

# What's New for You?

## CMS-ID MU1B-5.3

For RC Sailors, CCCs, and Command Reps

### CMS-ID Help Desk:

[cmsidhelpdesk@navy.mil](mailto:cmsidhelpdesk@navy.mil)

1-800-537-4617

### For system privileges (roles):

[CMSID\\_inbox@navy.mil](mailto:CMSID_inbox@navy.mil)

1-901-874-4140

DSN: 882-4140

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 a Sailor, Command Career Counselor (CCC), and Command Representative (Rep), as well as from other system users such as Detailers.

#### CMS-ID will no longer provide mobilization functionality:

- To volunteer for mobilization, contact your CCC or visit the Mobilization Volunteer Portal on the Navy Reserve Homeport.
- For Annual Training/Active Duty for Training (AT/ADT) opportunities, contact your CCC or visit the Short-term Contingency Operations Volunteer Portal on the Navy Reserve Homeport.

#### When can I expect the new upgrade?

Summer of 2012

## New and Expanded Capabilities

### For the RC Sailor

1. A Projected Rotation Date (PRD) Gate will be activated to prevent you from submitting an application outside of your 3-month PRD window. This ensures that those who need to find jobs within 3 months have first priority. The gate will not apply to those in In Assignment Processing (IAP) status.
2. If you are moving to a new geographic location and need to apply for a new Navy job, CMS-ID will now allow you to submit a "Change of Residence" notification, which will in turn allow you to submit applications regardless of PRD.
3. 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.
4. Billets of mobilized members will no longer be advertised regardless of the mobilized member's PRD status. This ensures that those serving on mobilization orders will return to the same billet held before mobilization.
5. Navigation to the Auxiliary Skills page will no longer be automatic during log-in sequence.
6. 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.
7. 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.

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## New and Expanded Capabilities (continued)

### For the RC Sailor (continued)

- The Helpdesk function will now include a pre-populated user information template in the body of the email to aid in quicker resolution to your problem.
- 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.

#### RC Sailor CMS-ID MU1B-5.3 Checklist:

- Update your duty preferences.
- If you are relocating to a new geographic location, make sure you submit a "Change of Residence" in CMS-ID.
- If an "Application Gate" window appears during your application, review your Application History and contact your CCC or Assignment Coordinator for more information.
- When submitting an email to the Helpdesk, ensure that you complete the requested user information.

### For the RC CCC and Command Rep:

- Your Home Page will include a list of Sailors at your Command(s) who have submitted Change of Residence notifications. These are Sailors who are changing geographical location and need to submit applications outside of the PRD window.

**Note:** Selected Reservist (SELRES) with a "Change of Residence" status will be highlighted blue in personnel lists and display a blue banner at the top of the Personnel Detail Page.

- 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 still retain the ability to conduct searches as before.)

Pages affected by this change:

- Review/Edit Reserve Job Applications
- View Incoming Applications
- View Reserve Results for Previous Cycle

- You will see the following improvements to the View Incoming Applications feature:

- Search for applications by State/Navy Operational Support Center (NOSC) and Regions
- Search for applicants with a Change of Residence status
- Link directly to "Reserve Personnel Detail" from application search results by clicking an applicant's Rate
- View and compare all applications for a job by clicking the "Application Number" on the application search results
- View Sailor PRD and Application Preference in place of Unit Mobilization Unit Identification Code (UMUIC) Location in application search results.

- The Application Summary Report will now include application status (e.g., selected, directed, posted, ineligible).
- The CCC will be able to request a Training Unit Identification Code (TRUIC) change for a SELRES without having to request an application for billet assignment.
  - Reserve Assignment Coordinator (RAC) approval will still be required.
  - Sailors with a TRUIC Change Request on file will be unable to submit job applications.
  - TRUIC Change Requests may not be submitted for Sailors with current job applications.
- You will be able to add another Command POC. This will increase your Command's capability to communicate with potential new Shipmates.
- 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 6, 8, and 9). You can also view Sailor PRD and Application Gates.



#### RC 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.