

MMS in a Nutshell

What is MMS?

MMS is a DoDEA-wide FTE management and maintenance tool utilized by the Area offices to manage, track and report on all aspects of FTE usage and placement for all organization units within DoDDS-E. MMS is used by the Area office to determine staffing allocations, issue * MPVs, make Manpower FTE adjustments, generate manpower reports (including multiyear), ensure FTE are not overexecuted, and ensure FTE are used properly.

How has MMS Improved Manpower FTE Management?

While we are just at the tip of iceberg in exploiting the potential of MMS, the current capabilities it brings are unprecedented and provide direct and indirect benefits to schools, DSOs and the Area Office. Increased capabilities include features such as the ability to match employee names to specific FTE, the ability to communicate with other DoDDS-E systems, access to multi-year data and archived MPV actions, an auto-calculator that converts paraprofessional hrs PPP into FTE., and enhanced reporting capabilities.

How does MMS impact my school/DSO?

MMS gives schools and DSOs an unprecedented direct view* of the Manpower system that manages FTE resources. This will require some initial effort establishing a connection with MMS and in designating and training staff to access, understand and utilize the system to its full potential. Once your school or DSO has the basics down, MMS will be a low maintenance resource available to you 24/7 to generate needed reports and your latest MPV. The only ongoing requirement for the DSOs and schools will be to input and keep current the roster data which matches each of your employees to a specific FTE slot. *The only data a school/DSO will be able to actually change/adjust will be the roster data.

How does MMS access benefit my school/DSO?

Schools and DSO will be able to derive the following benefits from being able to directly view MMS:

- Access to current MPV and accompanying notes entered by the DoDDS-E Manpower Office
- Access to all previously issued MPVs: a running audit trail of all FTE and MPV note changes.
- Access to past year MPVs
- Ability to generate a host of reports for your specific school or DSO including:
 - Breakouts of FTE by pay plan,
 - Program specific reports (ex. Report listing all SPED FTE, all Para FTE etc.)
 - MPV staffing comparisons to previous school years,
 - Various roster and roster vs FTE reports
 - Cumulative and/or school specific reports (DSO only)
- Ability to maintain and update your roster information solely in MMS
- Instant access to your information 24 hours a day/7 days a week.
- Enhanced ability to manage and utilized your allotted FTE to the fullest.

* Please keep in mind that access to MMS does not allow you to make any Manpower MPV changes to FTE or notes. Such requests still must be submitted through the appropriate DSO contact to the DoDDS-E Manpower office.

Who do I contact if I have questions not answered in this Guide?

- Technical Questions (Connection and password issues): Reference the “CITRIX Support Manual”. If questions remain, contact the IT Support Help Desk at DSN 338-7934
- General User Issues (Navigation, reports, roster population questions):
 - DSO: Contact Manpower Office at DSN 338-7349 or 338-7726
 - Schools: Contact Your DSO MMS contact.

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WELCOME TO MMS

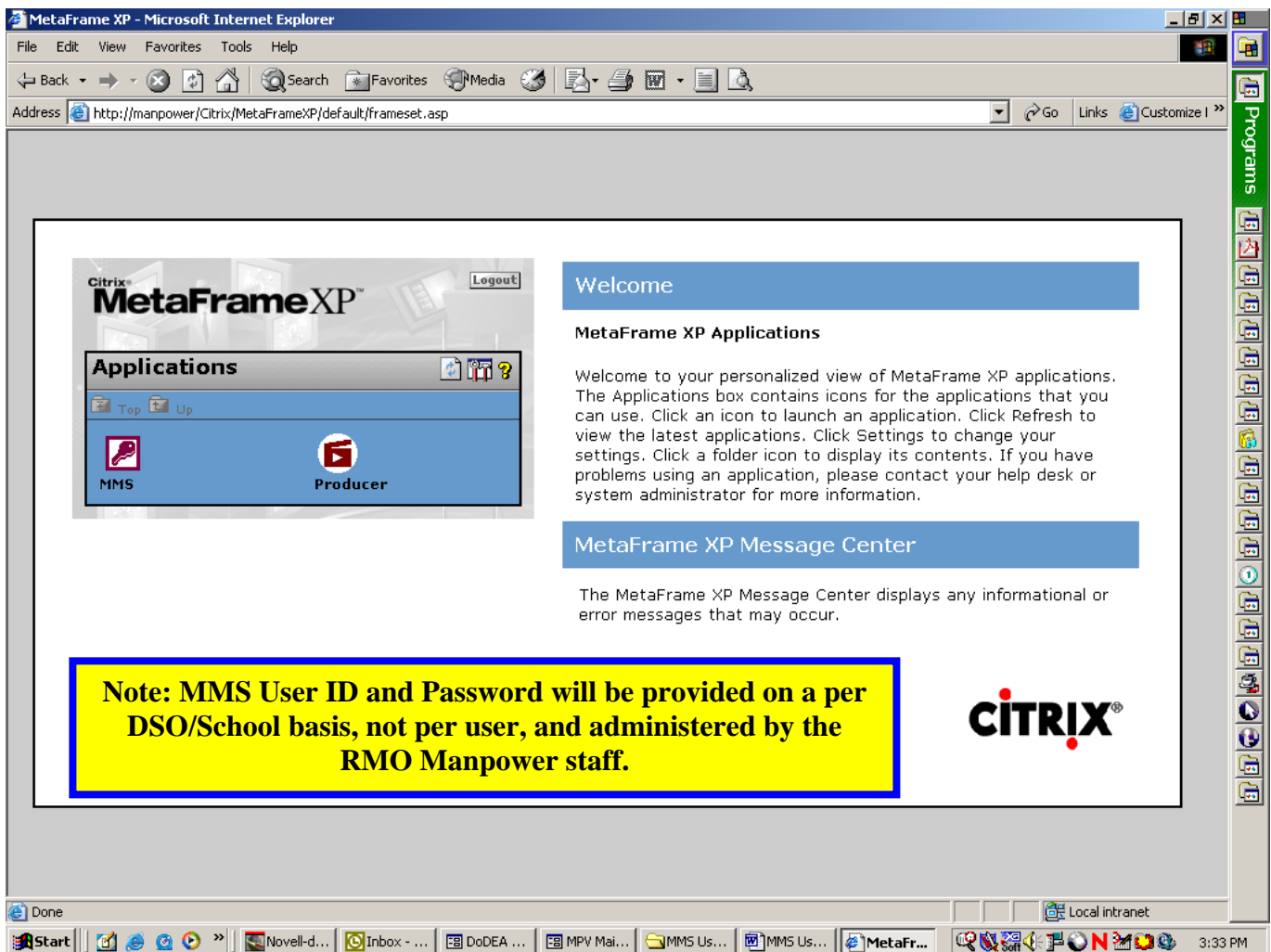
1.0 Purpose of this Guide: To provide DSOs and schools with a basic understanding of MMS and the benefits, capabilities, limitations and responsibilities it brings to the DSO and School level. The MMS screens are provided for easier understanding and navigation between them so the desired MMS information can be readily and easily accessed. In addition, the importance of the roster population and maintenance effort is discussed in detail with their benefits and system responsibilities clearly defined.

