
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Modify Data	02/04/2009	[Redacted]	Add/Change
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Modify Data	06/22/2009	[Redacted]	Add/Change
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Modify Data	09/11/2009	[Redacted]	Add/Change

Figure 18-51–Sponsor Assignment List (Active)

Sponsor Criteria | Sponsor Assignment

Reserve Enlisted Sponsor Assignment Listing

UIC	Rank/Rate	Name	Report Date	Modify Data	Sponsor Assigned	Add/Change Sponsor
011	[Redacted]	[Redacted]	02/25/12	Mo 21 Data	23	Add/Change

Figure 18-52–Sponsor Assignment List (Reserve)

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 are 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.

Sponsor Coordinator Listing - Sponsor Assignment

Active Enlisted USN/FTS Sponsor Assignment Listing

Rank/Rate	Name	Ord#	DNEC	WLT	WLT ACC	SPI	Detach UIC	Estimated Detach Date	Actual Detach Date	Estimated Arrival Date	View Orders
AOAN	[Redacted]	1559	8842	[Redacted]	100	V	[Redacted]	06/30/2009	06/26/2009	07/31/2009	View Orders
[Redacted]	[Redacted]	0 [6]	88 [7]	0 8 2	[9]	V [10]	[11]	07/3 [12] 11	[13]	10/1 [14] 011	View [15] Orders
[Redacted]	[Redacted]	1550	8342	[Redacted]	100	V	[Redacted]	01/31/2011	02/04/2011	03/15/2011	View Orders

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
[Redacted]	[Redacted]	[?]	[?]				Modify Data			Add/Change
[Redacted]	[Redacted]	[16]	[17]	07/18/011	07/19/011	07/20/011	Mo [21] Data	[22]	[Redacted]	Add [24] nge
[Redacted]	[Redacted]	[?]	[?]				Modify Data	07/22/2010		Add/Change
[Redacted]	[Redacted]	[?]	[?]				Modify Data	01/16/2009		Add/Change
[Redacted]	[Redacted]	[?]	[?]				Modify Data			Add/Change
[Redacted]	[Redacted]	[?]	[?]	07/11/2011	07/18/2011	07/24/2011	Modify Data	11/13/2010		Add/Change
[Redacted]	[Redacted]	[?]	[?]				Modify Data	08/11/2010		Add/Change
[Redacted]	[Redacted]	[?]	[?]				Modify Data	12/09/2009		Add/Change
[Redacted]	[Redacted]	[?]	[?]				Modify Data	02/04/2009		Add/Change
[Redacted]	[Redacted]	[?]	[?]				Modify Data	06/22/2009		Add/Change
[Redacted]	[Redacted]	[?]	[?]				Modify Data	09/11/2009		Add/Change

Figure 18-53–Sponsor Assignment List (Active)

Sponsor Criteria | Sponsor Assignment

Reserve Enlisted Sponsor Assignment Listing

UIC	Rank/Rate	Name	Report Date	Modify Data	Sponsor Assigned	Add/Change Sponsor
0 [11]	[Redacted] [4]	[Redacted] [5]	02/ [25] 012	Mo [21] Data	[23]	Add [24] nge

Figure 18-54–Sponsor Assignment List (Reserve)

Sponsor Coordinator Listing - Sponsor Assignment

Items 1-5 in this section of the List report are discussed on page 349.

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. **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.

22. **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.

23. **Sponsor Assigned** – Displays the Rate/Rank and Name of the assigned Sponsor.

24. **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.

25. **Report Date** – Displays the actual date the PG reported to the gaining command. (Reserve Only)

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.

NOTE: Only one sponsor may be selected.

1. **Rank/Rate** – Searches the current Rate/Rank.
2. **Name begins with** – Searches using a members name last name first.
3. **UIC** – Searches for members at the entered Unit identification Code
4. **Rank/Rate** - The members 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 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
[Redacted]	[Redacted]	[?]	[?]				Modify Data			Add/Change
[Redacted]	[Redacted]	[?]	[?]	07/31/2011	07/31/2011	07/31/2011	Modify Data			Add/Change
[Redacted]	[Redacted]	[?]	[?]				Modify Data	07/22/2010		Add/Change
[Redacted]	[Redacted]	[?]	[?]				Modify Data	01/16/2009		Add/Change
[Redacted]	[Redacted]	[?]	[?]				Modify Data			Add/Change
[Redacted]	[Redacted]	[?]	[?]	07/11/2011	07/18/2011	07/24/2011	Modify Data	11/13/2010		Add/Change
[Redacted]	[Redacted]	[?]	[?]				Modify Data	08/11/2010		Add/Change
[Redacted]	[Redacted]	[?]	[?]				Modify Data	12/09/2009		Add/Change
[Redacted]	[Redacted]	[?]	[?]				Modify Data	02/04/2009		Add/Change
[Redacted]	[Redacted]	[?]	[?]				Modify Data	06/22/2009		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

Figure 18-56–Sponsor Coordinator Listing - Sponsor Assignment – Modify Data Link

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.

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]	07/31/2011	07/31/2011	07/31/2011	Modify Data		[Redacted]	Add/Change
[Redacted]	[Redacted]	[Redacted]	[Redacted]				Modify Data	07/22/2010	[Redacted]	Add/Change
[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

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

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	07/15/011 15	07/16/011 16	07/17/011 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 18-57–Sponsor Coordinator Listing - Sponsor Assignment – Modify Data Link

Sponsor Coordinator Listing - Sponsor Assignment – Modify Data Link

Items 1-5 in this section of the List report are discussed on page 349.

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, 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.

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 18-58–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.

