

Detailing Countdown

The Navy expects you to take an active role in your own professional development and career management. Career Management System-Interactive Detailing (CMS-ID) is a tool that enables you to explore future career opportunities and apply for Navy jobs. This "Detailing Countdown" will help you perform specific tasks in the eighteen months leading up to your Projected Rotation Date (PRD). Your best chance for successful orders negotiation depends upon completion of each milestone indicated.

You can find information about the detailing process, opportunities for special programs, and supporting references on the Navy Personnel Command (NPC) website:

Policy guidance and instructions are located at
 http://www.public.navy.mil/bupers-npc/Pages/default.aspx

- View the Military Personnel Manual (MILPERSMAN) at <u>NPC > Reference Library > MILPERSMAN</u>.
- View Navy Administrative messages (NAVADMIN) at <u>NPC > Reference Library > Messages</u>.
- View information about Career Waypoints (C-WAY) at NPC > Career Navigator > Career Waypoints.
- Also see <u>NPC > Enlisted > Enlisted Detailing</u>.

THIS IS YOUR CAREER...TAKE CHARGE TODAY!

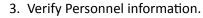


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Goal: Review Personal and Professional Information

You are approaching your PRD window. Perform the following steps:

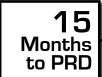
- 1. Log in to CMS-ID at https://www.cmsid.navy.mil.
- 2. Update User Profile.
 - Hover over the <u>Home</u> tab, then click <u>View My User Profile</u>.
 - Enter email and phone number to receive correspondence from your Detailer.



• Hover over the Sailor Info tab, then click View My Personnel Detail.

- Review your personal and professional information. Pay particular attention to the following, as this information may determine whether or not you are detailed to your desired job:
 - Career Waypoints Reenlistment
 - Exceptional Family Member (EFM) Status
 - Security Clearance
 - Citizenship
 - Number of Dependents
- Work with your Personnel Office, Command PASS Coordinator (CPC), and Personnel Support Detachment (PSD) to update missing or incorrect information.
- 4. Verify career history.
 - At the bottom of the <u>Personnel Detail</u> page, click <u>Sailor History</u> (or hover over the <u>Sailor</u> <u>Info</u> tab, then click <u>View My History</u>).
 - Verify the anonymous career information that commands will review in order to rank and comment on your job application:
 - NEC(s)
 - Evals
 - Platform Type History (past commands in which you've served)
 - PRIMS data
 - Warfare Designator
 - Work with your Personnel Office, CPC and PSD to update missing or incorrect information.
- 5. Submit Duty Preferences.
 - Hover over the Sailor Info tab, then click View My Duty Preferences.
 - Consider your career options and desires, then enter your Duty Preference information.
 NOTE: Update your Preferences whenever significant personal data changes.
 - Contact your Command Career Counselor (CCC) for more information.

Reference: MILPERSMAN 1306-110, Enlisted Duty Preference.



Goal: Initiate Reenlistment approval process, if required

If the end of your reenlistment contract as extended (SEAOS) is before your PRD, you must obtain Career Waypoints (C-WAY) Reenlistment approval and reenlist before you can negotiate orders. If you are approved, you should consider reenlisting long term (up to 6 years).

1. Determine whether you are required to reenlist and verify C-WAY application, if required.

- If reenlistment is required, C-WAY should generate an application 15 months prior to your Soft Expiration of Active Obligated Service (SEAOS).
 - If C-WAY did not generate an application, verify that you have more than 24 months of obligated service after your PRD.
 - If you have more than 24 months of obligated service remaining at your PRD, you do not need C-WAY approval to negotiate orders.
 - If you have less than 24 months of obligated service remaining at your PRD, have your CCC contact the Career Waypoints help desk to determine why an application was not automatically generated.
 - Contact your CCC for more information.

Reference: NAVADMINs 149/13 and 150/13.