2.0 Getting Familiar with MMS: This section will give you an overview of the process of connecting to MMS and walk you through the MMS screens that you will encounter. Citrix and all connection topics are discussed in detail in the “Citrix User Manual” on the intranet at <https://www.intranet.XXXX>.

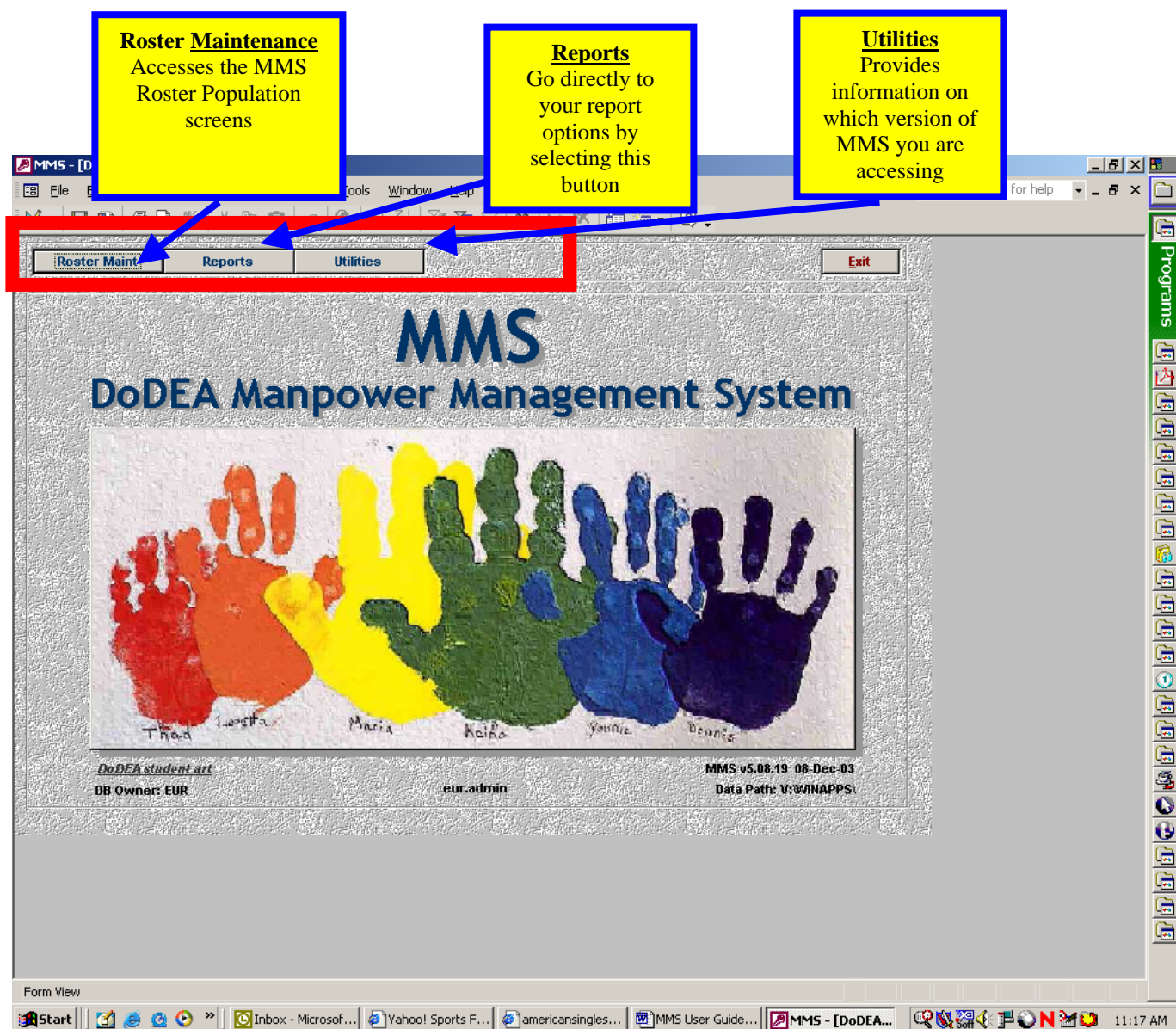
3.0 Connecting to MMS: Schools and DSOs will access MMS via Citrix (which is the same process many of you currently use to access the MODERN Personnel system). Citrix is a separate software program that enables a user to access a program (in this case MMS) without having to actually install that program on your desktop. Rather, Citrix creates a “window” or gateway interface whereby you will be able to view MMS data which resides on a server in DoDDS-E HQ in Wiesbaden, Germany.

Please refer to the Citrix Users Guide for step by step procedures on how to install Citrix on your desktop to access MMS.

STEP ONE: Once you are connected to Citrix, you will be presented with a new selection of icons from which to choose. Select the MMS Icon and enter your MMS username and password (provided by RMO Manpower) at the dialogue box which appears.



STEP TWO: Once you have successfully connected into MMS, the home screen for MMS will appear as shown below:



3.1 MMS Data Restricted to Your Specific Organization: The MMS data that you view will be restricted to that of your specific organization. School users will only be able to access MMS data for their school. DSO users will be able to access MMS data for all the schools in the district, including the DSO itself. Features which are available only to DSO users will be specifically noted throughout this guide.

4.0 Basic MMS Overview: Upon successful log on, the MMS homepage will appear and provide 3 selection options. For purposes of this guide, the discussion focus will be on the capabilities and information within the MPV Maintenance screens and the Reports screens.

4.1 MMS ROSTER MAINTENANCE SCREEN: The *MMS Roster Maintenance Screen* is the primary MMS screen for DSO’s and Schools and contains an unofficial “dashboard” view of a particular school/DSO FTE profile. This screen also serves as a gateway to other MMS capabilities. For DSO users, this screen allows you to view any and all Schools within the DSO and all DSO FTE data. Given the quantity of data within this screen, the *MMS Roster Maintenance Screen* is broken into several sections.

4.2 HOW TO FIND ROSTER INFORMATION: Drop Down Menus for Choose School Year, Choose Location, and Choose VG + Job menus **MUST** be selected to access roster information..

Choose School Yr
Indicates which SY FTE data is being displayed.

Choose Location
Name of school whose FTE data is being displayed

Choose VG + Job
Lists Jobs by Voucher Group

The screenshot shows the 'MMS Roster Maintenance' application window. At the top, a yellow box titled 'How to Find Roster Information' contains three steps: 'Step 1 - Choose School Yr' (2003-2004), 'Step 2 - Choose Location' (Bad KissingenES), and 'Step 3 - Choose VG + Job' (Administration - Principal). Below this, the main interface shows the selected school 'Bad Kissingen ES' and job 'Administration - Principal'. A table displays FTE data for the selected job, with columns for FTEs, Hrs/PP, Vacant, Employee Name, Job Detail, Comments, RPA #, N, O, L, Location, and Chg. The table shows one record for 'CONNELL LETCHER B' with an FTE of 1.00 and Hrs/PP of 0. The bottom of the window shows a record count of 1 of 1 (Filtered) and a taskbar with various system icons and the time 3:07 PM.

4.2.1 CHOOSE SCHOOL YEAR MENU: Located under the *How to Find Roster Information* box, this drop down menu provides access to multi-year MMS data.