- 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**

Prospective Gain Questionnaire

LT LOFTON,JASON TRAVIS

Family Members/ Pets Information

1. I am married:	Yes <input type="radio"/>	No <input checked="" type="radio"/>	N/A
2. I have children:	<input type="radio"/>	<input checked="" type="radio"/>	
3. Children's Names / Ages:	<input type="text"/>		
4. I have other family members:	<input type="radio"/>	<input checked="" type="radio"/>	
5. Other family Names/Relation:	<input type="text"/>		
6. I have family members enrolled in the EFM:	<input type="radio"/>	<input checked="" type="radio"/>	
7. EFM special needs as follows:	<input type="text"/>		
8. My family is accompanying me to my new duty station:	<input type="radio"/>	<input checked="" type="radio"/>	
9. My family is travelling with me:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. I have received passports for my family:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. I have pets:	<input type="radio"/>	<input checked="" type="radio"/>	
12. Pet Types / Number:	<input type="text"/>		

Household Goods Information

13. I am Shipping a POV:	<input type="radio"/>	<input checked="" type="radio"/>	
14. I am Shipping Household Goods:	<input type="radio"/>	<input checked="" type="radio"/>	
15. Date of Packout:	<input type="text"/>		
16. Date Shipment Scheduled:	<input type="text"/>		

Move/Contact Information

17. Arriving via:	<input checked="" type="radio"/> POV	<input type="radio"/> Government Air	<input type="radio"/> Commercial Air	<input type="radio"/> Other
18. On arrival, I intend to live:	<input checked="" type="radio"/> On Base	<input type="radio"/> Local Economy	<input type="radio"/> Other	
19. Planned Detach Date:	<input style="width: 100%;" type="text"/>			
20. Expected Arrival Date :	<input style="width: 100%;" type="text"/>			
21. Phone while in transit:	<input type="text"/>			
22. Email address while in transit:	<input type="text"/>			
23. Name and Phone of Other Person to Contact:	<input type="text"/>			

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.

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 :

Note: Information entered on this form can only be viewed by your Sponsor & the Command Sponsor Coordinator.

Figure 18-59–Sponsor Coordinator - Prospective Gain Questionnaire

Sponsor Coordinator Listing - Sponsor Training

Sponsor Criteria | Sponsor Training

Active Enlisted Sponsor Training Listing Personalize | Find | View 100 | First 1-50 of 128 Last

UIC	Rank/Rate	Name	Dept	Div	Report Date	Sponsor Training Date
[Redacted]	[Redacted]	[Redacted]	MAIN	300	01/13/2010	06/14/2011
1	2	3	4	5	6	7
[Redacted]	[Redacted]	[Redacted]	MAIN	200	08/30/2007	08/24/2010
[Redacted]	[Redacted]	[Redacted]	MAIN	STFF	07/01/2009	07/01/2009
[Redacted]	[Redacted]	[Redacted]	MAIN	300	01/14/2009	
[Redacted]	[Redacted]	[Redacted]	EXEC	300	11/06/2009	
[Redacted]	[Redacted]	[Redacted]	MAIN	100	11/19/2007	
[Redacted]	[Redacted]	[Redacted]	MAIN	13B	08/19/2011	

Figure 18-60–Sponsor Coordinator - Prospective Gain Questionnaire

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 CDB's 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
01				08/5/2011				08/9/2011	Modified Orders

Figure 18-61–Sponsor Coordinator Listing - Sponsor History

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 ReasonCode** – 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 CMO	Est Detach Date	Sponsor Assigned	Sponsor PRI Phone	Sponsor ALT Phone	Sponsor Email	View Orders
				MAIN	200			11/30/2011					View Orders
				MAIN	STFF			03/31/2012					View Orders
1	2	3	4	5	6	7	8	03/9/2012	10	11	12	13	View Orders
				EXEC				07/31/2012					View Orders
				MAIN	100			04/30/2012					View Orders
				MAIN	STFF			10/31/2011					View Orders
				MAIN	200			04/30/2012					View Orders
				MAIN	300			10/15/2011					View Orders
				MAIN	STFF			12/31/2011					View Orders

Figure 18-62–Sponsor Coordinator Listing – PDR Listing (Active)

Sponsor Criteria PRD

Reserve Enlisted PRD Listing

UIC	Rank/Rate	Name	Dept	Div	PRD	EOS
1	2	3	MA 5	02 6	07/15/2012	03/16/2013

Figure 18-63–Sponsor Coordinator Listing – PRD Listing (Reserve)

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)

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Section Nineteen–Electronic Service Record

19. ELECTRONIC SERVICE RECORD

ESR – HOME

This section is an overview of the Electronic Service Record and does not detail all features or functions within.

Electronic Service Record

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

ESR



View Personal Information

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

1 [Personal Information](#)



View Service Obligations and Agreements

Review member service obligations and agreements.

4 [Service, Obligations, and Agreements](#)



View Training, Education, and Qualifications

Review member training, education, and qualifications.

2 [Training, Education, and Qualifications](#)



View Professional History

Review member history of assignments

5 [Professional History](#)



View Performance

Review member performance information.

3 [Performance](#)



View Administrative Remarks

Review member administrative remarks.

6 [Administrative Remarks](#)

[Return to Search](#)

Figure 19-1–ESR – Home

19.1 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. Personal Information.
2. Training, Education and Qualifications.
3. Performance.
4. Service, Obligations, and Agreements – Displays the members current contract information.
5. Professional History.
6. Administrative Remarks – Displays the member's current list of Administrative Remarks.

