Career Development Training Course

Online Career Tools and Internet Resources

Enabling Objectives

- **Upon successful completion of this topic, the trainee will be able to perform the following:**

- **LOCATE the following online Career Tools and IDENTIFY key functionality of each systems**

  - **Career Information Management System (CIMS)**

  - **Career Management System-Interactive Detailing (CMS-ID)**

  - **Career Waypoints (C-WAY)**

  - **Fleet Training Management and Planning System (FLTMPS)**

Enabling Objectives (cont.)

- **Navy Retention Monitoring System (NRMS)**

- **Officer Personnel Information System (OPINS)**

- **Navy Standard Integrated Personnel System (NSIPS)**

- **Transaction Online Processing System (TOPS)**

- **Transition Assistance Program (Online TAP Forms)**

- **LOCATE the following Internet Resources and IDENTIFY key functionality:**

  - **Navy Personnel Command (NPC)**

  - **BUPERS Online (BOL)**

  - **Navy Knowledge Online (NKO)**

  - **Department of Veteran Affairs**

8 Tools in the Career Counselor Toolbox

- **Counselors use online systems to support Sailors, their careers, and command career information programs:**

- **CIMS**

- **CMS-ID**

- **C-WAY**

- **FLTMPS**

- **NRMS**

- **OPINS**

- **TOPS**

- **TAP (DD 2648)**

Command Career Counselor Toolbox

Navy Career Tools

Description

Navy Career Tools are web-based applications designed to support and enhance Sailor career management, retention and professional development This information sheet identifies the online applications that you must use to support Sailors, Sailor careers, and command career information programs. If you do not routinely use ALL of the applications listed below, both you and your Sailors will miss the many opportunities and advantages provided.

Sailor Career Development

Eight online applications form the basic Command Career Counselor Toolbox. It is your responsibility to use these tools to ensure Sailors are afforded every opportunity to achieve a successful Navy career and subsequent transition to civilian life.

- ▶ Career Information Management System (CIMS), CIMS Afloat
- ▶ Career Management System/Interactive Detailing (CMS-ID)
- ▶ Career Waypoints (C-WAY)
- ▶ Fleet Training Management and Planning System (FLTMPS), FLTMPS Afloat
- ▶ Navy Retention Monitoring System (NRMS)
- ▶ Officer Personnel Information System (OPINS)
- ▶ Transaction Online Processing System (TOPS)
- ▶ Transition Assistance Program (DD Form 2648 and 2648-1)

NOTE: You may download this information sheet, the *Sailor Career Toolbox* information sheet, *Plain Talk for Sailors* (series) and *5 Tips for Command Career Counselors* (series) from the Navy Personnel Command web site at http://www.public.navy.mil/bupers-npc/Pages/default.aspx. Click (Career Links) Career Toolbox or CLICK HERE.

Produced by OPNAV N15 Fleet Introduction Team.

Required Actions

- Use applications identified in the CCC Toolbox to support Sailor careers and manage command career information programs.
- Direct Sailors to the Sailor Career Toolbox and be prepared to instruct them in how to use their toolset to develop and manage their careers.
- Resource command personnel, including your Command Master Chief, Training Officer, and Education Services Officer.
- Resource web sites, including Navy Knowledge Online (NKO), Naval Personnel Command (NPC), Navy College, and Navy Fleet and Family Support Center (FFSC). See the last page for a recommended list of official websites providing Navy career information and resources.
- Resource references, including the Sailor Career Toolbox, NPC Career Handbook, Command Career Counselor Handbook (NAVPERS 15878K), Learning and Development Roadmaps (LaDRs), and the annual AllHands Owners' and Operators' Manual.