Choose School Yr
Provides the user access to multiple school years for MMS data

MMS Roster Maintenance
2004-2005
Isles District Office
Transportation Section - Transportation Assistant

FTEs	Auth	Filled	Vacant/Unfilled	Over	Days/Yr	FTEs	Hrs/PP
10.00		8.00	2.00			0	

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	H	O	L	Location	Chg
1.00	0.0	<input checked="" type="checkbox"/>			ALLEN WILLIE B	1600158246	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	COTE CATHERINE M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	EDWARDS THERESA A				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	HOLLOWAY HENRY M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	PATTON HAYLEY ANN				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	QUEVY CHERRY M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	SEESE PATRICIA SIM				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	TATE STEPHEN MICHAEL				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	WATERS JENNIFER	Vice: Clark		1600158247	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>

FTE: 10.00, Hrs/PP: 0

Record: 1 of 1 (Filtered)

Form View | FLTR

Taskbar: Start, DoDEA..., Inbox..., RealPla..., MMS U..., MMS U..., Position, 4:09 PM

4.2.2 CHOOSE LOCATION MENU: Located under the *How to Find Roster Information* area, this drop down menu provides FTE information at a glance of the organization to be reviewed and includes total Authorized FTE's, total filled FTE, total vacant FTE, and all Over Executions of FTE. In the below example, the DSO is authorized access only to all schools within that District. For a Division/School, access would be limited strictly to that Division/School.

AUTH
The total authorized FTE assigned to that particular organization as set by DoDEA.

FILLED
The total FTE actually filled by employee roster names.

VACANT
The # of vacant FTE not filled by employee roster data

OVER
The # of FTE shown as exceeding authorized the FTE also known as Over Executions

How to Find Roster Information

Step 1 - Choose School Yr: 2004-2005
 Step 2 - Choose Location: Isles DSO
 Step 3 - Choose VG + Job

ShortOrcDesc	Auth	Filled	Vacant	Over	Specialist
Alconbury ES	35.02	29.11	5.91		
Alconbury HS	35.16	29.66	5.50		
Bahrain ES/HS	87.59	47.90	39.69		
Brussels ES/HS	45.19	31.44	13.75		
Croughton ES	18.19	15.89	2.30		
Feltwell ES	45.00	38.32	6.68		
Iceland ES	54.05	36.65	17.39		
Iceland HS	33.56	21.56	12.00		
Isles DSO	95.06	41.00	54.06		
Lajes ES	35.69	21.16	14.53		
Lajes HS	30.88	25.38	5.50		
Lakenheath ES	96.43	80.48	15.96		
Lakenheath HS	73.72	60.42	13.30		
Lakenheath MS	75.85	57.94	17.91		
Liberty IS	40.03	34.69	5.35		
London Ctl Dorm	18.50	16.50	2.00		
London Ctl HS	48.84	45.38	3.47		
Menwith Hill ES	45.10	30.06	15.03		
SHAPE ES	73.93	60.15	13.79		
SHAPE JHS/HS	64.80	51.97	12.83		
West Ruislip ES	26.61	19.88	6.73		

MMS Roster Maintainer

Information Technology Section - S

Auth: 1.00, Filled: , Vacant/Unfil: 1.00

Hrs/PP: , FTEs: 1.00

APPLY CHANGES

FTE: 1.00, Hrs/PP: 0.00, Employee Name: []

Record: 14 of 1 (Filtered)

Form View, FLTR

Windows Taskbar: Start, Inbox - M..., RealPlaye..., MMS User..., MMS User..., DoDEA M..., Position, 10:38 AM

4.2.3 CHOOSE VG + JOB MENU: Located under the *How to Find Roster Information* area, Voucher Groups are the broad job category headings under which all of the various Voucher Groups and Manpower Job types are placed. The total FTE for the DSO/School is displayed along with a break out of how many FTE fall within each of the job categories. In addition, there is information on total authorized FTE, number of filled FTE, number of current vacant FTE, and any Over Executions that exceed the authorized FTE for that Voucher Group and Job Type.

In this example, the *Transportation Section Voucher Group* job category has been selected which displays all applicable *Transportation Assistant* job types

NOTE: Manpower Job Types DO NOT always correspond with the Classified Job Title provided by Personnel.

CHOOSE VG + Job
Voucher Group and Job Type Categories under which are placed the FTE for all applicable job types

AUTH
Total Authorized FTE for this organization - including an FTE break out by job

FILLED
of FTE slots currently filled - by job category and totaled.

VACANT
of FTE currently listed as vacant by job category and totaled (per roster data: see Sec 4.0)

How to Find Roster Information

Step 1 - Choose School Yr: 2004-2005
 Step 2 - Choose Location: Isles DSO
 Step 3 - Choose VG + Job: Transportation Section - Transportation Assistant

Voucher Group - Job Name	Auth	Filled	Vacant	Over
Transportation Section - Transportation Assistant	10.00	7.00	3.00	
Transportation Section - Transportation Operations Specialist	4.00	4.00		
Human Resources Section - Customer Service Representative (OA)	1.00		1.00	
Human Resources Section - Labor/Employee Relations Specialist	1.00	1.00		
Human Resources Section - Personnel Assistant	3.00	3.00		
Human Resources Section - Personnel Assistant (FNIDH)	1.50		1.50	
Human Resources Section - Personnel Management Specialist	1.00		1.00	
Instructional Services Section - Education Technologist (DSO Level)	2.00		2.00	
Instructional Services Section - Instructional Systems Specialist	6.00	4.00	2.00	
Instructional Services Section - Special Education Specialist (DSO ONLY)	1.00	1.00		
Financial Services Section - Accountant	1.00	1.00		
Financial Services Section - Accounting Technician	0.00			
Financial Services Section - Budget Assistant	1.00	1.00		
Financial Services Section - Budget Officer	1.00	1.00		
Financial Services Section - Educational Business Manager	1.00	1.00		
General Services/Facilities Section - General Engineer	1.00		1.00	
General Services/Facilities Section - Inventory Management Specialist	1.00	1.00		
General Services/Facilities Section - Logistics Management Specialist	1.00	1.00		
General Services/Facilities Section - Physical Security Specialist	2.00	2.00		
DSO Managed Positions, School Level - Education Aide	0.40		0.40	
DSO Managed Positions, School Level - Education Technologist (School Le	0.50		0.50	
DSO Managed Positions, School Level - Psychologist	0.00			
DSO Managed Positions, School Level - Substitutes	24.98		24.98	
DSO Managed Positions, School Level - Undistributed (Full-Day Kindergarte	1.00		1.00	
DSO Managed Positions, School Level - Undistributed (GS)	0.00			
DSO Managed Positions, School Level - Undistributed (Kindergarten Aides)	0.56		0.56	
DSO Managed Positions, School Level - Undistributed (Professional)	6.50		6.50	
DSO Managed Positions, School Level - Undistributed (SPED Paraprofession	0.30		0.30	
DSO Managed Positions, School Level - Undistributed (SPED Professionals)	0.50		0.50	

MMS Roster Mainte

Transportation Section - Transporta

FTEs	Auth	Filled	Vacant/Unfil
10.00	10.00	7.00	3.00

APPLY CHANGES

FTE	Hrs/PP	Vacant	Employee Name
1.00	0.0	<input checked="" type="checkbox"/>	
1.00	0.0	<input checked="" type="checkbox"/>	
1.00	0.0	<input checked="" type="checkbox"/>	
1.00	0.0	<input type="checkbox"/>	COTE CYNTHIA J
1.00	0.0	<input type="checkbox"/>	EDWARDS THERESA
1.00	0.0	<input type="checkbox"/>	HOLLOWAY HENRY
1.00	0.0	<input type="checkbox"/>	PATTON HAYLEY AN
1.00	0.0	<input type="checkbox"/>	QUEVY CHERRY M
1.00	0.0	<input type="checkbox"/>	SEESE PATRICIA SIM
1.00	0.0	<input type="checkbox"/>	TATE STEPHEN MICH

FTE: 10.00 Hrs/PP: 0

Record: 1 of 1 (Filtered)

Form View

Windows taskbar: Start, RealPlayer: B..., MMS User Gu..., MMS User Gu..., DoDEA MMS, Position, 11:05 AM

5.0 ROSTER DETAIL SCREEN SELECTION: Once a Voucher Group and Job have been selected from the menu, MMS then shows detailed roster information for that Voucher Group and Job Title by displaying the individual employee names and FTE assigned.

