



CIMS HOW TO: Sponsorship Program Guide

NC1(SCW) Robert A. Wetzel
NAVFAC HQ, Total Force Career Counselor



Navy Standard Integrated Personnel System

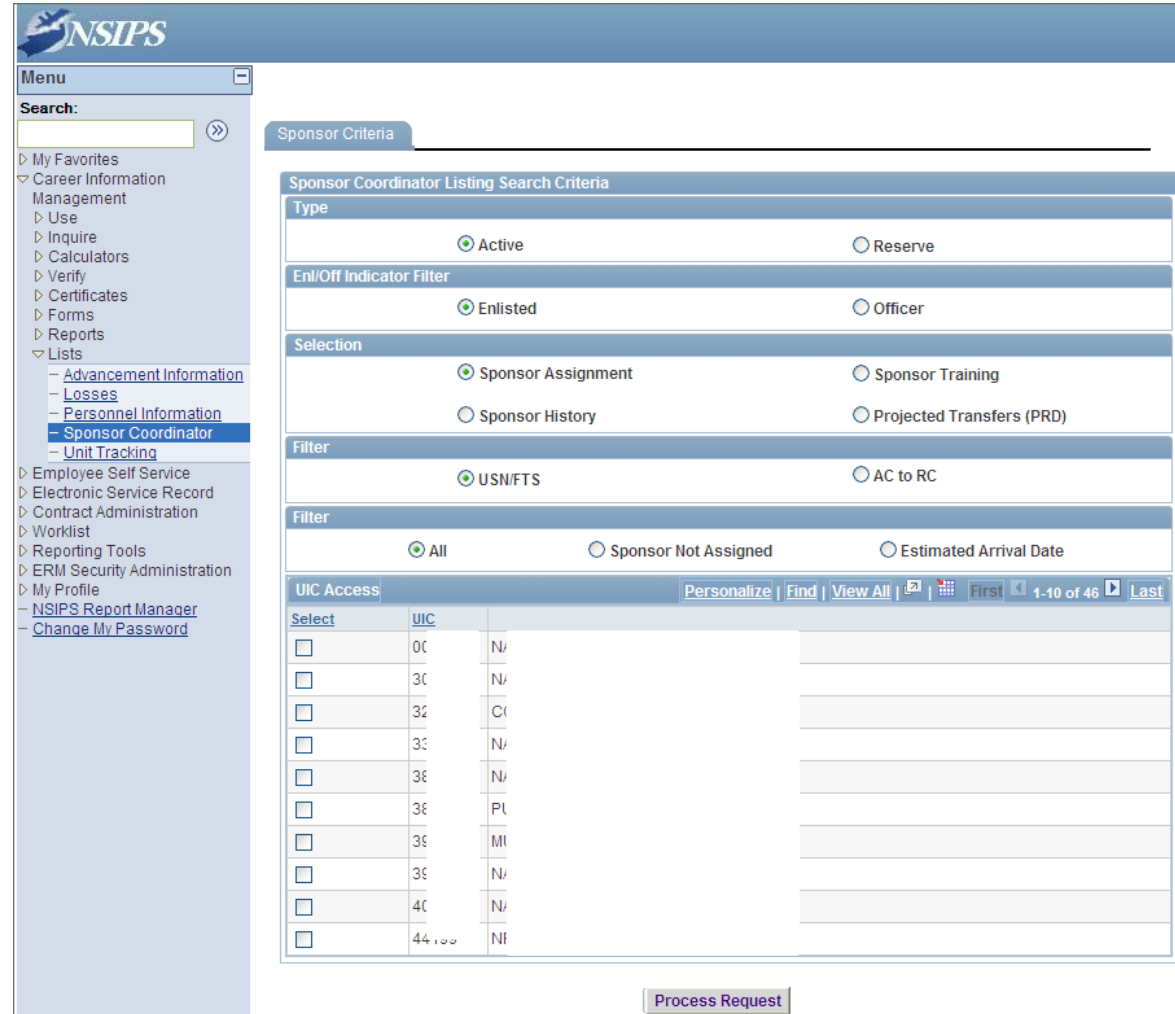


Sponsor Coordinator Page



- To access, once logged on, click in order
 - Career Information Management
 - Lists
 - Sponsor Coordinator
 - Ensure you check what options you wish to view
 - Training and History from your command can be tracked as well as Pros. Transfers (discussed later)