Toolbox user aid located at NPC > Career Info > Career Toolbox and NKO > Career Management > Navy Career Tools

Career Information Management System (CIMS)

- **Access via NSIPS: https://nsips.nmci.navy.mil**

- **Automates office procedures and simplifies processes supporting the command's career information program**

- **Counselors create and maintain CCC records, prepare for Career Development Boards (CDBs), view ASVAB scores, access SRB and retirement calculators, obtain reports, and print reenlistment and retirement certificates**

- **Sponsors manage Command Sponsor Program and sponsor assignment**

Career Management System-Interactive Detailing (CMS-ID)

- **Access via: https://www.cmsid.navy.mil**

- **Sailors identify and apply for career enhancing jobs that meet professional and personal goals**

- **Counselors view Sailor Personnel and Career data, view Sailor Career Intentions, monitor Sailor Applications, and provide assistance if required**

- **Command representatives view incoming Sailor applications and submit comments to Detailers**

Career Waypoints (C-WAY)

- **Access via: https://fleetride.sscno.nmci.navy.mil**

- **System provides a comprehensive assessment of Sailors and their eligibility and/or qualification for Navy enlisted ratings or jobs**

- **Counselors use system to screen Sailors for ratings based on individual aptitude (ASVAB/AFCT scores), moral/legal status, and medical/physical status, while taking into account needs of the Navy**

- **NOTE: After 30 JUL 2013, URL changes to: https://careerwaypoints.sscno.nmci.navy.mil**

C-WAY PACT Designation

- **Counselors screen undesignated Sailors prior to requesting:**

  - **Rating Entry Designation**

  - **Apprenticeship change**

  - **Navy Wide Advancement Exam quota**

  - **"A" School assignment**

- **When counseling Sailors, use the Enlisted Community Manager's Rating Health Slides to determine whether conversion or rating entry is advantageous based on rating health and year group. Go to: http://www.public.navy.mil/bupers-npc/enlisted/community/Pages/default.aspx**

C-WAY Reenlistment

- **Counselors validate Sailor qualifications and submit reenlistment applications (per current policy)**

- **Supporting activities include:**

  - **CDBs conducted (15-24 months prior to Sailor PRD/SEAOS)**

  - **Automatic C-WAY Reenlistment applications generated by the system reviewed for accuracy and completeness of Sailor's data**

  - **Applications completed when generated by the system**

  - **Results reviewed monthly and applications updated as necessary to increase Sailor retention opportunities**

  - **Sailors not selected for reenlistment provided counseling on benefits of Reserve Affiliation**

Fleet Training Management and Planning System (FLTMPS)

- **Access via: https://ntmpsweb.ntmps.navy.mil/fltmps**

- **View Sailor's Administrative Data, NECs, Career History, Education, Language Skills, and Quals/Certs**

- **Available reports include Advancement, Time-in-Rate Eligible, Projected Gains/Losses, Career Status Bonus, Education Summary, and Dependent Care Plan, among others**

- **All reports can be printed and/or downloaded into Excel documents for viewing at a later date**

Navy Retention Monitoring System (NRMS)

- **Access via NSIPS: https://nsips.nmci.navy.mil**

- **Provides the ability to report and analyze retention data**

- **To learn how to read the Retention/Attrition Report, go to NPC > Career Info > Career Counseling > NRMS and download "Understanding the RET/ATT report"**

Officer Personnel Information System (OPINS)

- **Access via: https://miap.csd.disa.mil/portal.html**

- **Counselors input Sailor requests:**

  - **Selective Reenlistment Bonus (SRB)**

  - **Selective Training and Reenlistment (STAR)**

  - **Career Status Bonus (CSB)**

  - **Transfer to the Fleet Reserve**

Online Career Tools and Internet Resources

Transaction Online Processing System (TOPS)

- **Access via: https://twms.nmci.navy.mil/TOPS/loginTops.asp**

- **Designated command personnel communicate safely and efficiently with PSD via the Internet**

- **Commands submit, track, and receive feedback on pay and personnel related transactions**

- **Sailors' Personal Identifying Information (PII) is protected during document transfer**

Transition Assistance Program (TAP) Online

- **Access via: www.dmdc.osd.mil/tap**

- **Counselors document all Pre-Separation counseling via online DD Forms 2648 and 2648-1 (per NAVADMIN 300/11)**

- **To gain access to TAP Online, submit a completed SAAR to N17 representative:**

  - **Mr. Tom Albert, (901) 874-4254, tom.albert@navy.mil**

  - **Ensure you electronically sign block 11 with your CAC!**

Internet Resources

- **The Internet provides excellent resources for career information:**

  - **Navy Personnel Command (NPC)**

  - **BUPERS Online (BOL)**

  - **Navy Knowledge Online (NKO)**

  - **Department of Veterans Affairs (VA)**

- **Counselors are cautioned to use only official websites to obtain current information, policy and documents**

