

CIMS HOW TO: Documenting CDB's in CIMS



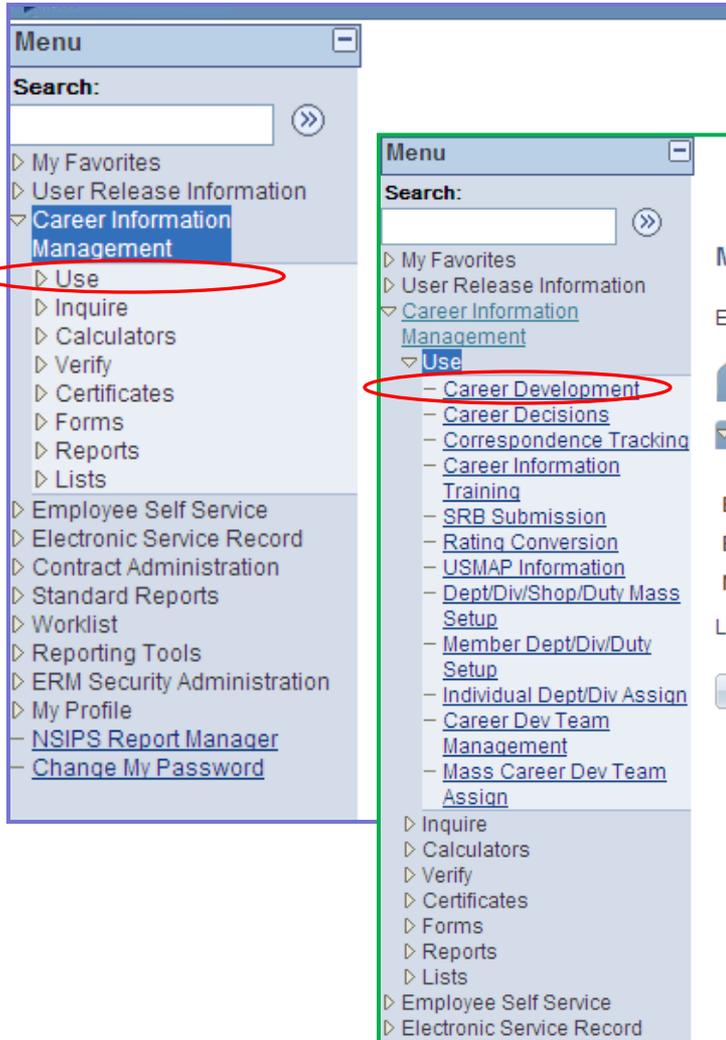
Navy Standard Integrated Personnel System



Documenting CDB's in CIMS



- Click on Use
- Click on Career Development
- Type in Members Name (use all caps)



Menu

Search:

- My Favorites
- User Release Information
- Career Information Management
 - Use
 - Inquire
 - Calculators
 - Verify
 - Certificates
 - Forms
 - Reports
 - Lists
- Employee Self Service
- Electronic Service Record
- Contract Administration
- Standard Reports
- Worklist
- Reporting Tools
- ERM Security Administration
- My Profile
- NSIPS Report Manager
- Change My Password

