



18-00

Detailing Countdown

MONTHS DAYS

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 [NPC > Reference Library > MILPERSMAN](#).
- View Navy Administrative messages (NAVADMIN) at [NPC > Reference Library > Messages](#).
- View information about Career Waypoints (C-WAY) at [NPC > Career Navigator > Career Waypoints](#).
- Also see [NPC > Enlisted > Enlisted Detailing](#).

THIS IS YOUR CAREER...TAKE CHARGE TODAY!

18
Months
to PRD

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 **Home** tab, then click **View My User Profile**.
 - Enter email and phone number to receive correspondence from your Detailer.
3. Verify Personnel information.
 - Hover over the **Sailor Info** tab, then click **View My Personnel Detail**.

**SET
Alarm**

- 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 **Personnel Detail** page, click **Sailor History** (or hover over the **Sailor Info** tab, then click **View My History**).
- 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.

**15
Months
to PRD**

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.

**Alarm
ON**

13
Months
to PRD

Goal: Submit Career Waypoint application, if required

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

1. Request Departmental Career Development Board (CDB), per NAVPERS 15878K.
2. Submit C-WAY Reenlistment request, if required.
 - Reenlistment requests for SEAOS-based applications begin at 13 months prior to SEAOS.
 - ♦ Initiate **Career Waypoint - Reenlistment 3-2-1**. You have eight (8) opportunities to remain on Active Duty (13 to 6 months from SEAOS) and are required to document your intention to reenlist or separate with your Career Counselor via the Career Waypoints system. This “Career Check-in” must occur 13 months in advance of the end of your current enlistment. Results are based on current manning levels and your individual performance. For detailed reenlistment policy guidance specific to your rate and rating, see NAVADMINs 149/13 and 150/13.
 - Reenlistment requests for PRD-based applications begin at 12 months from PRD. This is a Special Circumstances Reenlistment request for Sailors with less than 24 months of obligated service remaining beyond their PRD. See NAVADMIN 021/13 for details.

Career Waypoint - Reenlistment (3) - Based off SEAOS

During months 13/12/11/10, you have three reenlistment options: 1) Active Duty In-Rate, 2) Active Duty Conversion, 3) Transition into Selective Reserve (SELRES).

- NOTE: Regardless of SEAOS, a CMS-ID job application may be submitted for special circumstances including a requirement to obligate service (OBLISERV) for orders, and reenlistment for Selective Reenlistment Bonus (SRB).
- *Contact your CCC for more information.*

Reference: NAVADMIN 021/13, NAVADMIN 149/13, and NAVADMIN 150/13

🔗 Also see [NPC > Career Navigator > Career Waypoints](#).

12
Months
to PRD

Goal: Consider Special Requests, Preferences

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

1. Submit Special Requests.
 - Military Spouse Collocation
 - Extend PRD at current command
 - Apply for Overseas Tour Extension Incentives Program (OTEIP)
 - Apply for Sea Duty Incentive Pay (SDIP) Program
 - *Contact your Command Career Counselor for more information and to submit an “Enlisted Personnel Action Request,” NAVPERS 1306/7.*

Reference: MILPERSMAN 1300-1000, Military Couple and Single Parent Assignment Policy; MILPERSMAN 1306-300, Overseas Tour Extension Incentives Program (OTEIP)

🔗 Also see [NPC > Career Info > Pay and Benefits > SDIP](#).

2. Update your Duty Preferences.
 - Log in to CMS-ID. Hover over the **Sailor Info** tab, then click **View My Duty Preferences**.
 - Fill out your Duty Preference information.
 - Submit Duty Preferences no later than 12 months prior to PRD or whenever significant personal data changes.
3. Determine your Career Waypoint status.

**Alarm
ON**

- Log in to CMS-ID. Hover over the **Sailor Info** tab, then click **View My Personnel Detail**. Scroll down to **Support Information** to determine your status.
 - ♦ NOTE: Submit Career Waypoint - Reenlistment application every month, beginning 13 months prior to SEAOS/12 months PRD. Monthly results are available from your Command Career Counselor. Every Sailor who applies on time is guaranteed to receive a total of eight looks (one per month), based on SEAOS.
- *Contact your Command Career Counselor to submit an application.*

🔗 Also see [NPC > Career Info > Career Waypoints](#).