Online Career Tools and Internet Resources
Navy Personnel Command (NPC) website

- **Access via: http://www.npc.navy.mil**

- **Provides personnel and professional information:**
  - **NPC > Career Info > Career Counseling**
  - **NPC > Career Info > Career Toolbox**
  - **NPC > Reference Library > Messages**
  - **NPC > Reference Library > MILPERSMAN**

Online Career Tools and Internet Resources

NPC Career Counselor Homepage

- **NPC > Career Info > Career Counseling**

- **CCC information and resources:**

  - **Sailor career management tools**

  - **Hyperlinks to CCC online Career Tools**

  - **Training materials, including CDTC**

  - **Career Waypoints resources**

  - **Career Development Board information**

  - **And much, much more…**

NPC Career Counselor Homepage

Navy Personnel Command > Career Info > **Career Counseling**

Career Counseling

- Hot Off the Press
- Advancement
- Assessment
- Career Waypoints (C-WAY)
- CDB
- CIMS
- Commissioning Programs
- Conversions
- Fleet "A" School
- FLTRES/Retirement/SBP
- Forms
- HARP
- NPC FORCM Weekly
- NPC FORCM Weekly Archives
- NRMS
- Reenlistments
- Sea Special Programs
- Shore Special Programs
- Training for Counselors

Command Career Counselor

This area provides Navy Career Counselors with a wealth of resources dedicated to assisting them with their counseling duties. In this section you will find information that directs you to the latest must know information on Navy policies and programs. For additional career related information you may also want to check out the Career Management TAB on NKO.

Command Career Counselor Email Tree

Name Listing

Command Listing

ISIC or TYCOM

For all updates contact NCC(SW/AW)Kinstle
christopher.kinstle@navy.mil

Navy Career Counselor Roadmap (LaDR)   **Navy Counselor Career Path**

CCC Handbook   **OPNAVINST 1040.11D**

NPC Home Page www.npc.navy.mil (will redirect to new URL)

Transition Assistance/GPS

Transition Goals, Plans, and Success (Transition GPS) - CNIC

CIMS - "HOW TO" Powerpoints

NPC Career Toolbox homepage

- **NPC > Career Info > Career Toolbox**

- **Information and user aids for Sailors, Counselors, and Command Leadership team**

  - **Career Toolbox information sheets**

  - **QuickStarts for OMPF, ESR, CMS-ID**

  - **"5 Tips" series**

  - **"Plain Talk" series**

  - **Detailing Countdown**

Users aids located at NPC > Career Info > Career Toolbox and NKO > Career Management > Navy Career Tools

Online Career Tools and Internet Resources

NPC Home Page www.npc.navy.mil (will redirect to new URL)

Navy Personnel Command > Career Info > **Career Toolbox**

Career Toolbox

Boards | **Career Info**

Navy Personnel Command

Officer Links

Career Navigator
Career Waypoints
CMS/ID
NSIPS

Career Links
BUPERS Online
Career Counseling
Career Toolbox
My Personnel Info
NFAAS
Physical Readiness

Get the most from your Navy Career ...

It is important that you be thoroughly familiar with and use your Navy Career Tools. If you do not use them you will miss the opportunities and advantages provided for you.

Get started by downloading the **Sailor Career Toolbox** (updated 16 May 2013) information sheet (click hyperlink on the right) and use it to establish your accounts. Links provided below take you to the online systems that form your Career Toolbox.

CAC and CAC-enabled computer is required for access to many career tools.

Please send feedback and recommendations for improvement to this website and its contents to elizabeth.mcgrath@navy.mil.

Use your Navy Career Tools to perform the following:

Validate Personnel Information -
Use these systems to view, verify and update your Navy personnel records.