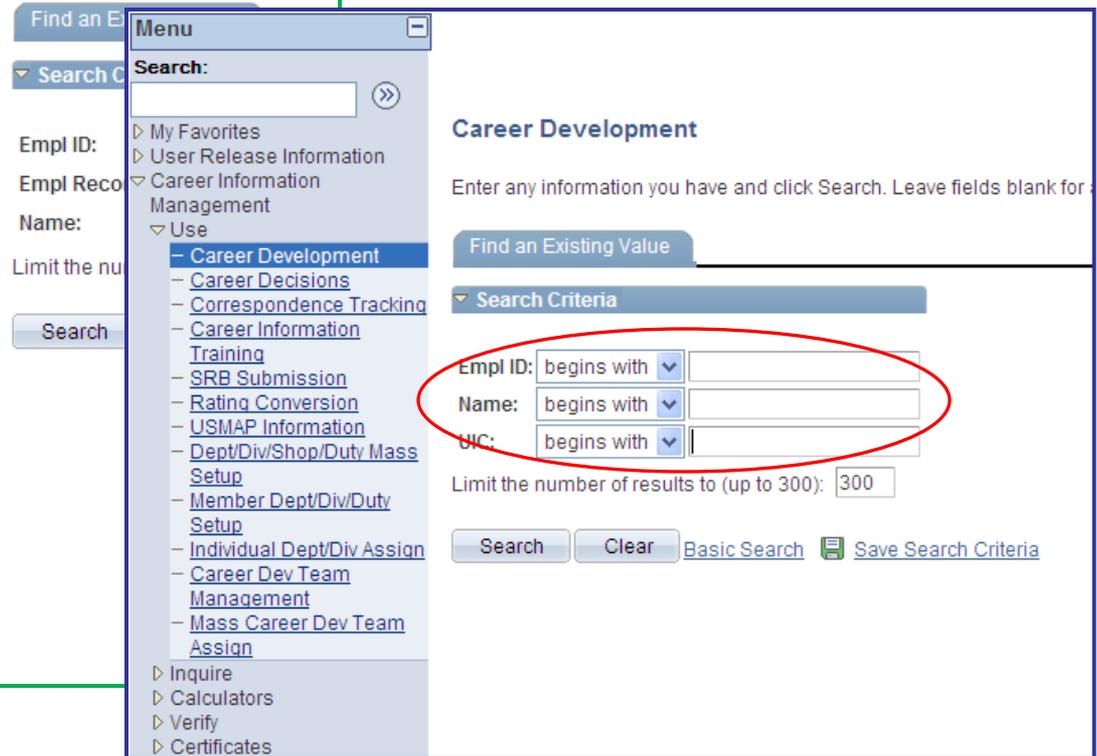
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 - Career Development
 - Career Decisions
 - Correspondence Tracking
 - Career Information Training
 - SRB Submission
 - Rating Conversion
 - USMAP Information
 - Dept/Div/Shop/Duty Mass Setup
 - Member Dept/Div/Duty Setup
 - Individual Dept/Div Assign
 - Career Dev Team Management
 - Mass Career Dev Team Assign
 - Inquire
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 - Certificates
 - Forms
 - Reports
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 - Employee Self Service
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Member Data Summary

Enter any information you have and



Find an Existing Value

Search Criteria

Empl ID: begins with

Name: begins with

UIC: begins with

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

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My Favorites

User Release Information

Career Information Management

Use

- Career Development
- Career Decisions
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- Dept/Div/Shop/Duty Mass Setup
- Member Dept/Div/Duty Setup
- Individual Dept/Div Assign
- Career Dev Team Management
- Mass Career Dev Team Assign

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Career Development CDB Data

Rank/Rate: [REDACTED]	Name: [REDACTED]	Current DSC: 100
ADSD: 07/05/1995	PRD: 11/01/2015	EAOS: 07/05/2015
Soft EAOS: 07/05/2015		
CREO/ECMO: 1	PEBD: 07/05/1995	DIEMS: 01/03/1995
DIERF:		
UIC: [REDACTED]	MIL COMMUNITY MGMT MILL TN	Warfare Qual: AW
DEPT: [REDACTED]	DEPT Career Counselor: [REDACTED]	
DIV: 32	DIV Career Counselor:	

CAREER DEVELOPMENT BOARD TRACKING			ADDITIONAL BOARDS CONDUCTED
Type	Required Date	Completion Date	
Reporting:	JUN-2012	05/18/2012	Advancement: 1
6 Month:	NOV-2012	11/13/2012	
12 Month:	MAY-2013		
24 Month:	MAY-2014		
36 Month:	MAY-2015		
48 Month:	MAY-2016		
60 Month:	MAY-2017		
Other:			
TRF/SEP:	<input type="text"/>	<input type="text"/>	

CAREER DEVELOPMENT TRAINING		
Sponsor	CDTC	FTSW
Training Date:	Completion Date: 06/12/2012	Completion Date:

This screen allows you to see the members information as a whole. To start a new CDB click on the CDB Data Tab on top.

Documenting CDB's in CIMS

Career Development | CDB Data

Rank/Rate: NC1 Name: [REDACTED] Current DSC: 100

ADSD: 07/05/1995 PRD: 11/01/2015 EAOS: 07/05/2015

CREO/ECMO: 1 PEBD: 07/05/1995 DIEMS: 01/03/1995

Career Development Comments

CDB Type:

CDB Type 2:

CDB Interview Date:

CDB Interview Rank/Rate:

Report Date:

Status: Pending

Save Return to Search Previous in List

Look Up CDB Type 2

CDB Type:

CDB Type 2:

CDB Interview Date:

CDB Interview Rank/Rate:

Report Date:

Cancel

Search Results

View 100 First 1-7 of 7 Last

CDB Comments Type	Description
A	6 Month
B	12 Month
C	24 Month
D	36 Month
E	TRF/SEP
G	Perform To Serve
H	CMS/ID
I	Education
J	A School/Striker
K	Special Program
L	Commissioning Program
M	Advancement
N	48 Month
Q	60 Month

-Select CDB Type.