Notice that within the *Transportation Section - Transportation Assistant* categories there are a total of 10.0 FTE with 8.0 filled and 2.0 vacant. The *Days/Yr* box will contain data only for paraprofessional and seasonal clerical jobs.

At the bottom of the screen, the authorized FTE is again restated along with the *Hrs/PPP*. Positions managed in part by hours per pay period (hrs PPP) or annual days (paraprofessionals/aides, substitutes, SY season School Clerical) have these factors specified as appropriate.

Voucher Group – Job Title

Lists Total FTE authorized within a Voucher Group by Manpower Job Title – including filled and vacant FTE data and Over Executed Positions

Voucher Groups using Paraprofessional and Seasonal Employees will also include Hours Per Pay Period and Days/Year Summary

MMS Roster Maintenance 2004-2005
Isles District Office

Auth	Filled	Vacant/Unfilled	Over	Days/Yr	FTEs	Hrs/PP
10.00	8.00	2.00	0	0	10.00	0

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	N	O	L	Location	Chg
1.00	0.0	<input checked="" type="checkbox"/>			ALLEN WILLIE B	1600158246	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	COTE CYNTHIA J				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	EDWARDS THERESA A		Additional comments related to this position		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	HOLLOWAY HENRY M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	PATTON HAYLEY ANN				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	QUEVY CHERRY M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	SEESE PATRICIA SIM				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	TATE STEPHEN MICHAEL				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	WATERS JENNIFER		Vice: Clark	1600158247	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>

FTE 10.00 **Hrs/PP** 0

Note: Shows running total FTE and Hours PPP within the voucher group.

5.1 ROSTER DETAIL SCREEN OVERVIEW: There are some additional buttons on MMS DSO Roster Maintenance Screen that are discussed here.

Job Detail
Provides information for specific employee job duties

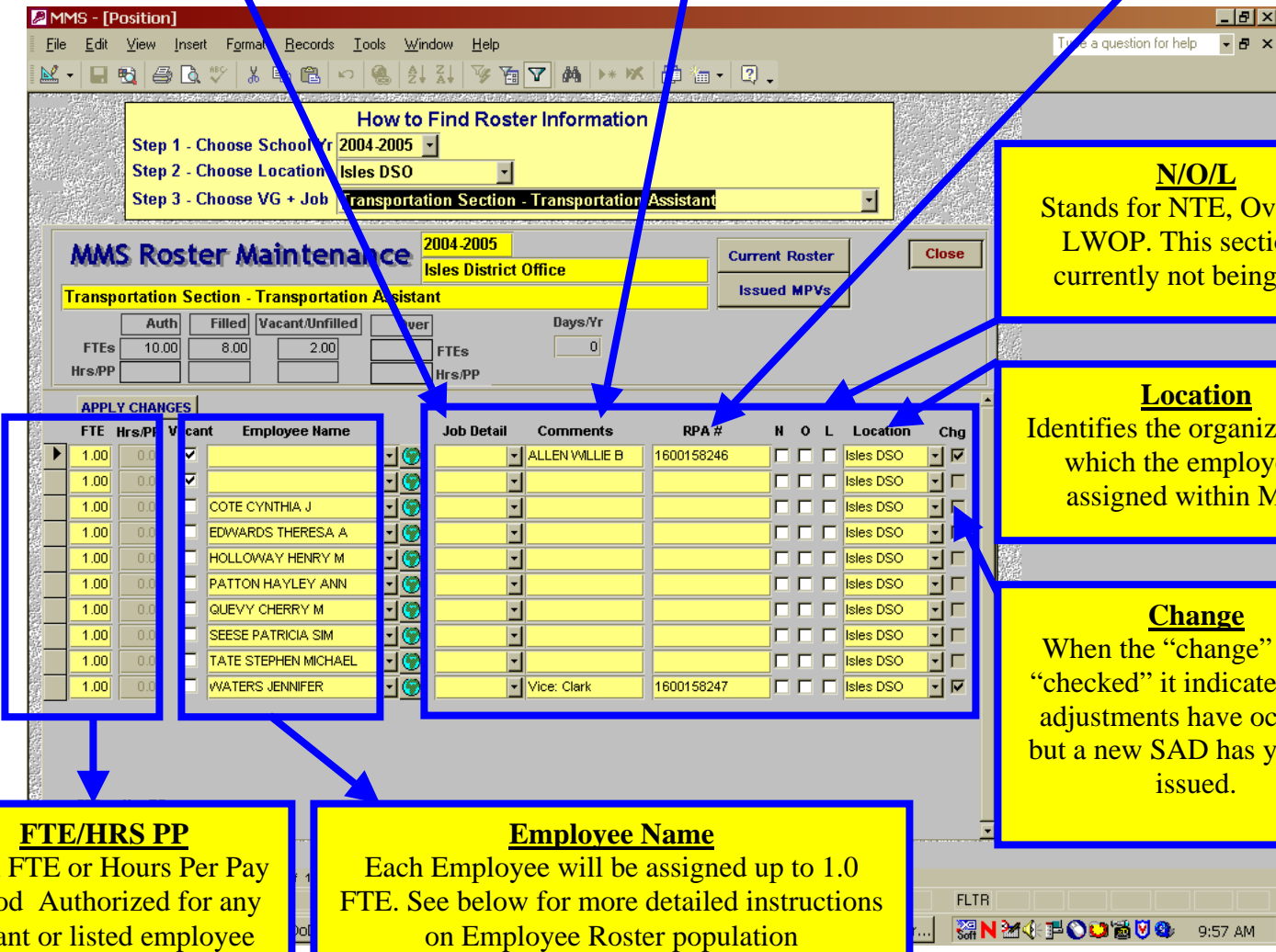
Comments Box
Used to identify departed employees (vice) or unique information for the employee or position

RPA # Box
Contains the current RPA tracking number for any current recruitment action

N/O/L
Stands for NTE, Overhire, LWOP. This section is currently not being used

Location
Identifies the organization in which the employee is assigned within MMS

Change
When the "change" box is "checked" it indicates roster adjustments have occurred but a new SAD has yet to be issued.