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

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

View Personal Information

 Member Data Summary	 Emergency Contact
 Address & Phone	 Servicemember's Group Life Insurance
 Civilian Employer Information	 Thrift Savings Plan
 Dependency Data	 Family Care Plan

 [ESR Home](#)

 [Return to Search](#) 

Figure 19-2–ESR – Personal Information

19.2 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. Servicemember's Group Life Insurance (SGLI).
4. Thrift Savings Plan.
5. Dependency Data.
6. ESR Home – Returns to the ESR Home Page.

NOTE: This page also displays the disabled links Emergency Contact, Civilian Employer Information, & Family Care Plan which are not accessible to CIMS users.

ESR – TRAINING, EDUCATION & QUALIFICATIONS

Training, Education, and Qualifications

SSN: [REDACTED]

Name: [REDACTED]

Rank/Rate: [REDACTED]

Current DSC: 100

View Training, Education, and Qualifications



1

[Training Summary](#)



4

[Personnel Qualification Standards](#)



2

[Montgomery GI Bill](#)



5

[Course Data](#)



3

[Exam Profile Data](#)



6

[Education Data](#)



7

[ESR Home](#)

[Return to Search](#)

Figure 19-3–ESR – Training, Education, and Qualifications

19.3 ESR – TRAINING, EDUCATION & QUALIFICATIONS

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

SSN: [REDACTED]

Name: [REDACTED]

Rank/Rate: [REDACTED]

Current DSC: 100

View Performance



1

[Court Memorandum](#)



4

[FITREP / Evaluation](#)



2

[Record of Unauthorized Absence](#)



3

[Honors and Awards](#)



5

[ESR Home](#)

[Return to Search](#)

Figure 19-4–ESR – Performance

19.4 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

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

View Professional History

 **1** [History of Assignments](#)

 **4** [Orders Detail](#)

 **2** [IDT Detail Summary](#)

 **5** [Skills Management](#)

 **3** [Reserve Billet History](#)

 **6** [ESR Home](#)

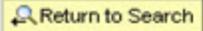


Figure 19-5–ESR – Professional History

19.5 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. Skills Management
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.