-If you are giving a CDB for additional reasons, it allows you to document both at the same time. Example; member needs an advancement CDB and is near a scheduled CDB (24 month). Document both at the same time and ensure minutes touch on both.

Documenting CDB's in CIMS

Career Development | CDB Data

Rank/Rate: [REDACTED]	Name: [REDACTED]	Current DSC: 100	
ADSD: 07/05/1995	PRD: 11/01/2015	EAOS: 07/05/2015	Soft EAOS: 07/05/2015
CREO/ECMO: 1	PEBD: 07/05/1995	DIEMS: 01/03/1995	DIERF:

Career Development Comments Find | View All First 1 of 1 Last

CDB Type: 12 Month DEPT: [REDACTED]

CDB Type 2: Advancement CDB Type 3: CDB Type 4:

CDB Interview Date: Status: Pending Completed

CDB Interview Rank/Rate: Report Date: 05/14/2012

- ADVANCEMENT/EDUCATION/QUALIFICATIONS
- PHYSICAL FITNESS PROGRAM
- CAREER MANAGEMENT
- TRANSITION
- GOALS & COMMENTS

- Ensure you put the interview date, and type in members rate and hit the tab button. That will create the drop down options.

Documenting CDB's in CIMS

Career Development
CDB Data

Rank/Rate: [REDACTED]	Name: [REDACTED]	Current DSC: 100
ADSD: 07/05/1995	PRD: 11/01/2015	EAOS: 07/05/2015
Soft EAOS: 07/05/2015	CREO/ECMO: 1	PEBD: 07/05/1995
DIEMS: 01/03/1995	DIERF:	

Career Development Comments
Find | View All | First | 1 of 1 | Last

CDB Type: 12 Month DEPT: [REDACTED]

CDB Type 2: Advancement CDB Type 3:

CDB Type 4:

CDB Interview Date:

CDB Interview Rank/Rate: Report Date: 05/14/2012

Status

Pending Completed

- ADVANCEMENT/EDUCATION/QUALIFICATIONS
- PHYSICAL FITNESS PROGRAM
- CAREER MANAGEMENT
- TRANSITION
- GOALS & COMMENTS

Short Term Goals:

Long Term Goals:

Board Members:

Max 250 Characters (250 remaining)

Board Comments:

Max 1000 Characters (1000 remaining)

-Be sure you go through every tab (green arrow) and properly fill in all applicable data.

-Type in members Short Term Goals, Long Term Goals, Board Members, and the Board Comments.

-Once complete click on the Completed Status and click save.

-Now that you have saved it, This CDB is now in the Verify cube waiting to be verified. You can still make changes to this CDB until verified.

Documenting CDB's in CIMS

Verifying CDB's

- Click on Verify
- Click on Career Development
- Type in Members Name (use all caps)

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Member Data Summary

Enter any information to search for:

Find an Existing Value

Search

Empl ID:

Empl Rec:

Name:

Limit the number of results to (up to 300):

Search

Menu

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Search:

Find an Existing Value

Search

Empl ID:

Name:

UIC:

Limit the number of results to (up to 300):

Search Clear Basic Search Save Search

Career Development

Enter any information you have and click Search. Leave blank for any field you do not know.

Find an Existing Value

Search Criteria

Empl ID: begins with

Name: begins with

UIC: begins with

Limit the number of results to (up to 300):

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Documenting CDB's in CIMS



ADSD: 10/10/2005	PRD: 09/01/2014	EAOS: 10/29/2013	Soft EAOS: 10/29/2013
CREO/ECMO: 3	PEBD: 11/06/1990	DIEMS: 11/06/1990	DIERF: 11/06/1990

Career Development Comments Find | View All First 1 of 1 Last

CDB Type: 12 Month DEPT: 4G DIV: 4G

CDB Type 2: CDB Type 3: CDB Type 4:

CDB Interview Date: Status

CDB Interview Rank/Rate: Report Date: 03/12/2012 Pending Completed **Verified**

ADVANCEMENT/EDUCATION/QUALIFICATIONS

PHYSICAL FITNESS PROGRAM

CAREER MANAGEMENT

TRANSITION

GOALS & COMMENTS

Short Term Goals:

Long Term Goals:

Board Members:

Board Comments:

Leadership Title:

Leadership Comments:

- All previous information should already be populated, however always verify the information you entered before is correct.

-Add leaderships title/name and any comments made by the approving member.

-Once you enter all information, go to the status, click VERIFIED, and save.

-*****IMPORTANT***** - Once you click save you CANNOT make any other changes to this CDB.



Documenting CDB's in CIMS



- Questions please call NCC(SW/AW) Chris Kinstle-901-874-2533 or email christopher.kinstle@navy.mil