

AC/FTS Sailor Guide to CMS-ID Alerts

Alerts are time-sensitive messages displayed in CMS-ID to inform you of policy-related actions that are required as you approach your orders negotiation window or other significant deadlines. System-generated alerts are displayed when you log into CMS-ID and must be acknowledged before you proceed into the system. Acknowledged alerts are then captured in your Alert History, accessible through your Personnel Detail.

CMS-ID Alerts are programmed to be triggered on a specific schedule; if you do not log into CMS-ID frequently, you may notice a “stack” of alerts being delivered all at once when you do log in. Because CMS-ID Alerts are time sensitive, you can optimize their usefulness by keeping your Work Email address up to date and selecting the email option for delivery of alerts. You can do both on your User Profile page in CMS-ID, as illustrated below:

User Information:	
Onboard UIC:	21816
Work Email Address:	JohnQPublic@work.com
Home Email Address:	JohnnyQ@home.net
Work Phone Number:	999-999-9999
Home Phone Number:	888-888-8888
Cell Phone Number:	777-777-7777
Notification Method:	<input type="radio"/> System Alert <input checked="" type="radio"/> Email <input type="radio"/> Both
Choose Email or Both to receive Alerts to your Work Email Address.	
<input type="button" value="Update"/>	

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The following CMS-ID Alerts are applicable to Active and FTS Sailors:

Alert	Recipients	Reason	Action Required	Reference
Countdown to Orders Negotiation				
Contact Information Update Alert	Sailors approaching the orders negotiation window and Sailors who have not logged into CMS-ID for 12 months or more	Having current contact information in your profile ensures that your Detailer and Career Counselor can contact you about job opportunities.	<i>In CMS-ID, go to Home > View My User Profile and provide any necessary updates</i>	
Duty Preference Update Alert	Sailors approaching the orders negotiation window	Up-to-date Duty Preferences and Career Intentions allow you to communicate your career goals to your Detailer and will also help CMS-ID show you the jobs that are best suited to your goals.	<i>In CMS-ID, go to Sailor Info > View My Duty Preferences to make any necessary changes</i>	
Duty Preference Review Alert	Sailors approaching the orders negotiation window	This alert provides a final reminder before you enter the job search process to communicate your career goals to your Detailer.	<i>In CMS-ID, go to Sailor Info > View My Duty Preferences to make any necessary changes</i>	
Projected Rotation Date (PRD) Window Alert	Sailors entering the orders negotiation window	This alert marks the beginning of the designated period before PRD when you can apply for your next assignment.	<i>In CMS-ID, review jobs on your Home Page or go to Jobs > Job Search. Submit up to five job applications</i>	NAVADMIN 249/09
Assignment Point Warning	Sailors who are not under orders with one month remaining in the orders negotiation window	This alert reminds you to complete the orders negotiation process unless special circumstances exist.	<i>Submit job applications in CMS-ID. Contact your Career Counselor and/or Detailer for assistance</i>	MILPERSMAN 1306-101
Assignment Point Alert	Sailors who have reached the end of the orders negotiation window without receiving orders	The orders negotiation window has closed. Unless special circumstances dictate, you should already be under orders or be subject to the needs of the Navy.	<i>Contact your Career Counselor and/or Detailer as soon as possible</i>	MILPERSMAN 1306-101

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Career Waypoints-Reenlistment (C-WAY)				
Career Waypoints (C-WAY) Alert	All E6 and below Sailors with 14 years or less of active duty (ADSD to SEAOS), and less than 12 months of obligated service remaining beyond their PRD	C-WAY approval is required to submit job applications.	<i>Contact your Command Career Counselor to find out your C-WAY status.</i>	NAVADMIN 021/13 NAVADMIN 149/03 NAVADMIN 150/13
C-WAY Not Received Alert	Sailors approaching the orders negotiation window who do not have an approved C-WAY request on file	Applications cannot be submitted until C-WAY approval is received.	<i>Contact your Command Career Counselor to discuss your C-WAY status</i>	NAVADMIN 021/13
Special Status				
Spouse Collocation Alert	Sailors with a military spouse who are approaching the orders negotiation window	Paperwork is required for military spouses who desire collocation during follow-on orders.	<i>Contact your Command Career Counselor to submit a NAVPERS 1306/7 no later than 12 months before your PRD</i>	MILPERSMAN 1300-1000
Physical Fitness Assessment (PFA) Alert	Sailors with missing or incomplete PFA data 30 days after the most recently concluded PFA cycle	Individual Readiness Policy requires current and complete data in order to assess Sailor eligibility for overseas billets, pre-commissioning billets, special programs, and instructor billets.	<i>Contact your Command Fitness Leader</i>	NAVADMIN 277/08 NAVADMIN 073/09 NAVADMIN 247/09
Exceptional Family Member (EFM) Alert	Sailors enrolled in the EFM program	EFM paperwork should be updated and complete before entering the orders negotiation window.	<i>Contact your Command's EFM coordinator to complete the required paperwork</i>	MILPERSMAN 1300-700
EFM Expired Alert	Sailors enrolled in the EFM program who are nearing expiration of EFM status	Any Sailor with a special needs family member should take steps to ensure a smooth transition between duty stations. Outdated paperwork can hinder successful negotiation of orders to a preferred job.	<i>Contact your Command's EFM coordinator to complete the required paperwork</i>	MILPERSMAN 1300-700

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Security Clearance				
Confidential and Secret Clearance Alert	Sailors with Confidential or Secret Clearance who are nearing expiration of clearance	Maintaining a security clearance requires information updates and periodic reinvestigation. Investigation lead time is significant, and outdated paperwork can hinder successful negotiation of orders to a preferred job.	<i>Contact your Command Security Manager</i>	<i>DOD Directive 5200.2 SECNAVINST 5510.30B</i>
Top Secret Clearance Alert	Sailors with Top Secret Clearance who are nearing expiration of clearance	Maintaining a security clearance requires information updates and periodic reinvestigation. Investigation lead time is significant, and outdated paperwork can hinder successful negotiation of orders to a preferred job.	<i>Contact your Command Security Manager</i>	<i>DOD Directive 5200.2 SECNAVINST 5510.30B</i>
Security Investigation Out of Date Alert	Sailors with Security Clearance that is out of date	Security clearance requires periodic reinvestigation. Investigation lead time is significant, and outdated paperwork can hinder your successful negotiation of orders to a preferred job.	<i>Contact your Command Security Manager For further assistance or clarification of current status, the Command Security Manager should contact Navy Personnel Command PERS 4832 @ 901-874-4878</i>	<i>DOD Directive 5200.2 SECNAVINST 5510.30B</i>