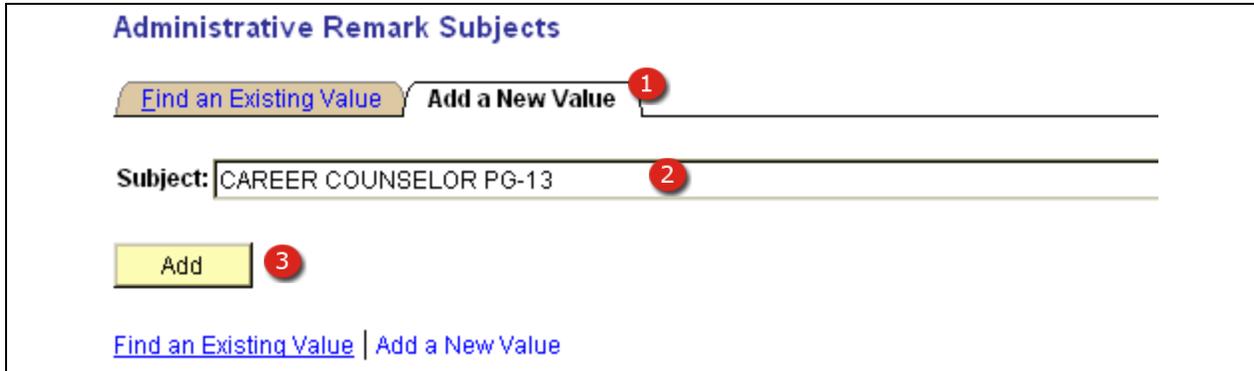


Figure 19-6–ESR – Setup of Administrative Remarks – Pg 13

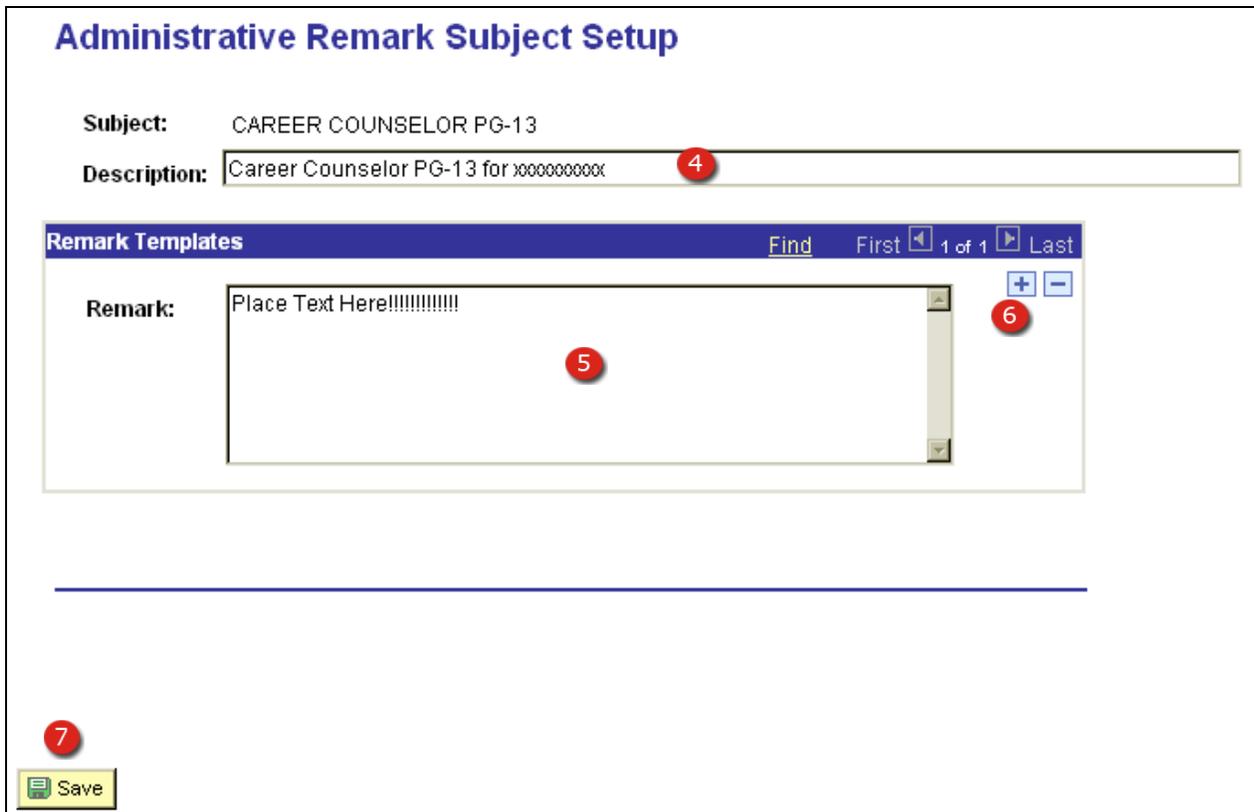


Figure 19-7–ESR – Administrative Remark Subject Setup

19.6 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 – Enter the Subject value in this field.
3. Add Button – Clicking on this button will add the new subject to the database for future use.
4. Description – Clicking the Add Button loads the Administrative Remark Subject Setup page where you enter the Description of the Administrative Remarks template.
5. Remark – Enter the standardized text for this type of Page-13.
6. Add a Row – Use this icon to add another standardized remark for this type of Page-13.
7. 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.

The screenshot shows the 'Administrative Remarks' web application interface. At the top, there are fields for SSN, Name, RankRate, and Current DSC (100). Below these are fields for Authority (1), Date (2: 10/02/2007), Subject (3), and Remark (4). A 'Permanent' checkbox is checked. A search icon is next to the Subject field. A red box highlights the search modal window, which contains a 'Look Up Subject' section with dropdowns for 'Subject' (beginning with 'PTS INTENTION') and 'Description' (beginning with 'PTS INTENTION -'). Below this is a 'Search Results' table with two entries:

Select	Comment
1 <input type="checkbox"/>	Having been approved to reenlist in-rate through Perform to Serve (PTS), per COMNAVPERSCOM (enter DTG of message), I certify that: I accept the reservation quota for in-rate reenlistment and will acquire the required OBLISERVE prior to my expiration of active obligated service (EAOS). I understand that failure to acquire the required OBLISERVE prior to my EAOS will result in removal of my PTS quota and reenlistment eligibility.
2 <input type="checkbox"/>	Having been tentatively approved to convert through Perform to Serve (PTS), per COMNAVPERSCOM (enter DTG of message), and having received final conversion approval per COMNAVPERSCOM DTG _____ I certify that: I accept the reservation quota for conversion to (approved rating) and will acquire the required OBLISERVE prior to my expiration of active obligated service (EAOS). I understand that failure to acquire the required OBLISERVE prior to my EAOS will result in removal of my PTS quota and reenlistment eligibility.

At the bottom of the main form are fields for Approving Career Signature (5), Witness Signature (6), Member Signature (7), and Acknowledgement (8). A 'Save' button (9) and a 'Return to Search' button are at the very bottom. A 'Select Remark Template' link is also visible near the Remark field.

Figure 19-8–ESR – Administrative Remark Pg 13

19.7 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 – Enter the subject manually or by using the lookup button. Using the lookup button will display a list of previously created templates.

NOTE: When creating PG-13’s for PTS use the Master Template only, and select one of the two Remark templates as appropriate. **DO NOT MODIFY THE MASTER OR REMARK TEMPLATES OF THE PTS NAVPERS 1070/613 IN ANY MANNER.** Modifying the PTS PG-13 templates in any way will result in inaccurate accounting of PTS PG-13’s and will require you to re-enter them using the correct template.

4. 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.
5. Approving Officer Signature Line – The Name, Title, and Date for the Approving Officer.
6. Witness Signature – The Name, Title, and Date for the Witness.
7. Member Signature – The date the member reviewed or signed the page-13.
8. Acknowledgement – Free text field for comments made by the member.
9. Save Button – Clicking this button saves the document to the member’s record.

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 members Service Record, only personnel with Pay/Personnel Supervisor Roles have the permissions to verify Page 13's.

The screenshot shows a web-based form titled "Administrative Remarks". At the top, there are fields for "SSN:", "Name:", "Rank/Rate:", and "Current DSC: 100". Below these are fields for "Authority:" (containing "ACTIVITY NAME"), "Date:" (containing "07/02/2007"), and "Subject:" (containing "CAREER COUNSELOR PG-13"). A checkbox labeled "Permanent" is checked. A red circle highlights the text "NOT VERIFIED" next to the "Permanent" checkbox, with a red arrow pointing to it. Below the subject field is a "Remark:" text area containing "Place Text Here!!!!!!!!!!!!!!" and a "Select Remark Template" link. The form is divided into sections for signatures: "Approving Officer Signature" (Name, Title: EXECUTIVE OFFICER, Date: 07/05/2007), "Witness Signature" (Name, Title: LCPO, Date: 07/05/2007), and "Member Signature" (Date: 07/05/2007). An "Acknowledgement" section contains a text area with "ACKNOWLEDGED".