- **Official Military Personnel File (OMPF)** - My Record
  - *access via BUPERS Online*
- **Electronic Service Record (ESR)**
  - *access via NSIPS*
- **U.S. Navy Awards**
  (also known as NDAWS)
- **Performance Summary Record (PSR)**
  - *access via BUPERS Online*
- **Physical Readiness Information Management System (PRIMS)**
  - *access via BUPERS Online*
- **Electronic Training Jacket (ETJ)**
  - *access via Navy Knowledge Online*
- **Joint Services Transcript** (formerly called **SMART**)

Information Sheet

Sailor Career Toolbox

User Aids

ESR QuickStart

Detailing Countdown

CMS/ID Essentials

NKO Essentials

Navy 311

NPC Web Resources

Personnel Records

CPC Resources

Sailor Toolbox information sheet

User aid provides specific guidance for each Sailor Career Tool:

- **What it is**
- **Where to find it**
- **What to do when you get there**
- **How to get help when you need it**

Navy Career Tools

Official Military Personnel File (OMPF)

Description

The OMPF consists of documents that reflect your fitness for service, performance of duties, and entitlements. These documents affect or influence your career and benefits, and include information about your accession, training, education, performance, discipline, decorations and awards, assignments, duties, casualty status, and separation/retirement from the Navy.

OMPF - My Record provides the ability to download and print documents for personal and professional use. Selection boards view many of these documents when considering candidates for retention, advancement and special programs.

📄 **CAC and CAC-enabled computer required.**

Log in to BUPERS Online (BOL) at https://www.bol.navy.mil.

- Click OMPF - My Record to review official documents

Find Supporting Information Online

Go to NPC at
http://www.public.navy.mil/bupers-npc/Pages/default.aspx.

- Click Career Info > Records Management > Military Personnel Records
- Click Career Info > Records Management > OMPF - My Record

Find Assistance or Help

Contact command Personnel Officer, Command PASS Coordinator (CPC), and/or Command Career Counselor (CCC).

Go to http://www.public.navy.mil/bupers-npc/Pages/default.aspx.
- Click Career Info > Records Management > Military Personnel Records > Contact Us

Contact the NPC Customer Service Center.
- 866-827-5672; DSN 882-5672; email cscemail@navy.mil

Contact the BUPERS Online help desk.
- 800-951-6289 (password reset only); email mill_legacyhelpdesk@navy.mil

  IMPORTANT: If you enclose personally identifiable information (PII) in your support request, be sure to digitally sign AND encrypt your email.

Required Actions

- At least six months prior to any Selection Board, review your OMPF, either through OMPF - My Record or by ordering a CD. Take all necessary actions to ensure your OMPF is current, accurate and complete, especially following reenlistment.

- Conduct a thorough review with the user aid titled, **Personnel Record Review**, which is located on the NKO "Navy Career Tools" page and the NPC "Career Toolbox" page.

- Use correction procedures provided at NPC > Career Info > Records Management > Military Personnel Records > Document Correction.

- Use correction procedures identified via the OMPF - My Record FAQ hyperlink.

  IMPORTANT: After documents are scanned to OMPF they are destroyed, so you should maintain copies of all official documents.

  Additionally, you should periodically order and retain a CD for emergency situations (such as backup for document loss due to system-file corruption). The CD contains personal and private information, and should be kept in a secured place.

Sailor Career Toolbox - 4

Online Career Tools and Internet Resources

More users aids for Counselors

Navy Personnel Command > Career Info > Career Toolbox > **CCC "5 Tips" (series)**

CCC "5 Tips" (series)

Augmentation
Career Counseling
Career Toolbox
Career Counselor
Navy Recruit
Command Leadership
CCC "5 Tips" (series)
"Plain Talk" (series)
What's New?
Education

The "5 Tips" series is designed to help Command Career Counselors engage new and/or under-utilized Career Tool functionality.

Career Information Management System (CIMS)

- CIMS SAAR Process
- Department/Division Career Counselor (DDCC) Role
- Monitor CDB Completion Records
- Command Sponsor Coordinator (CSC) Role
- Sponsor Assignment
- Submit SRB Request via CIMS

Career Management System/Interactive Detailing (CMS/ID)

- Using the CMS/ID Command Role
- Access CMS/ID following receipt of new CAC

Electronic Service Record (ESR)

- View Personnel Records Part 1
- View Personnel Records Part 2

Enlisted Distribution Verification Report (EDVR)

- EDVR Management Part 1
- EDVR Management Part 2

Fleet Training Management and Planning System (FLTMPS)