FTE/HRS PP
Total FTE or Hours Per Pay Period Authorized for any vacant or listed employee

Employee Name
Each Employee will be assigned up to 1.0 FTE. See below for more detailed instructions on Employee Roster population

5.2 ROSTER DETAIL SCREEN REPORTS ACCESS: One of the primary benefits of MMS is the immediate access of the current official MPV and *Employee Roster by Job Report* directly from your own desktop.

How to Find Roster Information

Step 1 - Choose School Yr: 2004-2005
 Step 2 - Choose Location: Isles DSO
 Step 3 - Choose VG + Job: Transportation Section - Transportation Assistant

MMS Roster Maintenance 2004-2005
 Isles District Office

Buttons: Current Roster, Issued MPVs, Close

FTEs	Auth	Filled	Vacant/Unfilled	Over	Days/Yr	FTEs
10.00	10.00	8.00	2.00		0	

APPLY CHANGES

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	N	O	L	Location	Chg
1.00	0.0	<input checked="" type="checkbox"/>	ALLEN VMLLIE B			1600158246	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	COTE CATHERINE M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	EDWARDS THERESA A				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	HOLLOWAY HENRY M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	PATTON HAYLEY ANN				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	QUEVY CHERRY M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	SEESE PATRICIA SIM				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	TATE STEPHEN MICHAEL				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	WATERS JENNIFER		Vice: Clark	1600158247	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>

Request For Personnel Assignment (RPA) number related to filling this position

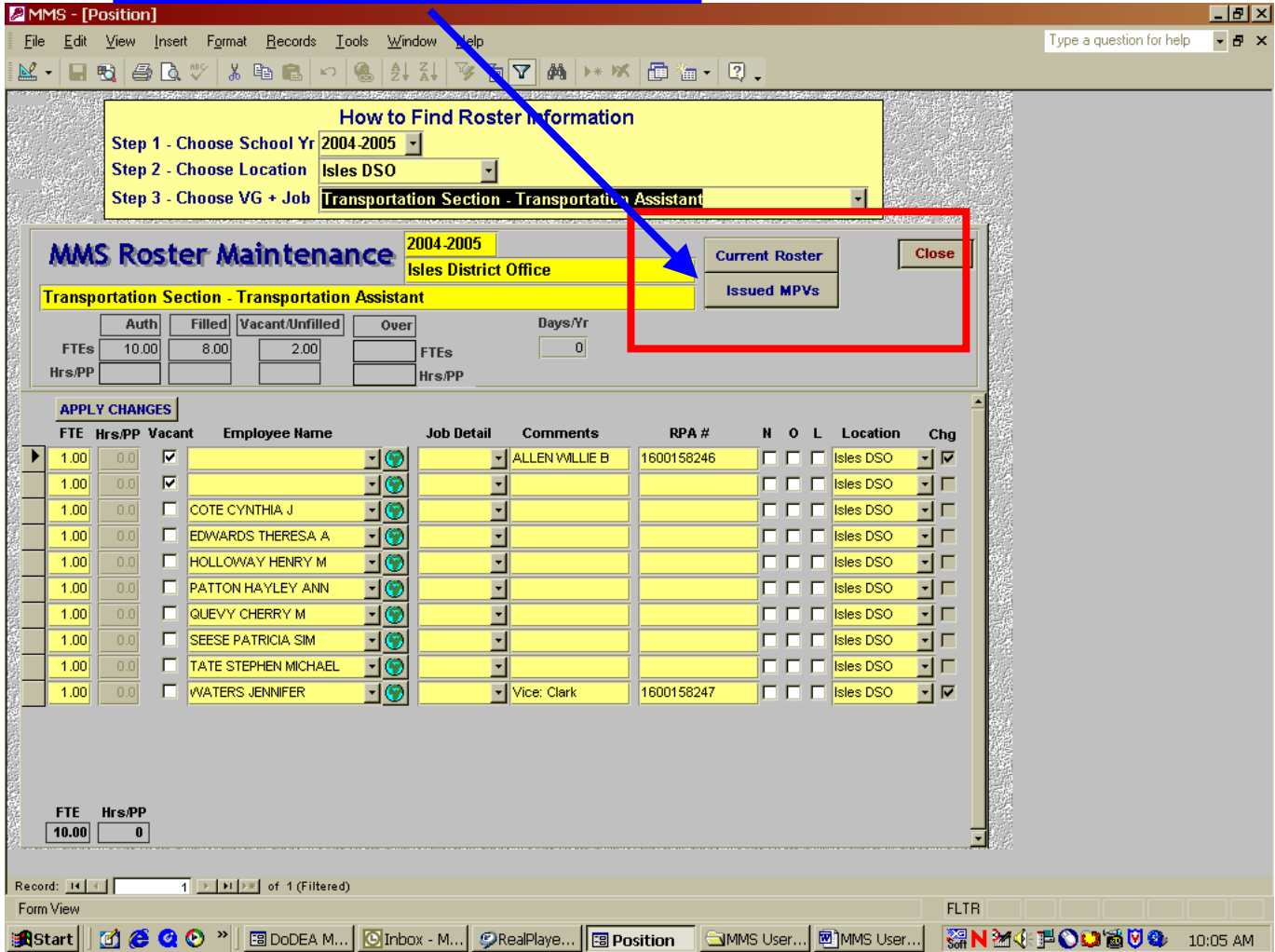
Record: 1 of 1 (Filtered)
 Form View FLTR

Taskbar: Start, DoDEA..., Inbox..., RealPla..., MMS U..., MMS U..., Position, 4:30 P

5.2.1 ACCESSING CURRENT MPV AND STAFF AUTHORIZATION DOCUMENT (SAD)

To quickly access your official MPV, click on *Issued MPV's* button to see an audit trail of all previously issued MPV and to print the most current *Staff Authorization Document (SAD)*.

Issued MPVs
Provides access to the most recent MPV and all previously issued MPV for a selected School Year.



5.2.2 MPV HISTORY SCREEN: Selecting the *Issued MPV's* button brings the user to the *MPV History Screen*. To select the official and most current MPV, click on the *MPV* button for the latest “issuance” (with most recent “effective date”). In the sample below, the official MPV would be issuance #19. The number of issued MPV’s that appear on this list will depend on the number of Manpower changes that have occurred on the voucher during the selected School Year.