10
Months
to PRD

Goal: Prepare to Enter Your Detailing Window

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

1. If you do not receive a C-WAY quota after three looks (based off your SEAOS), request a Departmental Career Development Board (CDB), per NAVPERS 15878K.
2. View the CMS-ID schedule.
 - Go to the CMS-ID login page. In the upper-right, click **Active/FTS Schedule**. View the following month's schedule to determine dates for the Application Phase.
 - ♦ NOTE: After you log in, the monthly schedule also is available from the **Help** tab.
 - If you are unable to access CMS-ID, request that your CCC provide the schedule.
3. Provide deployment contact information to your Detailer, if necessary.

9
Months
to PRD

Goal: 1st Month of Orders Negotiation Window

You have entered your PRD window. Perform the following steps:

1. Submit CMS-ID Applications for desired jobs.
 - Log in to CMS-ID. Hover over the **Jobs** tab, then click on **Job Search**.
 - Conduct a **Job Search** and review the available jobs.
 - Communicate with your Command Career Counselor, chain of command, and/or mentors regarding your career goals and job opportunities.
 - When ready, submit up to five applications for desired jobs. (**Failure to submit five applications decreases your chances of being selected for orders that you desire.**)
 - *Contact your CCC for more information.*

Reference: NAVADMIN 226/12.

Career Waypoint - Reenlistment (2)

During months 9/8/7/6, you have two reenlistment options: 1) Active Duty Conversion and 2) Transition into Selective Reserve (SELRES).

8
Months
to PRD

Goal: 2nd Month of Orders Negotiation Window

You are in your PRD window. If you have not submitted a job application and/or been selected for orders, perform the following steps:

1. Submit CMS-ID Applications for desired jobs.
 - Log in to CMS-ID. Hover over the **Jobs** tab, then click on **Job Search**.
 - Conduct a **Job Search** and review the available jobs.
 - Communicate with your Command Career Counselor, chain of command, and/or mentors regarding your career goals and job opportunities.

**Alarm
ON**

- When ready, submit up to five applications for desired jobs. (**Failure to submit five applications decreases your chances of being selected for orders that you desire.**)
- Contact your CCC for more information.

7
Months
to PRD

Goal: 3rd and Final Month of Orders Negotiation Window

You are at your Assignment Point Warning. If you have not submitted a job application and/or been selected for orders, perform the following steps:

1. Submit CMS-ID Applications for desired jobs.
 - Log in to CMS-ID. Hover over the **Jobs** tab, then click on **Job Search**.
 - Conduct a **Job Search** and review the available jobs.
 - Communicate with your Command Career Counselor, chain of command, and/or mentors regarding your career goals and job opportunities.
 - Submit up to five applications for desired jobs. (**Failure to submit five applications decreases your chances of being selected for orders that you desire.**)
 - Contact your CCC for advice and assistance.

Reference: MILPERSMAN 1306-101, Enlisted Assignment System.



6
Months
to PRD

Goal: Detailed in accordance with "Needs of the Navy"

You are at your Assignment Point Alert. If you have not submitted a job application and/or been selected for orders, you will be assigned in accordance with needs of the Navy. Perform the following steps:

- **Contact your Detailer as soon as possible.**

Career Waypoint - Reenlistment (1)

During months 5/4/3, you have one reenlistment option: 1) Transition into Selective Reserve [SELRES].

0
Months
to PRD

Goal: Execute Orders to Your New Navy Job!

You are under orders.

- To view, download or print a copy of your orders, go the BUPERS Online at <https://www.bol.navy.mil>.
- For news from Navy Detailers, visit Facebook at <http://www.facebook.com/NavyPersonnelCommand>.
- Contact your Personnel Office, CPC or CCC for assistance.

Reset "Alarm"
18 Months
before new PRD

Additional Career Management Resources

1. CMS-ID Tutorials and User Aids
 - Inside CMS-ID, hover over the **Help** tab, then click **Tutorial (How-To Guide)**.
2. Help and Assistance
 - Contact the NPC Customer Service Center (CSC) 1-866-827-5672 (DSN 882-5672), or send email to CSCemail@navy.mil
3. Information about your other online tools
 - [NPC > Career Links > My Personnel Info](#)
 - [NPC > Career Links > Career Toolbox](#)