5 Tips

highlighting:
CIMS SRB Request

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Use the following tips to request Selective Reenlistment Bonus (SRB) via CIMS.

1. Obtain access to the Career Information Management System (CIMS).
- Refer to 5 Tips edition, "CIMS SAAR Process". Click HERE or go to http://www.public.navy.mil/BU PERS- NPC/CAREER/STAYNAVY/TOOL BOX/Pages/5Tips(series)forthe CCC.aspx.

2. Log into CIMS.
- Click HERE or go to https://nsips.nmci.navy.mil.
- In the DoD CAC Authentication drop down, select 'CIMS Command Career Counselor'.

3. Prior to SRB submission, verify the following:
- Perform to Serve (PTS). If applicable, member must have an approved PTS before the SRB is approved. However, do NOT wait for an approved PTS to submit the SRB request. (The SRB request should be submitted in the system even if the member's PTS is not yet approved).
- High Year Tenure (HYT). Do not submit a SRB request that will cause a member to go over HYT, unless a HYT waiver has been approved.
- Security Clearance. Member must hold a valid security clearance, if required, before the SRB will be approved.
- TIERS.
  - Tier 1 must reenlist in the same fiscal year as the member's EAOS
  - Tiers 2 and 3 must reenlist within 90 days of member's EAOS and in the same FY as member's EAOS.
  - All exceptions listed in OPNAVINST 1160.8a para. 12).

4. Submit SRB Request.
- In the left Menu, select Contract Administration > Force Management > Use > SRB Pre-Certification.
- Enter member's SSN in 'Empl ID' or enter member's name.
- Using the 'Selective Reenlistment Bonus' tab, submit the following:
  - **Bonus Type**. Click the magnifying glass to view options (1AA-Continued Service, 1BB-Broken Service, 1CC-Training Reenlistment, etc.)
  - **Designator**. This block should always be blank.
  - **NEC**. Use either 'Rating' or 'NEC' - not both - as determined by the current SRB NAVADMIN:
    - If the NEC is listed, enter exactly as noted.
    - If the NEC listed is 0000, enter the rating in the Rating block.
    - If the rating is not an actual rating (e.g., 'FCA' or 'CSSS') type 'FCA' or 'CSSS' in the NEC block.
    - Any NEC greater than 4 characters must be submitted in OPINS (e.g., 14XXA).
  - **EAOS on Reenlistment**. Enter what the member's EAOS will be on the date they intend to reenlist.
  - **Nuclear Inop Ext**. Enter two digits, (e.g., if zero months, enter '00') for extensions that can be discounted in the SRB extensions, up to 24 months.
  - **Pay Grade**. This should already be populated. Enter a different pay grade if incorrect on reenlistment date.
  - **Other Inop Ext**. Enter two digits for any extensions over 24 months.
  - **Reenlistment Term Months**. Enter number of months member is reenlisting, between 3-6 years (e.g., if member is reenlistment for 5 years, enter in 60).
  - **Reenlistment Date**. Select the calendar button to the right of the box and enter reenlistment date.
  - **Cancel Request**. Does not work and should not be used. Contact the SRB Help Desk (901-874-2526) to cancel a SRB request.
- Submit required or additional remarks in the 'Commanding Officer's Remarks' tab.
- Click 'Save' to submit the SRB.

5. Verify SRB submitted correctly and accepted into the system.
- Go to BUPERS Online (BOL) within 24-48 hours to verify submission.
  - 'RESUBMIT' means the request must be fixed and resubmitted.
  - If you do not see the SRB request, contact the SRB Help Desk. Do NOT submit the request again, as the record is probably locked.