- ISSUANCE AND MPV**
Displays chronological MPV history in report form (can be converted to a Word Doc) known as a Staff Authorization Document (SAD)
- 2YrCompare**
Compares current MPV totals to previous SY MPV totals.
- Roster**
A quick link to the Employee Roster by Job FTE Report.
- Issuance & Effective Date**
Sequences by date all MPVs that have been issued.
- FTEs**
Track FTE changes between MPVs at a glance.
- Remarks & By**
Notated Summary of MPV changes made by Manpower

Issued MPVs

Isles DSO
2004-2005

Issuance	MPV	2YrCompare	Roster	Eff.Date	FTEs	Remarks	By
19	MPV	2YrCompare	Roster	03-Sep-04	95.39	CORRECTED: +35PPP FROM SHHS	spryd
18	MPV	2YrCompare	Roster	03-Sep-04	95.39	+35PPP from SEDA @ SHES (bal=495).	spryd
17	MPV	2YrCompare	Roster	20-Aug-04	96.06	-130PPP FROM RESD TO SEDA @ SHES.	spryd
16	MPV	2YrCompare	Roster	13-Aug-04	97.28	-20PPP from RESD to SEDA @ BRUS.	spryd
15	MPV	2YrCompare	Roster	09-Jul-04	97.47	-1.0 to RRLD @ FWES.	spryd
14	MPV	2YrCompare	Roster	18-Jun-04	98.47	SIS ALLOCATION	spryd
13	MPV	2YrCompare	Roster	04-Jun-04	94.74	CORRECTED: -.5 from UDUD to LIMM @ LKES and -1	spryd
12	MPV	2YrCompare	Roster	04-Jun-04	94.74	-.5 from RESP to LIMM @ LKES and -10PPP from RES	spryd
11	MPV	2YrCompare	Roster	06-May-04	95.34	-1.0 AACT to AACT @ DoDDS-E RMO (Accounting Te	glovag
10	MPV	2YrCompare	Roster	30-Apr-04	96.34	-140PPP from RESR (-70 to SEAI @ LBIS and -70 to S	spryd
9	MPV	2YrCompare	Roster	12-Mar-04	97.66	8000 from RESD to SEAI @ LBIS	spryd

Issue New MPV

Issue New MPV
For DoDDS-E
Manpower Office
Use Only

5.2.3 OFFICIAL MANPOWER VOUCHER (MPV) AND STAFF AUTHORIZATION DOCUMENT (SAD):

When Manpower issues an approved Manpower Voucher (MPV) it is distributed as a Staff Authorization Document (SAD). The SAD becomes your official manning and staffing document for other necessary actions such as RPA.

Manpower Voucher/Staff Authorization Document
 This report provides effective date of action, issuance number, location, total FTE by organization, FTE by Voucher Group, FTE by Job Code, and historical voucher notes

SY 2004-2005 Staff Authorization Document
Isle District Office

Voucher Number 19 Effective September 03, 2004

Job Code	Job Title	FTE	Note	FTE Total 95.39
Office of the Superintendent				
DSSU	Education Program Administrator	1.0		
DSAD	Education Program Administrator (Asst Supt)	2.0		
OSCS	Secretary (Office Automation)	2.0		
SAT	School Support Assistant	1.0		
	<i>Office of the Superintendent Total</i>	<i>6.0</i>		
Classroom Teachers				
ESLP	ESL Professionals	0.5	1/17 +19.0 from ESLP @ Dir Reserve. 1/23: -18.0 (-0.5 to ESLP @ ALES (IT to ALHS); 0.5 to ESLP @ FWES (IT to LKMS); -0.5 to ESLP @ LJES (IT to LJHS); -0.5 to ESLP @ LBIS (IT to LKHS); -0.5 to ESLP @ LCHS (IT to WRES and CROU); -0.5 to ESLP @ MENW; -1.0 to ESLP @ ICES (IT to ICHS); -1.0 to ESLP @ LKES; -1.5 to ESLP @ BAHR; -1.5 to ESLP @ BRUS; -1.5 to ESLP @ LKES; -7.0 to ESLP @ SHES; -3.0 to ESLP @ SHHS. 3/5: -5 to ESLP @ LKES.	
COED	Compensatory Education Teacher	0.0	1/23 +7.0 from COED @ Dir Resv. 2/13: -7.0 to COED as follows: (-1.0 to FWES; -1.0 to ICES; -1.0 to LJES; -2.0 to LKES; -1.0 to LBIS; -1.0 to SHES).	
	<i>Classroom Teachers Total</i>	<i>0.5</i>		
Information Technology Section				
SPCS	Supervisory Computer Specialist (AT)	1.0		
ASCD	Computer Specialist (Admin Tech)	8.0		
	<i>Information Technology Section Total</i>	<i>9.0</i>		
Transportation Section				

5.3 ACCESSING CURRENT ROSTER DATA: By clicking on the *CURRENT ROSTER* button, the user can access the *Employee Roster By Job Report* to view the total authorized FTE for the selected organization and authorized FTE for each voucher group and job. This report also matches employee names to their approved Manpower job title and the authorized/filled FTE for each employee. See the detailed *Employee Roster By Report* under the **REPORTS** section.

Current Roster
Provides access to the most current Employee Roster By Job Report

How to Find Roster Information

Step 1 - Choose School Yr: 2004-2005
 Step 2 - Choose Location: Isles DSO
 Step 3 - Choose VG + Job: Transportation Section - Transportation Assistant

MMS Roster Maintenance 2004-2005
 Isles District Office

Auth	Filled	Vacant/Unfilled	Over	Days/Yr
FTEs: 10.00	8.00	2.00		FTEs: 0
Hrs/PP				Hrs/PP

APPLY CHANGES

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	N	O	L	Location	Chg
1.00	0.00	<input checked="" type="checkbox"/>			ALLEN WILLIE B	1600158246	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.00	<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.00	<input type="checkbox"/>	COTE CATHERINE M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.00	<input type="checkbox"/>	EDWARDS THERESA A				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.00	<input type="checkbox"/>	HOLLOWAY HENRY M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.00	<input type="checkbox"/>	PATTON HAYLEY ANN				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.00	<input type="checkbox"/>	QUEVY CHERRY M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.00	<input type="checkbox"/>	SEESE PATRICIA SIM				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.00	<input type="checkbox"/>	TATE STEPHEN MICHAEL				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.00	<input type="checkbox"/>	WATERS JENNIFER	Vice: Clark		1600158247	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>

FTE: 10.00 Hrs/PP: 0

Record: 1 of 1 (Filtered)
 Form View
 FLTR

Taskbar: Start, DoDEA..., Drafts..., RealPla..., MMS U..., MMS U..., Position, 4:58 PM

5.3.1 Employee Roster By Job Report: Provides quick access in MPV format to view roster population by voucher group for each current employee, by FTE, and includes historical MPV Notes.

Employee Roster By Job Report
 Includes Current Date, School, School Year, Voucher Group, Total FTE, Total FTE by Voucher Group, Total FTE by Job, associated by Employee Name and their FTE.
 Also includes historical MPV Notes.

r_PosDetail_Now

Employee Roster By Job

School Year 2004-2005
 As Of 10-Sep-04
Isles District Office

	FTE	AUTH
Office of the Superintendent	6.0	
Education Program Administrator (DSSU)	1.0	
1.0 - CURTIS LINDA L	1.0	
Education Program Administrator (Asst Supt) (DSAD)	2.0	
1.0 - GERSTNER GARY W	1.0	
1.0 - SIMMONS LYNDA	1.0	
Secretary (Office Automation) (DSSC)	2.0	
1.0 - Secretary DAVIDSON VICKIL	1.0	
1.0 - Secretary RICHARDSON	1.0	
School Support Assistant (SSAT)	1.0	
1.0 - SupplyTech BLISS MICHAILA	1.0	
Classroom Teachers	0.5	
ESL Professionals (ESLP)	0.5	
0.5 - <i>vacant</i>	0.5	
Information Technology Section	9.0	
Supervisory Computer Specialist (AT) (SPCS)	1.0	
1.0 - <i>vacant</i>	1.0	Vice: Vergnani
Computer Specialist (Admin Tech) (ASCD)	8.0	
1.0 - <i>vacant</i>	1.0	Filed by Contract AT VICE: WATSON
1.0 - <i>vacant</i>	1.0	
1.0 - BATEY, JR THOMAS O	1.0	
1.0 - CRAWFORD FRANK L.	1.0	
1.0 - FLANNELLY PETER W	1.0	
1.0 - PAEK HARRY S	1.0	
1.0 - SEESE WILLIAM J	1.0	

r_PosDetail_Now.rtf: 3,601 characters (an approximate value).

