

# CIMS HOW TO:

Print CDB Minutes  
(ICDP Format)



**Navy Standard Integrated Personnel System**





# Print CDB Minutes (ICDP Format)



The screenshot shows the NSIPS web application interface. On the left is a navigation menu with a search box and a list of options. The "Forms" option is expanded, and "ICDP (E1 - E9)" is circled in red. The main content area is titled "Career Development" and contains a search instruction, a "Find an Existing Value" button, and a "Search Criteria" section with an "Empl ID" dropdown menu set to "begins with".

**Menu**

Search:

- My Favorites
- Career Information Management
  - Use
  - Inquire
  - Calculators
  - Verify
  - Certificates
  - Forms
    - CDB Minutes
    - ICDP (E1 - E9)**
  - Reports
  - Lists
- Employee Self Service
- Electronic Service Record
- Contract Administration
- Standard Reports
- User Release Information
- Worklist
- Reporting Tools
- ERM Security Administration
- My Profile
- [NSIPS Report Manager](#)
- [Change My Password](#)

## Career Development

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Empl ID:

-Once logged into CCC account click on Career Information Management

-Click on Forms

- Click on ICDP (E1-E9)



# Print CDB Minutes (ICDP Format)



**NSIPS**

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## Indiv Career Develop E1-E9

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Add a New Value**

### Search Criteria

Run Control ID: begins with

Limit the number of results to (up to 300):

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

If you have never been in this section before you will be required to add a new value.

# Print CDB Minutes (ICDP Format)



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### Indiv Career Develop E1-E9

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

- Use your UIC as the Run Control ID so it will be easier to remember what value you created.

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NSIPS

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## Indiv Career Develop E1-E9

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

### Search Criteria

Run Control ID: begins with

Limit the number of results to (up to 300):

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

-Now that you have created a new Value, type in your new ID number (should be your UIC) and click search.

# Print CDB Minutes (ICDP Format)



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ICDP FORM E1 E9

Run Control ID: XXXXXXXXXX

[Report Manager](#)

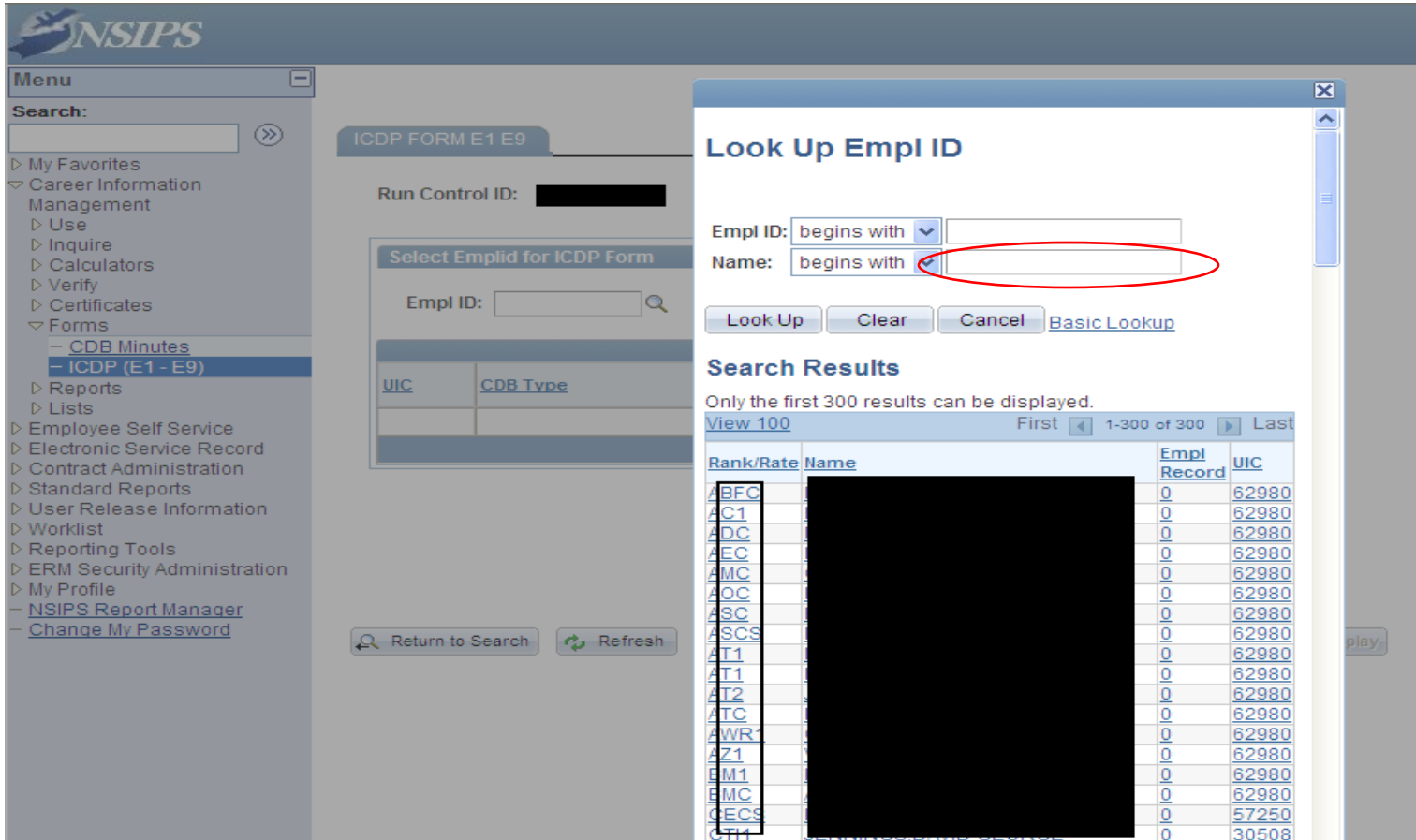
Select Emplid for ICDP Form

Empl ID:

First 1 of 1 Last					
UIC	CDB Type	CDB Interview Date	CDB Interview Rank/Rate	Grade	Verify Date

There are 2 ways to use the search. You can either search by members SSN (which is currently being changed to last name), or you can click on the spy glass.