- This view in part of the CCC access



The screenshot shows the NSIPS (Naval Service Information Processing System) interface. On the left is a navigation menu with 'Sponsor Coordinator' selected. The main area is titled 'Sponsor Criteria' and contains several filter sections:

- Sponsor Coordinator Listing Search Criteria**
 - Type: Active, Reserve
 - Enl/Off Indicator Filter: Enlisted, Officer
 - Selection: Sponsor Assignment, Sponsor Training, Sponsor History, Projected Transfers (PRD)
 - Filter: USN/FTS, AC to RC
 - Filter: All, Sponsor Not Assigned, Estimated Arrival Date
- UIC Access**

Personalize | Find | View All | First | 1-10 of 46 | Last

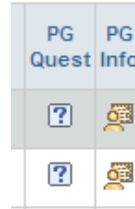
Select	UIC	
<input type="checkbox"/>	0C	N/
<input type="checkbox"/>	3C	N/
<input type="checkbox"/>	3Z	C/
<input type="checkbox"/>	3C	N/
<input type="checkbox"/>	3E	N/
<input type="checkbox"/>	3E	PL
<input type="checkbox"/>	3E	MI
<input type="checkbox"/>	3E	N/
<input type="checkbox"/>	4C	N/
<input type="checkbox"/>	44	N/

At the bottom right, there is a 'Process Request' button.

Useful Navigation Tools

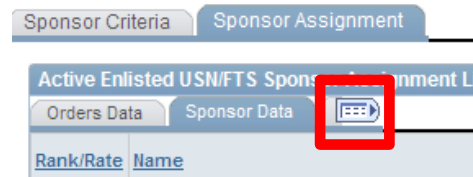
- **View Prospective Gain's (PG)**

- Questionnaire
- Contact Information



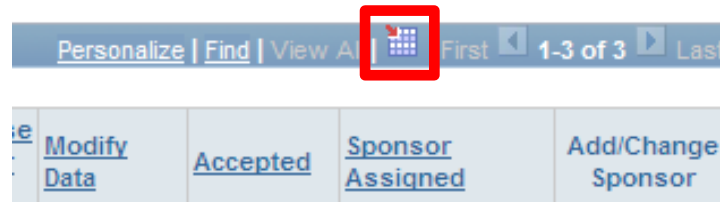
- **Tabs**

- Orders
- Sponsor
- “Show all Columns”



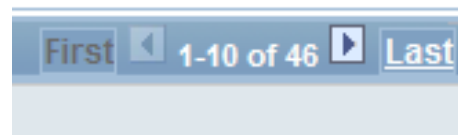
- **Export**

- Excel



- **Multiple pages**

- Scroll w/ arrows or
- First and Last



Assignment of Sponsors



Active Enlisted USN/FTS Sponsor Assignment Listing Personalize | Find | View All | First 1-3 of 3 Last

Rank/Rate	Name	Ord#	DNEC	ULT	ULT ACC	SPI	Detach UIC	Estimated Detach Date	Actual Detach Date	Estimated Arrival Date	View Orders	PG Quest	PG Info	CO Letter Sent	Sponsor Letter Sent	Spouse Letter Sent	Modify Data	Accepted	Sponsor Assigned	Add/Change Sponsor
STG2	A		0000		100						View Orders	?					Modify Data			Add/Change
CE1	M		5635		100						View Orders	?					Modify Data	09/14/2012		Add/Change
CE2	H		0000		100						View Orders	?					Modify Data			Add/Change