6.0 ROSTER MAINTENANCE PROCEDURES: MMS provides the ability to manually update and change Employee Rosters for any organization as frequently as any change is required. The following procedures provides the user with an easy 1-2-3-4-5 in making roster changes and providing additional employee or position detailed information useful in identifying that employee or position.

Accurate and timely roster population is the key to MMS. This activity provides the structural basis for all reporting information that comes from within the MMS applications package. Once completed by each school and DSO, roster population data can then be extracted through a variety of manpower specific reports as outlined below:

Using the *Transportation Section – Transportation Assistant* Voucher/Job Title at DSO Isles for SY 2004-05, the following screen examples are provided:

Note: Position Detail Info for School Year, School Location, and Voucher Group. Each Menu MUST be selected before roster population can occur.

FTEs	Auth	Filled	Vacant/Unfilled	Over	FTEs	Days/Yr
10.00		8.00	2.00			0

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	N	O	L	Location	Chg
1.00	0.0	<input checked="" type="checkbox"/>	ALLEN VMLLIE B			1600158246	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	COTE CYNTHIA J				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	EDWARDS THERESA A				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	HOLLOWAY HENRY M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	PATTON HAYLEY ANN				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	QUEVY CHERRY M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	SEESE PATRICIA SIM				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	TATE STEPHEN MICHAEL				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	WATERS JENNIFER	Vice: Clark		1600158247	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>

Record: 1 of 1 (Filtered)

Form View

FLTR

Start | DoDEA... | Inbox... | RealPla... | Position | MMS U... | MMS U... | f_Mpv... | 11:00 AM

6.1 MAKING ROSTER CHANGES: Detailed employee names and other unique employee information can be obtained by selecting the drop down menus shown below. Employee information is manually updated regularly from Modern on a regular basis. The **ORC Drop Down Menu** directory lists employees that should be assigned to the particular ORC (Organization Code) along with their Job Title and other pertinent employee identifier data. Usually, the ORC assignment in Modern is correct and the Employee name is found easily in the ORC drop down menu.

STEP 1: Simply highlight the employee name from the **ORC Drop Down Menu** and it is placed automatically in the **Employee Name** box. In the case shown below, the employee to be selected was located within the **ORC Drop Down Menu** directory.

NOTE: If you accidentally enter the wrong employee name or wish to change the name you have previously entered, simply hit the escape key to make the new change.

ORC Drop Down Menu
 This directory lists each employee assigned to a particular ORC

How to Find Roster Information

Step 1 - Choose School Yr: 2004-2005
 Step 2 - Choose Location: Isles DSO
 Step 3 - Choose VG + Job: Transportation Section - Transportation Assistant

MMS Roster Maintenance
 2004-2005
 Isles District Office

Transportation Section - Transportation Assistant

FTEs	Auth	Filled	Vacant/Unfilled	Over	Days/Yr
10.00	10.00	8.00	2.00		0

APPLY CHANGES

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	N	O	L	Location	Chg
1.00	0.00	<input checked="" type="checkbox"/>	ALLEN WILLIE B			1600158246	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.00	<input checked="" type="checkbox"/>	COTE CATHERINE M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.00	<input type="checkbox"/>	EDWARDS THERESA A				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.00	<input type="checkbox"/>	HOLLOWAY HENRY M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>

Employee Name	Plan	Modern System Position Title	Orc Name	MOD Orc	CpcnSeq	SrmsId
GERSTNER GARY W	TP	EDUCATION PROGRAM MANAGER (ASSISTANT SUPE	Isles DSO	280000	5074-53272	M13727
HOLLOWAY HENRY M	GS	TRANSPORTATION ASSISTANT (OA)	Isles DSO	280000	G6292-1262	M16392
JACKSON NICHOLAS E	GS	ACCOUNTANT	Isles DSO	280000	6187-43167	M29678
LEEDY ELIZABETH A.	GS	BUDGET OFFICER	Isles DSO	280000	S9172-49683	M31303
LEONARD ALITASH K.	GS	HUMAN RESOURCES ASSISTANT (OA)	Isles DSO	280000	A9164-44007	M30050
MANN JENNIFER PEREZ	GS	SCHOOL SUPPORT ASSISTANT	Isles DSO	280000	A6070-63435	M35958
MARKS WILLIAM	GS	Transportation Operations Specialist	Isles DSO	280000	G6302-46412	M20375
MATTHEWS STEPHEN W	GS	TRANSPORTATION OPERATIONS SPECIALIST	Isles DSO	280000	H9089-1249	M11133
MCGEE BRIAN	TP	ISS EDUCATIONAL TECHNOLOGIST (MINSCHOOL)	Isles DSO	280000	9037-71118	M33370
MCGEE BRIAN J	TP	EDUCATIONAL TECHNOLOGIST	Isles DSO	280000	0485-74228	M19398
MCGLASSON LISA M.	GS	HUMAN RESOURCES SPECIALIST (LABOR & EMPLOY	Isles DSO	280000	6400-61008	M35610
PAEK HARRY S	GS	INFORMATION TECHNOLOGY SPECIALIST	Isles DSO	280000	E6190-42267	M26411
PATTON HAYLEY ANN	GS	TRANSPORTATION ASSISTANT (OA)	Isles DSO	280000	G6292-1267	M29048
PROSIO JEAN ELIZABETH	GS	CUSTOMER SERVICE REPRESENTATIVE (OFFICE AUT	Isles DSO	280000	A9201-73821	M39536
QUEVY CHERRY M	GS	TRANSPORTATION ASSISTANT (OFFICE AUTOMATIO	Isles DSO	280000	A6291-62822	M27586
RICHARDSON JONATHAN D	GS	HUMAN RESOURCES ASSISTANT (OA)	Isles DSO	280000	A9164-24618	M36592
SEESE PATRICIA SIM	GS	TRANSPORTATION ASSISTANT (OA)	Isles DSO	280000	A6291-1254	M29079

STEP 2: If the *ORC Drop Down Menu* directory does not contain the Employee name, then checking the *DoDEA Global Drop Down Menu* directory (identified with Global Icon) may provide the desired search result:

NOTE: Since *MMS* is manually updated with *Modern* data, there is some lag time associated with the most current available information. *Modern* and *MMS* may require up to 2 pay periods to synch-up. If the employee name is still not available within 2 pay periods, the *DSO* should contact *Manpower* to research the problem. However, as a temporary solution, you can still manually enter the name of the missing employee and (?) shows next to the employee name on the *Employee Roster By Job Report*.

ADDITIONAL NOTE: Foreign National employees (*FNIDH* and *FNDH*) names are not contained in the *MODERN* or *MMS* database and **MUST** be manually entered. A (?) will show next to the name of the *LN*.

DoDEA Global Drop Down Menu
This directory is for all current DoDEA employees world-wide.