Go to: [ESR Home](#)
[Admin Remarks Home](#)

Figure 19-9–ESR – Administrative Remark Pg 13 – Not Verified

19.8 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 either Career Development Training Courses or the First Terms Success Workshop for members within the Career Counselors responsibility. 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

Search Results View All First

Course Code	Description	Short D
FTSW	First Term Success Workshop	FTSW

Look Up Clear Cancel Basic Lookup

Search Results View All First 1 of 1 Last

Course Code	Description	Short Description
CDTC	Career Development Training	CDTC

Figure 19-10–ESR – Use – Course Data

19.9 ESR – USE – COURSE DATA

1. School Type – Enter NSS for Navy Service School when entering CDTC or FTSW courses.
2. Course Code – Enter CDTC for Career Development Training Course or FTSW for First Term Success Workshop. Alternately select the lookup button to search for the course you wish to enter.
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 are not awarded for completion of CDTC or FTSW.
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.

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Section Twenty–Force Management

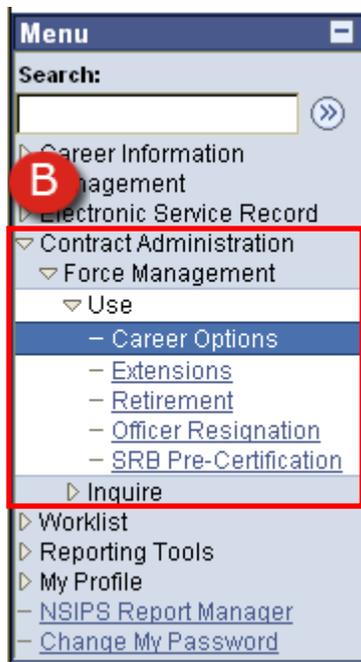
20. CONTRACT ADMINISTRATION - FORCE MANAGEMENT

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 20-1–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 20-2–Contract Admin – Use

20.1 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.

20.1.1 Contract Data

Contract Data
Contract Detail

SSN: [REDACTED]	Name: [REDACTED]	Rank/Rate: [REDACTED]	Current DSC: 100
Contract Type: ADR		Contract Begin Date: 03/22/2002	Contract End Date: 03/21/2010
		Number Of Enlistments: 1	
EAOS: 11/12/2006	Soft EAOS: 11/12/2007	Soft Contract End Date: 03/21/2010	Days Lost Time:
Enlistment Type Code: 95	Contract Term: 8	Program Enl For Code: YAC9	Involuntary Extension Months:
RADO Months: 48	RADO Days: 0	Pending RADO Months Other:	Pending RADO Months School: 12
Pending Ext Months Other:	Pending Ext Months School:	Operative Extension Months:	Total Of Exec Extensions:

Contract Data
Contract Detail

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

Contract Detail
Find | View All | First 1 of 1 Last

Eff Date:	Seq#:	Status:	Type:	Contract Begin Date:	Term:	Contract End Date:	Ext Sch:	Ext Oth:	RADO Sch:	RADO Oth:
07/11/2008	0									
RADO Days:	LSL:	Invol Mon:	Lost Time:	Ext Dt Of Occurrence:	SPD:	RE-Code:	NLC:	Responsible ID:	ADSW:	

Figure 20-3–Contract Data

20.2 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.

20.2.1 Member Information – Personal Data

Personal Data 1		Personal Data 2	Employment 1	Employment 2	Employment 3	Job 1	Job 2
ID:	██████████	Name:	████████████████████	Empl Rcd#: 0			
Birth Info							
Birthdate:	██████████	Country:	United States	Naturalized Dt:			
Birthplace:	17	State:	Illinois				
Current Marriage Info				Prior Marriage Info			
Marital Status:	Single	Status Date:	██████████	<input type="checkbox"/> Prev. Married?		Dissolved Dt: Dissolved By:	
City:							
State:							
Country:	United	ID:	██████████	Name:	████████████████████	Empl Rcd#: 0	
Demographic Info							
Sex:	Female	Physical Dt:					
Ethnic Cd:	No Assoc	Citizenship:	Birth	Educ Yrs Lvt:	12 HS		
Race:	C	Blood Type:		Religion:	Church of the Nazarene		
Pay Info							
<input type="checkbox"/> Pay Record Access?							
Flight St Indicator:				Basic Housing All:			
Flight Crew St:				Housing Code:			

Figure 20-4—Member Information – Personal Data

20.2.2 Member Information – Employment

Personal Data 1		Personal Data 2		Employment 1		Employment 2		Employment 3		Job 1		Job 2	
ID: [REDACTED]		Name: [REDACTED]				Empl Rcd#: 0							
Acquisition Code: 49		(Female) TAR Enlistment Program (TEP).											
Recruit Division#:		NAVRES Initial Entry Dt:											
Sp Cat Det Code: T		Pay Entry Base Date: 11/13/2002											
Proficiency Code:		Aviation Commission Date:											
Retained in Service Ind:		Aviation Srvc Entry Date:											
Entitlement Date:		Last Evaluation Date: 07/15/2004											
Assignment		Security											
Division Code:		Department Code:		Shop Code:									
Personal Data 1		Personal Data 2		Employment 1		Employment 2		Employment 3		Job 1		Job 2	
ID: [REDACTED]		Name: [REDACTED]				Empl Rcd#: 0							
Branch/Class: 32 USNR		Off/Enl Ind: Enlisted											
Rank/Rate: [REDACTED]		Rank Date: 05/18/2004											
Grade: [REDACTED]		Strength Code: Full Str											
War Insignia:		Officer Type Code:		<input type="checkbox"/> Officer Prior Enlisted <input type="checkbox"/> Over 3 Year Enl Ind <input type="checkbox"/> FSA Eligible									
Rate Change		Rate Chg Auth Code: Examination - NETPMSA											
Prospective Rate:		Time in Rate Date: 05/01/2004		Prospective Rate Date:									
Navy Officer Billet		Navy Enlisted Class											
Personal Data 1		Personal Data 2		Employment 1		Employment 2		Employment 3		Job 1		Job 2	
ID: [REDACTED]		Name: [REDACTED]				Empl Rcd#: 0							
Discharge Type Code:		Estimated Loss Reason:											
Last Discharge Br/Cl: 99		No prior military service		Estimated Loss Date:									
Last Discharge Type Code: 0		No Prior		Projected Loss Date:									
Last Discharge Date:		Projected Rotation Date: 11/01/2007											