Assigning a sponsor

1. Click “Add/Change” on the “Sponsor Data” or “Show all Columns” tab
2. Search for sponsor using one, or more, of the three choices listed (dropdowns will show when you type in information) , then click “Search”
3. Select the Sponsor you wish to have assigned
4. Click “Apply” and/or “OK”

2

Rank/Rate:

Name begins with:

UIC:

Rank/Rate	Name	UIC	Select
SW1			<input type="checkbox"/>
BU1			<input type="checkbox"/>
BUC			<input type="checkbox"/>
UT2			<input checked="" type="checkbox"/>
EA2			<input type="checkbox"/>
STG2			<input type="checkbox"/>
BU2			<input type="checkbox"/>
SWC			<input type="checkbox"/>
CE3			<input type="checkbox"/>
E02			<input type="checkbox"/>
CECR			<input type="checkbox"/>

4

Entering Sponsor Data

- **Modify Sponsor Data**
 - Click the Link “Modify Data” to enter Information
- **Enter Sponsor’s**
 - Phone
 - Alt Phone
 - Email

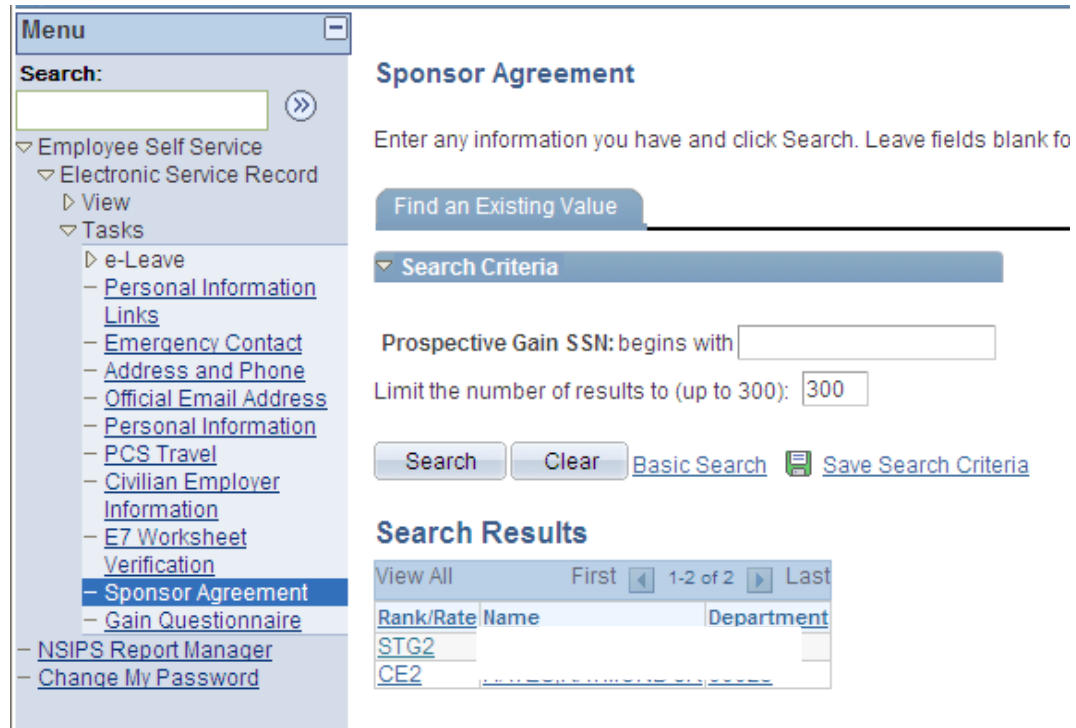
Modify Data	Accepted	Sponsor Assigned	Add/Change Sponsor
Modify Data			Add/Change
Modify Data			Add/Change
Modify Data	09/14/2012		Add/Change

