5 Tips

Log into CMS/ID to take advantage of these tips for the Command Role.

1. Obtain Command Role access to CMS/ID.
- Go to NPC > Enlisted Assign. > Career Mgmt. System.
- Scroll down and select 'Access Request Letter'.
- Complete and print for signature by the CO, XO or OIC. (Include all UICs for which you need access.)
- Attach signed letter to email and send to CMS/ID_inbox@navy.mil. Access will be available within 72 hours.

2. Enter comments on your command's advertised jobs. Submit as soon as the Application Phase opens to maximize the likelihood that potential applicants and CCCs have access to information provided.
- Select individual jobs on the 'Home' page, select from Job search results, or select from a 'Job Comparison'.
- Click box(es) for the job(s) you wish to add information (the system applies the comment to all selected jobs.)
- Click 'Proceed to Update Job Comment'.
- Enter comments in the Command Comment section.
- Click 'UPDATE'.

3. Find information on Prospective Gains.
- Hover over 'Sailor Info' tab.
- Click 'Search for Active/FTS Personnel'.
- Select Community and Paygrade.
- Expand 'Optional Input' and look for the Gains/Losses section.
- In 'Gain ERD' fields, enter Estimated Report Date range (YYMMDD).
- Enter any other desired search criteria.
- Click 'Search'.
- View list of Prospective Gains.
- Use imbedded links to view individual details.
- Select 'Personnel Detail' to view contact information.

4. View 'Application Cancellation Report' for the number of applications to your command that were initiated but not completed. This information can assist in discussions with your ISIC/TYCOM when trying to fill open jobs in your command.
- Hover over 'Reports' tab.
- Click on desired report.

Note: 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 cancelled applications attempted by Sailors AT your command, along with links to the Gates and Flags triggered by each application.

5. 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 individual Sailor job search and decision making. You should take time to make sure this information is complete and up to date.

Access this page by clicking your command's UIC, or:
- Hover over 'Help' tab.
- Click 'Command Info'.
- Enter your command's UIC or name and click 'Search'.
- Select the option to 'Edit'.
- Enter or update your command's web site URL and contact information for key personnel.
- Click 'Save'.