

Step By Step Guide for Closing out CDBs

Note: CIMS will not allow you to enter CDB data in a Sailor's CDB Data page until the Reporting (Z) CDB and previous required CDBs have been completed and verified. The following guide will assist you with closing out those CDBs conducted prior to CIMS so you can document current CDBs in CIMS.

1. Log into CIMS via the website <https://nsips.nmci.navy.mil> then click on CIMS under NSIPS. Enter your UserId and password. Click on sign in. Then Click on Career Information Management.
2. Click use.
3. Click Career Development.
4. Where it ask for a EmplID (This always means the Sailors SSN) Enter the Sailors SSN or just below that you can enter the Sailors last name (use all CAPS).
5. Click search.
6. The Sailors Career Development Record will come up. Click on the Career Data tab of the Sailors Career Development Record.
7. The CDB Type will be the default Reporting CDB code (Z). **Do not change the CDB or the CDB date that has been populated already.**
8. Enter the Sailors CDB Rank/Rate i.e. HM3.
9. Next click completed under status (look to your right)
10. You will then be able to view the green triangles to the left of each CDB section. Click on the green triangle next to the Goals and Comments section.
11. In the comments section type "CDB Completed Prior to CIMS rollout".
12. Click save (green box, bottom left of the page).
13. Unit/Dept/Div Career Counselors you are done. Great job!!
14. Command Career Counselors to the left of the screen (NOT FROM THE CDB DATA PAGE). Click verify, (just below calculators on the menu).
15. Click on Career Development. One of two things will happen when you click Career Development either the CDB that you just completed will come up or if the CDB was completed at another time or by a Unit/Dept or Div Career Counselor you will see a page asking for an EmplID or Name.
16. If the CDB record does not come up on its own enter the Sailors SSN or Name and click search.
17. The CDB will come up click on the CDB data tab.

18. Click the verify button on the right of the page under status.

18. Click on goals and comments.

19. Enter leadership title (CO, XO, CMC, LCPO).

20. Enter the same standard blurb from above in the leadership comments box **“CDB Completed Prior to CIMS rollout”**.

21. Click on the yellow save box at the bottom of the page.

22. Great job you're all done!! This CDB has been verified and you may now start documenting this Sailors CDBs in CIMS. This may have seemed like it took awhile to do. It's really a pretty easy process and very quick once you get the hang of it and save the standard blurb somewhere you can actually closeout an old CDB in seconds.

Follow these basic guidelines to closeout all of your CDBs that were completed prior to you documenting your CDBs via CIMS.