

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

■ OBTAIN COMMAND ACCESS TO CMS-ID

- If you are a new user or need Career Counselor access or higher, please use the System Authorization Access Request - Navy (SAAR-N Rev 9/2011) located on the [NPC > CMS-ID](#) webpage.
- Go to the NPC home page at <http://www.npc.navy.mil/>.
- Under **Enlisted**, select **CMS-ID**.
- Download and complete the SAAR-N; have it signed by your CO, XO, or OIC. Be sure to list the UIC(s) for which you request access in Block 11.
- Attach signed letter to digitally signed and encrypted email and send to CMSID_inbox@navy.mil. Access to CMS-ID should be available within 72 hours of submitting the request.
- When ready, log in to CMS-ID at <https://www.cmsid.navy.mil/>. When asked to verify your PKI certificate, choose the DoD CA-XX certificate.

■ NAVIGATE COMMAND HOME PAGE

The default login role is based on your selection in 'User Profile' and determines your first screen on login. Other roles can be selected using [Home > Change Roles](#).

- Select **Home** to view the command(s) and UIC(s) you have permission to access.
- Review information in the collapsible tables: **Advertised Jobs**, **Prospective Losses**, and **NOSC Applications**.

■ UPDATE COMMAND CONTACT INFORMATION

Enter contact information for key personnel at your command and provide a link to your command's web site. This information is viewable by all CMS-ID users and supports Sailor job search and decision making. You should take the time to make sure this information is complete and up to date. Access this information page by clicking your command's UIC, OR:

- Hover over **Help** tab.
- Click **Active/FTS Command Info**.
- Enter your command's UIC or name and click **Search**.
- Double-click inside the block to edit.
- Enter or update your command's web site URL and contact information for key personnel.
- Click **Save**.

TIP: Verify link is correct by clicking **Visit the Command's Homepage** in the **Command Info** box.

Command Info	
UIC:	<input type="text" value="62980"/>
Activity Name:	<input type="text" value="CNAVPERSCOM MILL"/>
URL:	<input type="text" value="http://www.npc.navy.mil/Channels/"/>
Visit the Command's Homepage	

■ ENTER COMMAND COMMENTS ON YOUR ADVERTISED JOBS

Entering comments provides information Detailers can use to select the best Sailor for your command. Comments are viewable by Command Career Counselors, as well. Submit comments as soon as the Application Phase opens to maximize the likelihood that potential applicants have access to information provided.

- Select individual jobs on the **Home** page, select from Job search results, or select from a Job Comparison.
- Click in the individual check box for the job you wish to comment on.
- Click **Update Job Comment**.
- Enter comments in the Command Comment section.
- Click **UPDATE**.

■ VIEW/COMPARE/RANK AND COMMENT ON APPLICANTS

In the Command role you may review applicants and provide comments to the Detailer for each applicant. You can also rank applicants on a 1-to-5 scale for suitability for the job. Command Representatives see an applicant's Personnel Detail and History without seeing name, SSN, or other identifying information.

Career Management System - Interactive Detailing (CMS-ID)

- Hover over **Applications** tab.
- Click **View Incoming Active/FTS Job Applications**.
- Under **Required Input** select the communities, pay grades, and application status that you want to view.
 - NOTE:** If no communities are selected, no match will be returned.
- Click **Search** to view all applications for your Command or use **Optional Input** filters to search for specific groups.
- Click check boxes at left, then click **View Applicant** to view comparison. Chosen applicants will be displayed five at a time. Use the **Next** button to navigate through selections.
 - NOTE:** For additional information, use the check box to select the applicant and then select either **Personnel Detail** or **Sailor History**.
- After reviewing each applicant's qualifications, return to the comparison screen and click View/Edit Comment to rank each applicant 1 through 5, with 5 being **Best Fit** with your command and 1 being **Least Fit** with your command.
 - IMPORTANT:** Your ranking is to indicate an applicant's fit to your command, NOT a comparison of one applicant against another. You may find all candidates suitable (5), all candidates unsuitable (1), or anything in between.
- Enter comments in **Command Applicant Comment** text box to help Detailers understand your ranking.
- Click **UPDATE**.

■ VIEW REPORTS

In the Command role you may generate five reports:

1. Application Summary Report - number of open requisitions per requisition cycle for your command, applications made to those requisitions, and selections made for those applications.
 2. Application Cancellation Report - number of applications to your command that were initiated but not completed, and any associated Gates or Flags. Analyzing this data can assist in discussions with the ISIC/TYCOM on filling open jobs.
 3. Career Intentions Report - summary of career intentions/career interests for Sailors at your command, as specified in Sailor Duty Preferences. This information is informative during Career Development boards and for command retention programs.
 4. Applications Report by Role - summary of applications submitted by each user role.
 5. NOSC Applications Report - summary of applications to your NOSC Command.
- Hover over **Reports** tab.
 - Click on desired report.
 - Enter '**Required**' and '**Optional**' information (e.g. Requisition Date, PRD, etc.)
 - Click **Search**.
 - View details (click links where available).
 - TIP:** For the Application Cancellation Report: Searching by req cycle provides a summary of the Gates and Flags triggered by applications TO your command. A search by req cycle plus rating provides a list of canceled applications attempted by Sailors AT your command, along with links to the Gates and Flags triggered by each application.

■ SUBMIT FEEDBACK FOR IMPROVEMENT

CMS-ID users may submit recommendations for future upgrades to the application.

- Hover over **Help** tab.
- Click **Submit Feedback**.

■ OBTAIN HELP WHEN NECESSARY

- **CMS-ID Help tab** - links to tutorials, FAQs and CMS-ID schedules.
- **CMS-Interactive Detailing HelpDesk**
Call DSN 647-7070 or 1-800-537-4617 or email cmsidhelpdesk@navy.mil.
- **Navy 311** - Call DSN 510-628-9311 or 1-855-628-9311 or email navy311@navy.mil

IMPORTANT: If your support request contains PII, request that the help desk provide an email address that accepts digitally signed AND encrypted email.