



What's New for You? CMS-ID Account Re-enablement for Sailors

New CMS-ID Account Re-enablement Process

For security reasons, CMS-ID accounts are disabled after 60 days without a login. When this occurs, Users are currently required to call the CMS-ID Help Desk to re-enable their accounts. **A new automated account re-enablement process will begin this month, May 2016, for Enlisted users who are assigned one of the following CMS-ID user roles only (or combination of these roles) and have no other user roles in the system:**

- Enlisted User—USN
- Enlisted User— FTS
- Enlisted User—SELRES
- Reserve User—View Only

NOTE: Enlisted members with these user roles who also have additional higher roles, such as Career Counselor or Command will not have this new feature.



Enlisted members in these CMS-ID roles with a disabled account will automatically be presented a pop-up window providing the capability to re-enable their account



All other CMS-ID users must contact NPC for SAAR validation before an account can be re-enabled:

- NPC CMS Help Desk: 901-874-4157
- NPC Pers-4 Help Desk: 901-874-3249
- Email CMSIDBBD_Inbox@navy.mil.

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Sailor Account Re-enablement Steps

Enlisted members with the Enlisted User - USN, Enlisted User - FTS, Enlisted User - SELRES, or Reserve User - View Only role(s) who receive the following re-enablement pop-up window should complete the following steps to re-enable their accounts:

Re-enable Account

This account is disabled.
To re-enable this account submit the following:

DoDID:

Rate/Rank:

Date of Birth:

Home of Record:

PRIVACY STATEMENT

Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and /or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your "System Authorization Access Request (SAAR)". Disclosure of records of the information contained therein may be specifically disclosed outside the Department of Defense (DoD) according to the "Blanket Routine Uses" set forth at the beginning of the DISA compilation of systems or records, published annually in the Federal Register, and the disclosures generally permitted under 5 U.S.C. 552A(b) of the Privacy Act.

1. **DoDID.** The system will read it from your DoD Common Access Card (CAC) and automatically populate the field.
2. **Rate/Rank.** The combination of your current Rate and current Paygrade. For example: HTFN, LS2, SN, ITCS, or AR.
3. **Date of Birth.** Should be in the MMDDYYYY format. For example, 10131995 for 13 October 1995.
4. **Home Of Record.** The place recorded in your Electronic Service Record (ESR) as your home when you enlisted, were inducted, or ordered into a tour of active duty. For example: Texas or Germany.

Note: Selected Reserve Sailors should enter their state of residence.

You have three tries to enter all of your information correctly. After the third unsuccessful attempt, you must wait 24 hours to try again or contact the Help Desk at 1-800-537-4617 or CMSIDHelpDesk@navy.mil.

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