- Reports (Alpha Roster, Advancement, Prospective Gains/Losses)
- Document Leadership Development Program (LDP) Course Completions

Online Career Tools and Internet Resources
BUPERS Online (BOL)

- **Access via: https://www.bol.navy.mil**

- **Contains hyperlinks to information and systems, including:**

  - **FITREP/EVAL Reports**

  - **Advancements/Selection Boards**

  - **Application (FORMAN) Status**

  - **Exchanges of Duty (SWAPS)**

  - **OMPF – Command View (if you have access)**

  - **Overseas Screening**

  - **Selective Reenlistment Bonus (SRB)**

Online Career Tools and Internet Resources
Navy Knowledge Online (NKO)

- **Access via: https://www.nko.navy.mil**

- **Information and user aids for Sailors, Counselors, and Command Leadership team:**

  - **NKO > Career Management > Command Career Counselor**

  - **NKO > Career Management > Navy Career Tools**

  - **NKO > Career Management > Navy Advancement Center**

  - **NKO > Career Management > Personnel Qualification Standards**

Online Career Tools and Internet Resources
CCC resources on NKO

Go to Command Career Counselor under the "Career Management" heading

Online Career Tools and Internet Resources

Electronic Service Record (ESR)

This reference is designed for **All Sailors**.

BEFORE YOU GET STARTED
CAC is required for access to your ESR in the Internet environment.
IMPORTANT: If you are not on an NMCI workstation, you must have a Common Access Card Reader and ActivIdentity/ActivClient software installed on your computer. Contact your Local Registration Authority (LRA) or Communications Officer for more information.
CAC is not required to access the afloat ESR via the shipboard Navy Standard Integrated Personnel System (NSIPS) server.

1800 Detailing Countdown
MONTHS   DAYS

Career Management System / Interactive Detailing (CMS/ID)

This reference is designed for the **COMMAND Role**.

■ OBTAIN COMMAND ACCESS TO CMS
- Go to the NPC home page at https://www...
- Under **Enlisted Assign.**, select **Care...**
- Scroll down to **Active, Reserve, Civil...**
  Users and select **Access Request L...**
- A generic version of the Access Letter wil...
  signature by the CO, XO or OIC. Be sure...
  need access.
- Attach signed letter to email and send to...
  should be available within 72 hours of su...

■ NAVIGATE COMMAND HOME PAGE
The default login role is based on your select...
screen on login. Other roles can be selected...
- Select **Home** to view the command(s) a...
- Review information in the collapsible tabl...
  Prospective Losses.
      TIP: See MILPERSMAN 1133-080 reg...

■ UPDATE COMMAND CONTACT INFO...
Enter contact information for key personnel a...
command's web site. This information is view...
job search and decision making. You should...
complete and up to date. Access this informa...
- Hover over **Help** tab.
- Click **Command Info**.
- Enter your command's UIC or name and...

TIP: Verify link is correct by clicking th...

NKO ESSENTIALS

NKO highlights...

Navy Knowledge Online (NKO) - on the Inte...
NKO is a huge website and this fact can feel intimidating, rega...
Essentials introduces you to a few highlights you don't want to...

N@VY
Welcome To NKO
Logout | Manage P...
My Bookmarks
③ CAREER MANAGEMENT   PERSONAL DEVELOPMENT   LEADERSHIP

Follow the numbers for your quick tour of NKO...

① **My Bookmarks**
Use **Add Bookmark** for quick navigation to favorite pages wh...

② **Organizations & Communities**
Use the drop-down menu to find **Navy Rating** pages containin...
to your warfare community and rating. Useful resources includ...
communities of practice, professional contacts, discussion foru...

③ **Career Management**
These pages are rich with resources helping you manage the wh...
like studying for advancement, preparing for deployment, or ex...
special assistance and support. Look for topics including *Specia...*
Staying Navy, Citizenship/Naturalization, Uniforms and Awa...

④ **Leadership**
Two clicks and you're into pages that identify requirements for...
and course materials available for download.

⑤ **Learning**
Navy COOL (Credentialing Opportunities On-Line) identifi...