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
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Ensure to enter dates for letters as they are sent to the gaining member.**

Sponsor Agreements

- Have the Sponsor log onto their “Self Service Record” in NSIPS
 - Click in order
 - Employee Self Service
 - Electronic Service Record
 - Tasks
 - Sponsor Agreement
 - Search
 - Enter PG’s SSN
 - Or just click Search to show all assignments that have been assigned
 - If no results come back, then contact your CSC or CCC



The screenshot shows the NSIPS web interface for searching Sponsor Agreements. On the left is a navigation menu with 'Sponsor Agreement' highlighted. The main content area is titled 'Sponsor Agreement' and includes a search box, a 'Find an Existing Value' button, and search criteria fields. The search criteria include 'Prospective Gain SSN: begins with' and a limit of 300 results. Below the search area is a 'Search Results' table with columns for Rank/Rate, Name, and Department. The results table shows two entries: STG2 and CE2.

Rank/Rate	Name	Department
STG2		
CE2		

- **Note:**
NSIPS to change search to “Last Name” vs. SSN

Sponsor Agreements (cont)



Menu Search:

- 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](#)
 - [NSIPS Report Manager](#)
 - [Change My Password](#)

Sponsor Assignment Agreement

Prospective Gain Information

Prospective Gain:	S
UIC:	4
Command Address:	P
	9.
	N
Estimated Transfer Date:	0
Estimated Arrival Date:	0

Sponsor Responsibilities

I will write a personal welcoming letter to _____ 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. **1**

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.

2

3 [View Orders](#)
[Prospective Gain Questionnaire](#)
 (These links are only accessible once sponsorship is accepted)

4

- **To accept the Sponsorship**
 1. Update your contact information (if Needed)
 - This action will open a new window (see next slide for details)
 2. Click "Accept"
 3. Now you have the options to view the orders and questionnaire of the new member
 4. "Print" for your commands and your record

