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Online Career Management Tools

"The ability to track one's career information online is something today's Sailors and civilians understand and appreciate. With the abundance of online tools, service members have greater input on information that impacts their career."

– Force Master Chief (AW/SW/NAC) Jon Port, Navy Personnel Command

Technology provides Sailors and Navy civilians access to online career tools, which enable them to take an active role in their professional development and support a successful career from anywhere they are located around the world.

Explore Assignment and Career Opportunities

- [Career Management System/ Interactive Detailing](#) (CMS/ID) provides Sailors the ability to explore Navy job opportunities, identify career-enhancing assignments, identify required job skills, and submit job applications.
- [Perform to Serve](#) (PTS) allows retention of highly skilled and motivated Sailors and provides guidance, application information, conversion quotas and available opportunities for E-6 and below Sailors.

Validate Personnel Information

- [Electronic Service Record](#) (ESR) replaces the paper service record and allows updating and generating of documents to reflect a Sailor's current status and career achievements. [Electronic Leave](#), now in testing, will also reside in the ESR.
- The [Official Military Personnel File](#) (OMPF) and the [Electronic Training Jacket](#) (ETJ) include documents such as accession training, education performance, discipline, decorations and awards, assignments and duties.
- The [Web Enabled Record Review](#) (WERR) allows Sailors to review, download and print service record documents, which are reviewed by advancement and special program selection board members.
- [Physical Readiness Information Management System](#) (PRIMS) allows Sailors to view Physical Fitness Assessment results as well as complete the Physical Activity Risk Factor Questionnaire.
- [Bupers On-Line](#) (BOL) provides access to OMPF; WERR; PRIMS; latest orders, fitreps and evaluations; duty swap options; individual medical readiness and Selective Reenlistment Bonus (SRB) information.

Enhance Professional and Personal Growth

- The [Navy eLearning](#) (NeL) catalog contains thousands of courses ranging from GMT to language programs.
- [Navy Credentialing Opportunities On-Line](#) (Navy COOL) explains how Sailors can earn civilian certifications related to their rating, job or designator.
- The [United Services Military Apprenticeship Program](#) (USMAP) provides the opportunity to complete civilian apprenticeship requirements and earn the U.S. Department of Labor Certification of Completion.

Civilians

- [National Security Personnel System homepage](#) has information and training on the transition to the General Schedule system.
- The DoD [Civilian Personnel Management Service](#) (CPMS) website highlights leadership and professional development programs for civilian leaders.
- The [Civilian Benefits Information Center](#) provides the latest news on Navy civilian financial and health benefits and easy access to view and update relevant information such as beneficiaries.

Key Messages

- Online resources allow Navy personnel to maintain records and enhance their knowledge.
- Online tools should be used in conjunction with traditional resources, such as Career Counselors, to maximize career opportunities.
- Validating online personnel records ensures accurate data is available to retention and selection boards.

Facts & Figures

- There are currently 322,108 activated ESR accounts; every Sailor is required to establish an account.
- New with FY 2010, PRIMS data is being validated as part of the promotion and selection board process.
- Many military on-line tools are centrally located in the [Sailor Career Toolbox](#) and the Navy Career Tools Assistant on [Navy Knowledge Online](#).