5 Tips

highlighting:
CIMS and CDBs

brought to you by OPNAV N16 FIT and the CIMS Program

Use Career Information Management System (CIMS) to monitor Career Development Board (CDB) completion records.

NOTE: Dept/Div CCs can use tips for monitoring CDBs only for personnel to which they have been given access in CIMS.

1. View CDBs Due.
- Go to 'Career Development > Lists > Unit Tracking'.
- Select 'CDB Notification' and 'Due'.
- Enter Date Parameter.
  NOTE: Dates cannot be more than one year apart.
- Check UIC(s).
- Click 'Process Request'.
- View list of personnel with CDBs due, along with type of CDB and Due date.
  NOTE: When 'Reasons' appear in bold red, Sailor has not received a CDB since reporting to the command.
- Click any name and a new window opens, allowing you to create/save CDB without switching menus.
- Once CDB is saved, close window and click another name to repeat process.

2. View Pending CDBs.
- Go to 'Career Development > Lists > Unit Tracking'.
- Select 'CDB Notification' and 'Pending'.
- Check UIC(s).
- Click 'Process Request'.
  NOTE: Date parameter not required because all CDBs in 'Pending' status will display.
- View list of personnel with Pending CDBs.
- Click 'Reason' and a new window opens, allowing you to update/save Pending CDB without switching menus.
- Once CDB is saved, close window and click another name to repeat process.

3. View Completed CDBs.
- Go to 'Career Development > Lists > Unit Tracking'.
- Select 'CDB Notification' and 'Completed'.
- Check UIC(s).
- Click 'Process Request'.
  NOTE: Date parameter not required because all CDBs in 'Completed' status will display.
- View list of personnel with Completed CDBs, along with Goals and Comments.
- Export to Microsoft Excel, if desired for reporting.
- Click 'Reason' and a new window opens, allowing CDB to be changed or verified.
  NOTE: When Dept/Div CC clicks 'Reason', CDB page opens, allowing CDB to be changed.

4. View Verified CDBs.
- Go to 'Career Development > Lists > Unit Tracking'.
- Select 'CDB Notification' and 'Verified'.
- Enter Date Parameter.
  NOTE: Dates cannot be more than one year apart.
- Check UIC(s).
- Click 'Process Request'.
- View list of personnel with Verified CDBs, along with Goals and Comments.
- Click 'Reason' and a new window opens, allowing a view of CDB in Inquire (read only) mode for personnel that are STILL ONBOARD the command.
  NOTE: CCCs cannot view CIMS Inquire information for transferred personnel.

5. Print CDB Minutes Form.
- Go to 'Career Development > Forms > CDB Minutes'
- Enter ' Run Control ID' for a report you previously created or click 'Add New Value' and enter Run Control ID of your choice.
- Click 'Add'.
- On the 'CDB Minutes' page, select type of report by choosing the options that you want to see on the report.
- Click 'Run'.
- On the 'Process Scheduler Request' screen, click 'OK'.
- Click 'Report Manager' link at top of CDB Minutes page (or on menu at left, near bottom of the selections.)
- Your report will be at top of the list.
- Click 'Refresh' periodically until 'Status' changes to 'Posted'.
- Click yellow 'View' button in the 'View Report' column.
- In 'File List' column, click on the link ending in .PDF to view report.
- Right click on link and 'Save As' to your local computer.
- To print NSIPS/CIMS documents, refer to '5 Tips' highlighting NSIPS ESR (Part 1 of 2), Tip #5.