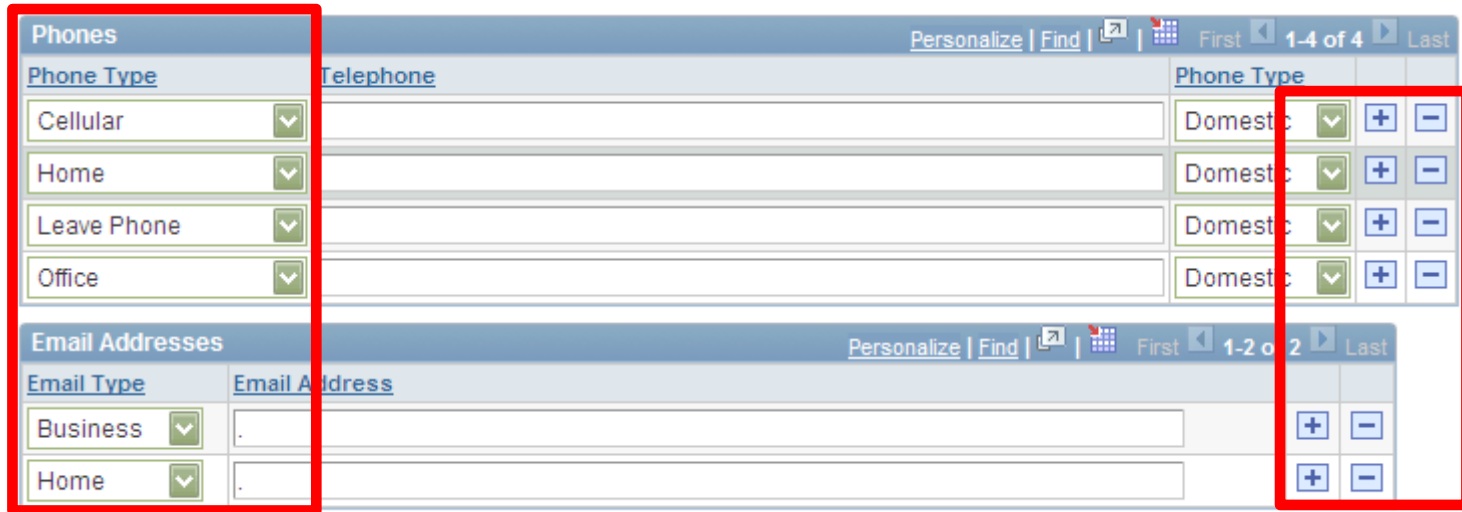
• **Ensure you read the agreement**

Personal Information



- **Sponsors/Members Contact Info**

- This information is utilized to contact Sponsors and/or PG
- Entering contact information
 - For best results all personnel should populate all entries shown below
 - More entries are possible using the dropdown windows and + / - buttons



Phones		
Phone Type	Telephone	Phone Type
Cellular		Domestic
Home		Domestic
Leave Phone		Domestic
Office		Domestic

Email Addresses	
Email Type	Email Address
Business	.
Home	.

Closing Sponsorship's



- From “Sponsor Assignments” tab
 - Click “Modify Data” of selected PG
 - Sponsor End Date
 - Choose a date once checked on board or wait till member has also been gained by Personnel Support Detachment (PSD)
 - Reason
 - Click on spyglass if code unknown, pop-up window will appear
 - “Reported” will be the normal reason unless BUPERS has changed their order
 - Windows will appear asking if you want to remove member from your tracker, click appropriate answer
 - **Warning** - Do not close out sponsorship prior to member checking-in on board

CO Letter Sent Date	Spouse Letter Sent Date	Sponsor End Date	Reason	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

December 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Current Date

Look Up Reason

Sponsor Reason Code:

[Basic Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

Sponsor Reason Code	Description
C	Cancelled Orders
M	Modified Orders
R	Reported

Updating Losses



- From the main sponsorship page Select “Projected Transfers (PRD)”
 - Filters
 - “Personnel with Orders” From here you will be able to
 - Check on their Sponsor’s information from their new command
 - Ensure their contact info is updated
 - “PRD”
 - Will give you a date range to select

Selection	
<input type="radio"/> Sponsor Assignment	<input type="radio"/> Sponsor Training
<input type="radio"/> Sponsor History	<input checked="" type="radio"/> Projected Transfers (PRD)
Filter	
<input checked="" type="radio"/> USN/FTS	<input type="radio"/> AC to RC
Filter	
<input type="radio"/> Personnel with Orders	<input checked="" type="radio"/> PRD
Date Parameter	
From <input type="text" value="11/01/2012"/>	To <input type="text" value="01/31/2013"/>
UIC Access	Personalize Find View All First 1-10 of 46 Last


Updating Losses (cont)

- **“Contact Info”**

- Click on the Icon to view if the member has updated their information in their ESR


Sponsor Criteria USN/FTS PRD

Active Enlisted Personnel with Orders PRD Listing Personalize | Find | View All | First 1 of 1 Last

UIC	Rank/Rate	Name	Contact Info	Dept	Div	ULT UIC	ULT CMD	Est Detach Date	Sponsor Assigned	Sponsor PRI Phone	Sponsor ALT Phone	Sponsor Email	View Orders
	BU1			DC	4SD			07/31/2010					View Orders

Phone  

Type	Number	Locality
Home		Domestic

EMAIL  

Type	Address



- **Gaining Commands sponsorship information will show if entered**
- **The CCC or CSC may also view the members orders**
- **The member should be removed by the system when the Gaining Command ends the sponsorship**

Gain Questionnaires

- **CSC's view from sponsor tracker**

Estimated Detach Date	Actual Detach Date	Estimated Arrival Date	View Orders	PG Quest	PG Info	CO Letter Sent	Sponsor Letter Sent	Spouse Letter Sent	Modify Data	Accept
09/30/2012	09/28/2012	12/03/2012	View Orders	?					Modify Data	
02/29/2012	03/14/2012	04/16/2012	View Orders	?					Modify Data	