⑦ **About NKO**

January 5, 2012

PLAIN TALK FOR SAILORS

Transition Assistance available to the Fleet

Navy leadership is committed to meaningful and effective transition assistance for all Sailors separating from the Navy, whether after four years or thirty years of service. This edition of *Plain Talk for Sailors* highlights benefits available to all Sailors as part of Navy's comprehensive transition support strategy, and also identifies tailored assistance available to Sailors not selected for retention by the FY 12 Enlisted Retention Board (ERB).

Existing Transition Assistance Benefits for All Sailors

To ensure each Sailor is optimally prepared for transition, it is imperative that every leader in the chain of command take an active role in the transition process.

- Navy <u>Fleet and Family Support Centers</u> conduct <u>Transition Assistance Program (TAP)</u> workshops and provide assistance with resume writing, financial counseling, relocation counseling, questions about Veteran's benefits, and educational benefits and opportunities.
- The <u>Office of Civilian Human Resources (OCHR)</u> provides Sailors and veterans with the information to continue federal service as a government civilian and explains the hiring process.
- The "<u>Shipmates to Workmates</u>" initiative assists Sailors seeking job opportunities for a government civilian career with Navy commands such as NAVSEA, NAVAIR, SPAWAR, NAVFAC, NAVSUP, CNIC and Military Sealift Command (MSC).
- Qualified Sailors can compete for a <u>Selected Reserve</u> quota via Perform to Serve (PTS).
- All Sailors separating involuntarily are eligible for temporary duty for job hunting; <u>Transitional TRICARE</u> coverage for six months and the option to purchase health care coverage through the <u>Continued Health Care Benefit Program</u>; commissary and exchange benefits for two years after separation; and involuntary separation pay.

Tailored Assistance for Sailors separated by the ERB

- All Sailors separated by the ERB are required to attend a Transition Assistance Program (TAP) workshop. (See your CCC to obtain a workshop quota.)
- The <u>Career Transition Office (CTO)</u> helps active duty Sailors transition to the Navy Reserve.
- <u>Navy Credentialing Opportunities On-Line (COOL)</u> will approve waivers for Sailors with less than one year remaining on active duty to allow time to obtain civilian licenses and certifications aligned with their job or rating prior to their transition.
- Sailors assigned overseas or currently on deployment are provided a minimum of 60 days in the...
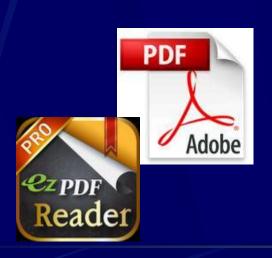
The Navy has contracted with Challenger, Gray and Christmas, Inc. (CGC) to provide...

Are you TECH-Savvy?

- **You can save and view Career Tool user aids (all in pdf format) directly to your Smart phones, iPads and Tablets to view later at anytime**

Department of Veterans Affairs

- **Access via: http://www.va.gov**

- **Information regarding VA benefits, including:**

  - **Education benefits**

  - **Application forms**

  - **Latest news**

  - **Current rates**

  - **Electronic pamphlets**

  - **Points of contact**

Additional Internet Resources

- **Navy Directives (Instructions) http://doni.daps.dla.mil/default.aspx**

- **Navy College https://www.navycollege.navy.mil**

- **Fleet and Family Support Program http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family _support_program.html/**

- **U.S. Citizenship and Immigration Services http://www.uscis.gov/portal/site/uscis**

- **U.S. Navy http://www.navy.mil**

- **USN Recruiting http://www.navy.com**

- **USNR Recruiting http://www.navyreserve.com**

Best Practices

- **Download User Aids from NPC and NKO**

- **Check back frequently for updates and new products**

- **Conduct periodic and routine Career Tools training with your Sailors**

- **Direct Sailors to User Aids**

- **Encourage users to request support when needed and intervene on their behalf, if necessary**

- **Keep your chain of command informed regarding Career Tool performance**

- **Report technical issues to your CCC and CMC**

- **Ask for Help when you need it!**

Summary and Review

- **Online Career Tools are web-based applications designed to support and enhance Sailor career management, retention and professional development**

- **User aids available on NPC and NKO help Counselors use Career Tools to support Sailors, Sailor careers, and command career information programs**

- **Internet Resources help Counselors and Sailors take full advantage of the many career opportunities provided for them**