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The screenshot shows the NSIPS interface for ICDP FORM E1 E9. A 'Look Up Empl ID' dialog box is open, with the 'Name' field set to 'begins with' and a red circle highlighting the search criteria. Below the dialog, a 'Search Results' table is displayed, showing a list of members with their Rank/Rate, Name, Empl Record, and UIC. The 'Name' column is obscured by a black redaction box.

Rank/Rate	Name	Empl Record	UIC
ABFC		0	62980
AC1		0	62980
ADC		0	62980
AEC		0	62980
AMC		0	62980
AOC		0	62980
ASC		0	62980
ASCS		0	62980
AT1		0	62980
AT1		0	62980
AT2		0	62980
ATC		0	62980
AWR		0	62980
AZ1		0	62980
EM1		0	62980
EMC		0	62980
CECS		0	57250
CT1		0	30508

-Search by members Last Name and then click on the member you looking for.

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**NSIPS** Hon

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**ICDP FORM E1 E9**

Run Control ID:  [Report Manager](#)

Select Emplid for ICDP Form

Empl ID:

Select	UIC	CDB Type	CDB Interview Date	CDB Interview Rank/Rate	Grade	Verify Date	Print Form
<input type="checkbox"/>	2	Reporting	03/11/2006	A	E	12/09/2008	<input type="button" value="Print Form"/>
<input type="checkbox"/>	2	6 Month	12/06/2006	A	E	12/09/2008	<input type="button" value="Print Form"/>
<input type="checkbox"/>	2	12 Month	12/07/2007	A	E	12/09/2008	<input type="button" value="Print Form"/>
<input type="checkbox"/>	2	24 Month	12/03/2008	A	E	12/09/2008	<input type="button" value="Print Form"/>
<input type="checkbox"/>	2	Reporting	02/10/2010	N	E	12/08/2011	<input type="button" value="Print Form"/>
<input type="checkbox"/>	2	12 Month	10/05/2010	N	E	12/09/2011	<input type="button" value="Print Form"/>
<input type="checkbox"/>	5	Reporting	02/22/2012	N	E	02/29/2012	<input type="button" value="Print Form"/>
<input type="checkbox"/>	5	6 Month	06/21/2012	N	E	06/28/2012	<input type="button" value="Print Form"/>
<input checked="" type="checkbox"/>	5	12 Month	01/10/2013	N	E		<input type="button" value="Print Form"/>

First 1-9 of 9 Last

- Select the CDB that was conducted the latest and click on print form.
- By selecting this the latest, all the CDB's conducted at this UIC will be on the ICDP.





# Print CDB Minutes (ICDP Format)



Home | Worklist |

New Window

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Report List | Server List

Reports Filter

\*View Reports: Operator

Process Type: Crystal

Status:

Last: 1 Days

Process Name	User ID	Process Instance	Report Description	Request Date/Time	Format	Status	Details	View Report
NCIMC09N	[REDACTED]	8571464	Indiv Career Development E-9	01/25/2013 8:09:34AM	Acrobat (*.pdf)	Posted	Details	View
NCIMC09N	[REDACTED]	8564618	Indiv Career Development E-9	01/24/2013 2:04:36PM	Acrobat (*.pdf)	Posted	Details	View

[Go back to Indiv Career Develop E1-E9](#)

-Click the refresh button until the View button is displayed. This may take several clicks since it is processing your request.

- Once the View button is displayed; click on it.



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- Always click on the PDF file. This will open a new window to allow you to view/save the report.

- After you have finished printing/saving the report click on Return to run another report .

Me  
Sea

>>

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### Report Detail

**Report**

Report ID: [REDACTED] Process Instance: 8571464 [Message Log](#)

Name: NCIMC09N Process Type: Crystal

Run Status: Success

Indiv Career Development E-9

**Distribution Details**

Distribution Node: NEDB Expiration Date: 02/01/2013

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">CPW: NCIMC09N 8571464.jpg</a>	132	01/25/2013 8:10:15.842966AM CST
<a href="#">NCIMC09N 8571464.PDF</a>	58,456	01/25/2013 8:10:15.842966AM CST
<a href="#">pssqltrace.trc</a>	341	01/25/2013 8:10:15.842966AM CST

**Distribute To**

Distribution ID Type	*Distribution ID
User	[REDACTED]

[Return](#)



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Report List Server List

## Reports Filter

\*View Reports: Operator Process Type: Crystal Refresh  
Status: Last: 1 Days

Process Name	User ID	Process Instance	Report Description	Request Date/Time	Format	Status	Details	View Report
NCIMC09N	[REDACTED]	8571464	Indiv Career Development E-9	01/25/2013 8:09:34AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
NCIMC09N	[REDACTED]	8564618	Indiv Career Development E-9	01/24/2013 2:04:36PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>

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- Clicking here will bring you back to the member search screen to run another report. Unfortunately currently you can only run one report at a time.



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