

What's New for You?

CMS-ID MU1B-5.3

For AC Sailors, CCCs, and Command Reps

CMS-ID Help Desk:

cmsidhelpdesk@navy.mil

1-800-537-4617

For system privileges (roles):

CMSID_inbox@navy.mil

1-901-874-4140

DSN: 882-4140

NPC Customer Service (for assistance with PCS orders or career questions):

1-866-U-ASK-NPC (1-866-827-5672)

CSCMailbox@navy.mil

To learn more about your career tools, please visit:

[Career Toolbox](#) or [Navy Career Tools](#)

What's Changing and Why? – "You spoke; we listened"

The latest upgrade to Career Management System (CMS)-Interactive Detailing (ID) incorporates more than 30 changes from your feedback as Sailor, Command Career Counselor (CCC), and Command Representative (Rep), as well as from other system users such as Detailers. The major focus of this upgrade is the creation of a new interface between CMS-ID and the Enlisted Assignment Information System (EAIS) to improve accuracy and efficiency in the Navy's assignment process. To the Sailor, CCC, or Command Rep, this interface will be invisible except that you will now notice the term "posted" replacing the term "selected" in CMS-ID. This is because when a Detailer chooses a Sailor for a job in CMS-ID, the Sailor will automatically be "posted" in EAIS. When you see a Sailor "posted," this means the Sailor has been "selected" for that job.

When can I expect the new upgrade?

Summer of 2012

New and Expanded Capabilities

For the AC Sailor and FTS Sailor

1. Sailor Special Program nominations (such as Pre-commissioning, 3-M System Coordinator, and Recruiter) will now be done in CMS-ID. When you've been nominated for a Special Program, your Personnel Detail page will display a purple banner at the top indicating to which program you've been nominated. A new "Nomination Gate" will prevent you from submitting an application if you have already been nominated by your Detailer for a Special Program.

Notes:

- A nomination does not guarantee selection. It means that you are being reviewed by the Special Program Detailer for that program.
 - Selecting a Special Program preference in CMS-ID lets your Detailer know that you are interested in this program. It does not prevent you from submitting applications to other available jobs outside of that program.
2. The system will have a new "Application Gate" to prevent you from wasting your time by submitting another application when you already have an approved application in the system.

New and Expanded Capabilities (continued)

For the AC Sailor and FTS Sailor (continued)

3. You may be contacted by your Detailer if a job for which you applied becomes invalid due to changes in manning requirements. This will allow you to more quickly reapply for another job and not be caught off guard and miss other opportunities.
4. Adding to current capability to save your Job Search results to Excel, you will now also be able to save your Application History to Excel.
5. The Command Contact list on a Command's information page will be expanded to provide an additional Point of Contact (POC) for researching jobs at a future Command.
6. The Helpdesk function will now include a pre-populated user information template in the body of the email to aid in a quicker resolution to your problem.
7. In addition to initiating searches by scrolling down and clicking the Search button at the bottom of each page, you will now also be able to initiate a search by simply using the Enter key on the keyboard.



AC Sailor CMS-ID MU1B-5.3 Checklist:

- Update your duty preferences, paying special attention to the new Special Programs selections.
- If an "Application Gate" window appears during your application, review your Application History and contact your CCC or Detailer for more information.
- Make sure you keep your current contact information in CMS-ID.

For the AC CCC and Command Rep:

1. Your application lists will now be populated automatically, allowing you to view all applications to or from all of your UICs without conducting searches. (You will retain the ability to conduct searches as before.) Pages affected by this change:
 - Review Active/FTS Job Applications
 - View Incoming Active/FTS Applications
 - View Active/FTS Results for Previous Cycle

Note: The pre-populated list of Incoming Active/FTS Applications will include Active applications only. FTS applications must be searched manually.

2. You will be able to quickly view and compare all Sailor applications for a particular job at your Command by clicking the "Application Number" on the application search results.
3. Sailors nominated for Special Programs will be highlighted purple on all personnel lists. In addition, the Sailor's personnel detail page will indicate the program for which the Sailor is nominated and provide a button to view details of the nomination.
4. The Application Summary Report will now include application status (e.g., selected, directed, posted, ineligible).
5. You will be able to add another Command POC. This will increase your Command's capability to communicate with potential new Shipmates.
6. You will have the same new features as the Sailors: Excel reports capability, search improvements using the Enter key, and improved Help Desk templates (see Sailor items 4, 6, and 7). You can also view Sailor PRD and Application Gates.



AC CCC and Command Rep CMS-ID MU1B-5.3 Checklist:

- Ensure your Command Contact Information is current, including your correct website link.
- Add an extra Command POC if needed.