Figure 20-5–Member Information – Employment

20.2.3 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 screenshot displays two tabs: **Job 1** and **Job 2**. The **Job 1** tab is active and shows the following information:

- ID:** [Redacted] **Name:** [Redacted] **Empl Rcd#:** 0
- Strength Code:** 1 Full Strength Record **Electronic Record Status Code:**
- Action:** AGN Activity Gain **Effective Dt:** 06/27/2003
- Action Reason:** ACT Activity **Effective Seq:** 0
- Action Date:**
- Duty Stat Cd:** 100 Present for Active Duty
- Unit ID Code:** [Redacted] **UIC Received From:** [Redacted]
- UIC Add'l Duty:** **Fed Travel Loc Code:**
- Original Report Dt:** 06/27/2003 **Permanent Duty UIC:** [Redacted]
- Geo Duty Loc:**

The **Job 2** tab is also visible and shows the following information:

- ID:** [Redacted] **Name:** [Redacted] **Empl Rcd#:** 0
- Strength Code:** 1 Full Strength Record **Electronic Record Status Code:**
- 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:**
- Reent Quality Ctrl Code:**
- Separation Code:**
- Separation Reason:**

Figure 20-6–Member Information – Job

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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 shows a web form for SRB Pre-Certification. The form is divided into several sections, each with a blue border. The sections are:

- Section 1:** SSN, Name, Rank/Rate, Current DSC: 100.
- Section 2:** PPSUIC, Bonus Type (dropdown), Reset Program button.
- Section 3:** Rating, Designator, NEC, EAOS on Reenlistment.
- Section 4:** Nuclear Inop. Ext, Pay Grade, PEBD at Last Discharge.
- Section 5:** Other Inop. Ext, Last Discharge Date, Adj. ADSD.
- Section 6:** Reenlistment, Reenlistment Date, TermMonths.
- Section 7:** Extension Months, Extension Exec Date.
- Section 8:** Cancel Request checkbox.

 A red callout box highlights the Bonus Type dropdown menu, which is expanded to show the following options:

Reenlistment Bonus Type	Description
1A	Continuous Service
1B	Broken Service
1C	Training Reenlistment
1E	Extension
1R	TAR SRB

Figure 20-7–SRB Pre-Certification (Active Duty)

20.3 SRB Pre-Certification (Active Duty)

1. **SSN** – Social Security Number. (Corporate data)
2. **Name** – Full Last Name, First Name Middle Name. (Corporate data)
3. **Rate/Rank** – Rate/Rank level currently being paid for. (Corporate data)
4. **Current DSC** – Current Duty Status Code. (Corporate data)
5. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
6. **Bonus Type** – Select the type of bonus for the pre-certification submission.
7. **Reset Program** – Clears data entered on the page.
8. **Rating** – Enter the member's rating.
9. **Designator** – Enter the member's enlisted designator if applicable.
10. **NEC** – Enter the member's Navy Enlisted Classification code.
11. **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)

Selective Reenlistment Bonus Commanding Officer's Remarks

1 SSN: [REDACTED] 2 Name: [REDACTED] 3 Rank/Rate: [REDACTED] 4 Current DSC: 100

5 PPSUIC: [REDACTED] 6 Bonus Type: 7

8 Rating: 9 Designator: 10 NEC: 11 EAOS on Reenlistment:

12 Nuclear Inop. Ext: 14 Pay Grade: 16 PEBD at Last Discharge:

13 Other Inop. Ext: 15 Last Discharge Date: 17 Adj. ADSD:

18 Reenlistment 20 Reenlistment Date:

TermMonths:

19 Extension Months: Extension Exec Date: 21

22 Cancel Request

Reenlistment Bonus Type	Description
1AA	Continuous Service
1BB	Broken Service
1CC	Training Reenlistment
1EE	Extension
1RR	TAR SRB

Figure 20-8–SRB Pre-Certification (Active Duty)

20.3.1 SRB Pre-Certification (Active Duty)

12. **Nuclear Inop Ext** – Enter the total number of nuclear field extension months that have not become operative.
13. **Other Inop. Ext** – Excluding nuclear field inoperative extension months, enter the total number months of any other extensions that have not become operative.
14. **Pay Grade** – Select the member's paygrade (in EOX format).
15. **Last Discharge Date** – When selecting a Broken Service bonus, enter the member's last discharge date from active duty.
16. **PEBD at Last Discharge** – Pay Entry Base Date at the time the member was last discharged.
17. **Adj. ADSD** – Adjusted Active Duty Start Date.
18. **Reenlistment** – Enter the number of months intending to reenlistment for.
19. **Reenlistment Date** – Enter the planned reenlistment date.
20. **Extension Months** – Enter the total number of months of extensions that the member is currently serving on.
21. **Extension Exec Date** – Enter the date the extension began.
22. **Cancel Request** – Cancels a previously submitted request.