- **Sponsors view from "Sponsor Agreement" page once they accept.**

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)

[Print Agreement](#)

Gain Questionnaires (cont)



- Personnel entering information

- Click in order

- Employee Self Service
- Electronic Service Record
- Tasks
- Gain Questionnaire

- Data

- Ensure to fill out as much information as possible, fill in blanks or edit information when available
- Update Contact info if not completed prior
- Click “Verify”
- Note; You may return to this form at anytime for updates

Family Members/ Pets Information				
	Yes	No	N/A	
1. I am married:	<input checked="" type="radio"/>	<input type="radio"/>		
2. I have children:	<input checked="" type="radio"/>	<input type="radio"/>		
3. Children's Names / Ages:	<input type="text" value="First Last/6, First Last/6"/>			
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 checked="" type="radio"/>	<input 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
11. I have pets:	<input checked="" type="radio"/>	<input 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 type="text" value="08/01/2013"/>			
20. Expected Arrival Date :	<input type="text" value="09/01/2013"/>			
21. Phone while in transit:	<input type="text" value="12347658900"/>			
22. Email address while in transit:	<input type="text" value="iamOnline@mailmehere.com"/>			
23. Name and Phone of Other Person to Contact:	<input type="text" value="First Last (Spouse) / 212-555-9999"/>			
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.				
<div style="border: 1px solid black; height: 100px;"></div>				
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.				
<input type="button" value="Verify"/>				

Last Updated : 11/15/2012

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

Recommended Actions

- **Command Retention Team (CRT)**
 - Senior Enlisted Leader (SEL)
 - Acquire CIMS “View Only” access to maintain program oversight
 - Empower your CRT and hold accountable
 - Contact member gaining command when they do not have a sponsor assigned several months prior to transferring
 - Command Sponsor Coordinator (CSC)
 - Acquire CIMS “CSC” access and regularly check/update/gather information
 - Keep command informed monthly and Sponsors at least weekly
 - Provide Pers-455 with The CSC’s contact information
 - email: mill_pers-455inbox@navy.mil
 - Command’s generic sponsor email (example: nfecnw_sponsor@navy.mil)
 - Command phone number
 - Arrange training for new Sponsors
 - Contact Fleet and Family Support Centers (FFSC)
 - Record training dates in CIMS



Recommended Actions (cont)



- **Command Retention Team (cont)**
 - Counselors
 - CCC's may view, track and edit information as needed from their access
 - Dept/Div CC's may not
 - Assist CSC when needed
 - Sponsors
 - Update PG as often as needed and provide letters, information, requests, etc are received in a timely manner
 - Responsibilities do not end once the PG has checked on board
 - Stay involved with PG until they are settled in entirely
 - Update CSC with any information concerning the PG
 - Arrival plans
 - Letters sent and received
 - Berthing and meals (if needed)
 - Questions from PG that you are not be able to answer



Sponsorship Program References



- Navy Personnel Command, www.npc.navy.mil
 - Access tabs
 - Career Info
 - Career Counseling
 - » Sponsorship and Indoctrination / CIMS
 - » CIMS
 - Sponsorship and Indoc
- OPNAVINST 1740.3C Command Sponsor and Indoctrination Programs
- OPNAVINST 1040.11D Navy Enlisted Retention and Career Development Program
- NAVPERS 15878K Bureau of Naval Personnel Career Counselor Handbook
- Navy Standard Integrated Personnel System (NSIPS) <https://nsips.nmci.navy.mil/>
 - Career Information Management System (CIMS)
 - Member Self Service Record



Sponsorship Program



- Questions please call NCC(SW/AW) Chris Kinstle-901-874-2533 or email christopher.kinstle@navy.mil