

CIMS HOW TO: Entering Training in CIMS



Navy Standard Integrated Personnel System



Entering Training in CIMS



My NSIPS Task/Notifications

Messages: You have no pending messages.

Tasks: You have no pending tasks.

[View Message History](#)

Menu

Search:

- My Favorites
- User Release Information
- Career Information Management**
- Surveys and Studies
- Employee Self Service
- Electronic Service Record
- Contract Administration
- Worklist
- Reporting Tools
- ERM Security Administration
- My Profile
- NSIPS Report Manager
- Change My Password
- DMR Link

- Once logged into CCC account click on Career Information Management

Entering Training in CIMS



Career Information Management

Career Information Management

Career Information Management

Use

- CIMS Use
- Career Development
- Career Decisions
- Correspondence Tracking
- 9 More...

Verify

- CIMS Verify
- Career Development

Reports


- CIMS Reports
- Command Demographics Reports
- Periodic Retention Reports


• Click on Use


Entering Training in CIMS





Career Information Management

 **Use**
CIMS Use

 **Career Development**
Career Development Board Information component.

 **Career Information Training**
Career Information Training

 **USMAP Information**
USMAP Information page

 **Individual Dept/Div CC Assign**
Individual Department Division Career Counselor Assignment page

- Click on Career Information Training

Entering training in CIMS

CIMS Training

Retrieval Criteria

Required

Active/Reserve:

UIC:

Officer/Enlisted:

Optional

CDT Member

First Term

Sponsors

New Values to Apply

Sponsor Training
 CDTC
 FTSW
 RASW

Career Information Training Update Personalize | Find | View All | |

Rank/Rate	Name	Active/Reserve	UIC	Dept	Div	CDTC	FTSW	RASW	Sponsor Training	Select
										<input type="checkbox"/>

- Enter the UIC
- Leave all the options blank for all members in UIC to populate
- Click on Retrieve Records

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CDT Member

First Term

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New Values to Apply

Sponsor Training

CDTC

FTSW

RASW

Career Information Training Update Personalize | Find | View All | |

First 1-44 of 44 Last

Rank/Rate	Name	Active /Reserve	UIC	Dept	Div	CDTC	FTSW	RASW	Sponsor Training	Select
MACM		Active	00022	B3	B32					
NCCS		Active	00022	B3	B33				10/19/2015	<input type="checkbox"/>
PS1		Active	00022	B3	B33				03/11/2013	<input type="checkbox"/>
MACS		Active	00022						03/18/2015	<input type="checkbox"/>
PS1		Active	00022	BP05	0522					<input type="checkbox"/>
PSC		Active	00022	B3	B33		10/20/2014		11/28/2014	<input type="checkbox"/>
EMCS		Active	00022	B3	B32					<input type="checkbox"/>
PSCM		Active	00022	B3	B32					<input type="checkbox"/>
YNC		Active	00022	B3	B32					<input type="checkbox"/>
YN1		Active	00022	PER2	P23					<input type="checkbox"/>
YN1		Active	00022		PMO	01/27/2016			03/11/2016	<input type="checkbox"/>
PSC		Active	00022							<input type="checkbox"/>
ACCS		Active	00022	B3	B32				10/19/2015	<input type="checkbox"/>
NC1		Active	00022	B3	B33	06/26/2015			02/12/2016	<input type="checkbox"/>
AVCM		Active	00022	B3	B32					<input type="checkbox"/>
OSCS		Active	00022	B3	B32				09/10/2013	<input type="checkbox"/>

• Select which members received training and scroll to the bottom and click SAVE



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- Questions please call NCCS(SW/AW) Kim Covington at: kim.covington@navy.mil