Selective Reenlistment Bonus		Commanding Officer's Remarks	
SSN: [REDACTED]	Name: [REDACTED]	Rank/Rate: [REDACTED]	Current DSC: 100
PPSUC: [REDACTED]	Bonus Type:		
Commanding Officer Remarks:			
[REDACTED]			

Figure 20-9–SRB Pre-Certification (Active Duty)

20.3.2 SRB Pre-Certification (Active Duty)

SSN – Social Security Number. (Corporate data)

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 several tabs: 'Career Options', 'Discipline and Conversion', 'Evaluation Marks', and 'Commanding Officer's Remarks'. The 'Career Options' tab is active. The form contains the following fields and options:

- SSN: [Redacted] (1)
- Name: [Redacted] (2)
- Rank/Rate: [Redacted] (3)
- Current DSC: 100 (4)
- PPSUIC: [Redacted] (5)
- Program Code: C Enlisted Conversion (6)
- Obligated Service
- Reenlistment Term: [] (8)
- (9)
- Good Conduct Eligibility
- PCS Order Number: [] (10)
- Passed but not Advanced
- PRT Code: [] (11)
- Recommend Advancement
- Active Mariner or 2-YO
- STAR Program: [] (12)
- Course Number: []
- Cancel Request (13)
- Cancel Reason: [] (14)

A red callout box points to the STAR Program dropdown menu, which contains the following options:

- C Desires to attend HM or DT
- N No
- Y Yes

Figure 20-10–Career Options - STAR

20.4 Career Options – STAR

1. **SSN** – Social Security Number. (Corporate data)
2. **Name** – Full Last Name, First Name Middle Name. (Corporate data)
3. **Rate/Rank** – Rate/Rank level currently being paid for. (Corporate data)
4. **Current DSC** – Current Duty Status Code. (Corporate data)
5. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
6. **Program Code** – Program Code for the submitted option (Enlisted Conversion Only).
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

Career Options		Discipline and Conversion		Evaluation Marks		Commanding Officer's Remarks	
SSN: 1	Name: 2	Rank/Rate: 3	Current DSC: 4				
PPSUIIC: 5	Program Code: 6 C Enlisted Conversion						
7 Misconduct: <input type="text" value="N"/>	No History	Most Recent	Second Recent	Third Recent			
8 Substance Abuse: <input type="text" value="N"/>	No History	<input type="text"/>	<input type="text"/>	<input type="text"/>			
9 <input checked="" type="checkbox"/> Conversion	<input type="checkbox"/> USN to TAR	<input type="checkbox"/> TAR to USN					
10 First Priority:	<input type="text"/>						
Second Priority:	<input type="text"/>						
Third Priority:	<input type="text"/>						

Figure 20-11–Career Options – Discipline & Conversion

20.4.1 Career Options – Discipline & Conversion

1. **SSN** – Social Security Number. (Corporate data)
2. **Name** – Full Last Name, First Name Middle Name. (Corporate data)
3. **Rate/Rank** – Current Rate/Rank level being paid for. (Corporate data)
4. **Current DSC** – Current Duty Status Code. (Corporate data)
5. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
6. **Program Code** – The type of Retirement, loaded from the previous tab.
7. **Misconduct** – Enter any misconduct information on this line.
8. **Substance Abuse** – Enter any Substance Abuse history on this line.
9. **Conversion** – This box must be checked.
10. **Rate Conversion Selection** – Select three ratings the member is requesting conversion to. These fields become available for completion when the Conversion box is checked.

Career Options		Discipline and Conversion		Evaluation Marks			Commanding Officer's Remarks	
SSN: <input type="text"/>	Name: <input type="text"/>	Rank/Rate: <input type="text"/>	Current DSC: 100					
PPSUIIC: <input type="text"/>	Program Code: C Enlisted Conversion							
Evaluation Date		Evaluation Marks						
1	<input type="text"/>	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"/>	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"/>	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 20-12–Career Options – Evaluation Marks

Career Options		Discipline and Conversion		Evaluation Marks			Commanding Officer's Remarks	
ID: <input type="text"/>	Name: <input type="text"/>	Rank/Rate: <input type="text"/>	Current DSC: 100					
PPSUIIC: <input type="text"/>	Program Code: C Enlisted Conversion							
Commanding Officer Remarks:								
<input type="text"/>								

Figure 20-13–Career Options – Commanding Officer's Remarks

20.4.2 Career Options – Evaluation Marks & Commanding Officer's Remarks STAR

1. **SSN** – Social Security Number. (Corporate data)
2. **Name** – Full Last Name,First Name Middle Name. (Corporate data)
3. **Rate/Rank** – Current Rate/Rank level being paid for. (Corporate data)
4. **Current DSC** – Current Duty Status Code. (Corporate data)
5. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
6. **Program Code** – The type of Retirement, loaded from the previous tab.
7. **Evaluations** – Enter Evaluation dates and marks for the last three evaluations.
8. **Commanding Officer Remarks** – Enter any required/additional Commanding Officer comments in this field.

20.5 Retirement

The screenshot shows a web form for Retirement with the following fields and callouts:

- 1**: ID field
- 2**: Name field
- 3**: Rank/Rate field
- 4**: Current DSC: 100
- 5**: PPSUIC field
- 6**: Program Code dropdown menu
- 7**: TAR Indicator: Y
- 8**: Contact Relief checkbox
- 9**: Heroism Benefits Review checkbox
- 9**: Reset Program button
- 10**: Physical Exam Scheduled checkbox
- 10**: Secondary Exp. Date checkbox
- 10**: PTDY Days Requested: []
- 11**: Instruction Indicator checkbox
- 11**: Good Conduct Eligibility checkbox
- 11**: Leave Days Requested: []
- 12**: Required Time Completed checkbox
- 12**: Early Ret Recommended checkbox
- 12**: Retirement Date: []
- 13**: Retirement Recommended checkbox
- 13**: Advancement Eligibility checkbox
- 13**: PRT Code: []
- 14**: Cancel Request checkbox
- 15**: Cancel Reason: []

