

# 5 Tips

## highlighting: CIMS DDCC Role

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### Use these tips to manage your command Department and Division Career Counselors (DDCCs).

- 1.** Maintain control of PII. CAUTION: Once you assign a Career Development Team (CDT) member to a Sailor in the command, the CDT member gains immediate access to the Sailor's Electronic Service Record (ESR) and CIMS records.
  - Exercise careful control when providing access to Personally Identifiable Information (PII).
  - Routinely monitor CDT member access to Sailors' personnel records.

- 2.** Use CIMS menus.
  - 'Individual Dept/Div Assign' - assign Primary DDCC to a Sailor.
  - 'Career Dev Team Management' - designate a Sailor as DDCC or LCPO.
  - 'Mass Career Dev Team Assign' - assign Pri/Alt DDCC and LCPO to multiple Sailors at once.
  - 'Losses Listings' - determine if DDCC will be a loss.
  - 'Personnel Information List/CDTC & FTSW' - view Career Development Training Course and First Term Success Workshop graduates.
  - 'Unit Tracking List/Career Counselor Roster' - "de-assign" DDCC.
  - 'Unit Tracking/Alpha Roster' - view all Primary DDCCs in the command.
  - 'Career Development Board' - view Primary DDCC assigned to a Sailor.

- 3.** Identify CDT members.
  - View 'Unit Tracking/Career Counselor Roster' for designated DDCCs.

NOTE: One column indicates DDCC's current UIC; the other indicates DDCC's assigned UIC(s). When UICs differ, the DDCC may have transferred and should be de-assigned. Because DDCCs can be assigned to UICs other than parent command (for tenant command support), review both UICs carefully before removing any DDCCs.
  - View 'Losses Listing' to identify DDCCs transferring soon.
  - View 'Personnel Information List/CDTC & FTSW' to determine prospective replacements.

NOTE: NSIPS Web Users enter CDTC completion dates on the Career Development Page. Web Afloat 1.2.7 and earlier versions users enter CDTC completion in the NSIPS Course Data component.

- 4.** Designate CDT members.
  - Go to 'Career Dev Team Management' to designate personnel as DDCCs/LCPOs.
  - Click '+' to assign a single person to multiple UICs and positions.
  - For Active Duty designations, if the Dept or Div code does not appear in the selection list, coordinate with the Command Leave Administrator (CLA) to add the desired code.

- 5.** Assign CDT members to command personnel.
  - Assign designated CDT members to multiple personnel. Go to 'Mass Career Dev Team Assign'. Select UIC(s) and run the list.

NOTE: Avoid using the 'Individual Dept/Div Assignment' page, which allows only one Primary Dept and Primary Div CC assignment per person at a time.
  - Update/assign CDT members to multiple personnel.

NOTE: When replacing a CDT member, you will be given the option to replace everyone the member was assigned to at once. Example: MM1 Jackson, Dept CC for 10 Sailors, is approaching PRD. You decide that EM1 Jones will replace MM1 Jackson and go to the 'Mass Career Dev Assign' page. The first time you replace MM1 Jackson with EM1 Jones, CIMS will ask if you want to update everyone assigned to MM1 Jackson with EM1 Jones. Select 'Yes' and all 10 Sailors previously assigned to MM1 are now assigned to EM1. Select 'Save' to make your update permanent.
  - **IMPORTANT:** When assigned, a DDCC or LCPO has immediate access to the Electronic Service Record (ESR) and CIMS. You must exercise caution when providing access to Sailors' PII!