The callout box for the Program Code dropdown menu contains the following data:

Program Code	Description
E	Enlist 15 yr early retirement
M	Transfer to Fleet Reserve
P	30 year retirement

Figure 20-14–Career Options – Retirement

20.5.1 Retirement

1. **SSN** – Social Security Number. (Corporate data)
2. **Name** – Full Last Name,First Name Middle Name. (Corporate data)
3. **Rate/Rank** – Current Rate/Rank level being paid for. (Corporate data)
4. **Current DSC** – Current Duty Status Code. (Corporate data)
5. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
6. **Program Code** – The type of Retirement or Fleet Reserve request.
7. **TAR Indicator** – Training and Administration of Reserves Indicator. (Corporate data)
8. **Eligibility** – Various eligibilities become available based upon the Program Code selected.
9. **Reset Program** – Clears data entered on the page.
10. **PDTY Days Requested** – Number of Permissive Temporary Duty days requested by the member.
11. **Leave Days Requested** – Number of Leave days requested by the member.
12. **Retirement Date** – Actual retirement/fleet reserve date requested.
13. **PRT Code** – Physical Readiness Test code, selected from a lookup provided when the code is required.
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	
SSN: <input type="text"/>	Name: <input type="text"/>	Rank/Rate: <input type="text"/>	Current DSC: 100				
PPSUIIC: <input type="text"/>	Program Code: <input type="text"/>						
Misconduct: <input type="text"/>	No History	Most Recent	Second Recent	Third Recent			
Substance Abuse: <input type="text"/>	No History	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input checked="" type="checkbox"/> Conversion	<input type="checkbox"/> USN to TAR	<input type="checkbox"/> TAR to USN					
First Priority:	<input type="text"/>						
Second Priority:	<input type="text"/>						
Third Priority:	<input type="text"/>						

Figure 20-15–Retirement – Discipline and Conversion Tab

20.5.2 Retirement – Discipline and Conversion Tab

1. **SSN** – Social Security Number. (Corporate data)
2. **Name** – Full Last Name,First Name Middle Name. (Corporate data)
3. **Rate/Rank** – Current Rate/Rank level being paid for. (Corporate data)
4. **Current DSC** – Current Duty Status Code. (Corporate data)
5. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
6. **Program Code** – The type of Retirement or Fleet Reserve, loaded from the previous tab.
7. **Misconduct** – Enter any misconduct information on this line.
8. **Substance Abuse** – Enter any Substance Abuse history on this line.
9. **Conversion** – This block is automatically checked for retirement requests.
10. **Rate Conversion Selection** – These fields are not used for this type of request.

Retirement – Evaluation Marks Tab

Retirement		Discipline and Conversion		Evaluation Marks		Commanding Officer's Remarks	
SSN: <input type="text"/>	Name: <input type="text"/>	Rank/Rate: <input type="text"/>	Current DSC: 100				
PPSUIC: <input type="text"/>	Program Code: <input type="text"/>						
Evaluation Date	Evaluation Marks						
1 <input type="text"/>	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"/>
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"/>	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"/>	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 20-16–Retirement – Evaluation Marks Tab

Retirement		Discipline and Conversion		Evaluation Marks		Commanding Officer's Remarks	
ID: <input type="text"/>	Name: <input type="text"/>	Rank/Rate: <input type="text"/>	Current DSC: 100				
PPSUIC: <input type="text"/>	Program Code: <input type="text"/>						
Commanding Officer Remarks:							
<input type="text"/>							

Figure 20-17–Retirement – Commanding Officer’s Remarks Tab

20.5.3 Retirement – Evaluation Marks & Commanding Officer's Remarks Tab

1. **SSN** – Social Security Number. (Corporate data)
2. **Name** – Full Last Name,First Name Middle Name. (Corporate data)
3. **Rate/Rank** – Current Rate/Rank level being paid for. (Corporate data)
4. **Current DSC** – Current Duty Status Code. (Corporate data)
5. **PPSUIC** – The Pay & Personnel Support Unit Identification Code responsible for maintaining the member's pay and personnel records.
6. **Program Code** – The type of Retirement, loaded from the previous tab.
7. **Evaluations** – Enter Evaluation dates and marks for the last three evaluations.
8. **Commanding Officer Remarks** – Enter any required/additional Commanding Officer comments in this field.

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ACRONYMS AND ABBREVIATIONS

ACRONYMS AND ABBREVIATIONS	
3M	Maintenance Material Management
5VM	Five Vector Model
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
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

ACRONYMS AND ABBREVIATIONS	
EOS	Expiration Obligated Service
ESR	Enlisted Service Record
EXT	Extension
FAM	Functional Area Manager
FLT	Fleet Reserve
FTSW	First Term Success Workshop
ICDP	Individual Career Development Plan
ITP	Individual Transition Plan
LDO	Limited Duty Officer
MGIB	Montgomery GI Bill
MILREQ	Military Requirements
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
PNA	Passed Not Advanced
PQS	Personnel Qualification System
PRD	Projected Rotation Date
PRT	Physical Readiness Test
PTS	Perform To Serve
QUAL	Qualification
REN	Reenlistment

ACRONYMS AND ABBREVIATIONS	
RET	Retirement
RTM	Rate Training Manual
SAAR	System Access Authorization Request (NSIPS usage)
SEA	Senior Enlisted Advisor
SEAOS	Secondary Expiration Active Obligated Service
SEP	Separation
SRB	Selective Reenlistment bonus
SSN	Social Security Number
TAP	Transition Assistance Program
TRF	Transfer
TSP	Thrift Savings Plan