How to Find Roster Information
 Step 1 - Choose School Yr: 2004-2005
 Step 2 - Choose Location: Isles DSO
 Step 3 - Choose VG + Job: Transportation Section - Transportation Assistant

MMS Roster Maintenance
 2004-2005
 Isles District Office
 Transportation Section - Transportation Assistant

Table 1: Summary Data

Auth	Filled	Vacant/Unfilled	Over	Days/Yr
FTEs: 10.00	8.00	2.00		FTEs: 0
Hrs/PP				Hrs/PP

Table 2: Employee Roster

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	N	O	L	Location
1.00	0.0	<input checked="" type="checkbox"/>	ALLEN WILLIE B			1600158246				Isles DSO
1.00	0.0	<input type="checkbox"/>	COTE CATHERINE M							Isles DSO
1.00	0.0	<input type="checkbox"/>	EDWARDS THERESA A							Isles DSO
1.00	0.0	<input type="checkbox"/>	HOLLOWAY HENRY M							Isles DSO

Table 3: Detailed Employee Data

Employee Name	Plan	Modern System Position Title	Orc Name	MOD Orc	CpcnSeq	SrmsId
HOLLOWAY HENRY M	GS	TRANSPORTATION ASSISTANT (OA)	Isles DSO	280000	G6000-1262	M18392
HOLLOWAY JEANNINE T	GS	EDUCATION AIDE	Loyd ES	442200	L8000-13152	M24458
HOLLOWAY RODNEY H	TP	0095 TEACHER (KINDERGARTEN)	Hainerberg ES	442200	G0095-35188	M36109
HOLLOWAY ROY	AD	CUSTODIAN	Dexter ES	442100	JAT00-13118	M20732
HOLM CHARLOTTE A	TP	0200 TEACHER (MIXED MIDDLE)	Lester MS	333500	P0200-11455	M23657
HOLM CHARLOTTE A.	TP	0200 TEACHER (MIXED MIDDLE)	Lester MS	333500	P0200-74391	M39874
HOLMAN JANICE E	GS	EDUCATIONAL AID	Diamond ES	441200	XDBBV-13747	M17029
HOLMES AMANDA L.	TP	2000 SUBSTITUTE	Vicenza ES	243200	2000-67920	M37337
HOLMES ARTHUR	AD	0514 TEACHER (ELEMENTARY)	Pinckney ES	421200	vWDBNX-72590	M31896
HOLMES ARTHUR	AD	0514 TEACHER (ELEMENTARY)	Pinckney ES	421200	vWDBNX-17451	M16032
HOLMES CYNTHIA A.	GS	SECRETARY (OFFICE AUTOMATION)	Croughton ES	286000	E9001-47848	M29855
HOLMES JACQUETTA B	TP	0100 TEACHER (MIXED ELEMENTARY)	Kinsler ES	332300	P0100-56141	M34628
HOLMES JENNIFER L.	GS	SECRETARY (OFFICE AUTOMATION)	Patch HS	276300	9001-67328	M37051
HOLMES REGINALD	GS	BUDGET ANALYST		124200	H1196-90	M19123
HOLMES SHAWN D.	GS	EDUCATIONAL AID (SPECIAL EDUCATION)	Patrick Henry ES	221400	G9008-4296	M34531
HOLMES SUSAN M	GS	OFFICE AUTOMATION ASSISTANT	Robins ES	443200	C8013-68177	M16493
HOLMESSMITH DAVID M	TP	0300 Teacher (Mixed Secondary)	EJ King HS	317500	P0300-53361	M34341

Note: These roster names are updated PPP from DoDEA official payroll data extracts. It may require a PP or more delay for the employee to show up in the MODERN system. If not, contact your DSO to request an updated search.

STEP 3: The *Job Detail Drop Down Menu* is an incomplete listing of some of the most common job duties within MMS. This is especially applicable for Clerical and Teacher job series functions.

Job Detail Drop Down Menu
 Lists a variety of possible job specialties to further identify an employee

How to Find Roster Information

Step 1 - Choose School Yr: 2004-2005
 Step 2 - Choose Location: Isles DSO
 Step 3 - Choose VG + Job: Transportation Section - Transportation Assistant

MMS Roster Maintenance 2004-2005
 Isles District Office

Transportation Section - Transportation Assistant

Current Roster | Issued MPVs | Close

FTEs	Auth	Filled	Vacant/Unfilled	Over	FTEs	Days/Yr
10.00		8.00				0
	Hrs/PP				Hrs/PP	

APPLY CHANGES

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Location	Chg
1.00	0.0	<input checked="" type="checkbox"/>			s DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input checked="" type="checkbox"/>			s DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	COTE CATHERINE M		s DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	EDWARDS THERESA A		s DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	HOLLOWAY HENRY M		s DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	PATTON HAYLEY ANN		s DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	QUEVY CHERRY M		s DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	SEESE PATRICIA SIM		s DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	TATE STEPHEN MICHAEL		s DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	WATERS JENNIFER		s DSO	<input checked="" type="checkbox"/>

FTE: 10.00 | Hrs/PP: 0

Record: 1 of 1 (Filtered)
 Position Sub-Description (if applicable)

Job Detail List:
 LARS | Language Arts
 LearnImpai | Learning Impaired
 LibraryTch | Library Tech
 Maintenc | Maintenance
 Math | Math
 MediaSpec | Media Specialist
 Music | Music
 Nurse | Nurse
 OfficeAsst | Office Assistant
 OfficeAuto | Office Automation
 PE | Physical Education
 Photo | Photo
 Physics | Physics
 Playground | Playground
 PSCD | PreSchool Child Development
 Psycholst | Psychologist
 ReadImprov | Reading Improvement
 ReadRecov | Reading Recovery
 Registrar | Registrar
 RIS | RIS
 Science | Science
 Secretary | School Secretary
 SIS | Supplemental Instruct.
 SocStudies | Social Studies
 Spanish | Spanish
 SPED | SPED
 SupplyTech | Supply Technician
 SureStart | Sure Start
 TAG | TAG
 TV Prod | TV Production

FLTR | CAPS

11:47 AM

STEP 4: The *Comments Field* is reserved for additional unique data that may pertain to the employee. These comments generally will include either the name of a departed employee (vice) or the name of an employee who has been recently hired (as shown below). When an employee has vacated the position, MMS should be updated to show the slot is vacant with the (vice) employee.

Comments Field

This field provides unique or special information regarding the employee or the FTE position.

How to Find

Step 1 - Choose School Yr: 2004-2005

Step 2 - Choose Location: Isles DSO

Step 3 - Choose VG + Job: Transportation Section - Transportation Assistant

MMS Roster Maintenance 2004-2005
Isles District Office

Transportation Section - Transportation Assistant

Auth	Filled	Vacant/Unfilled	Over	Days/Yr
FTEs: 10.00	8.00	2.00		0
Hrs/PP				

APPLY CHANGES

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	N	O	L	Location	Chg
1.00	0.0	<input checked="" type="checkbox"/>	ALLEN WILLIE B			1600158246	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input checked="" type="checkbox"/>	COTE CATHERINE M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	EDWARDS THERESA A				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	HOLLOWAY HENRY M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	PATTON HAYLEY ANN				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	QUEVY CHERRY M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	SEESE PATRICIA SIM				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	TATE STEPHEN MICHAEL				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	WATERS JENNIFER		Vice: Clark	1600158247	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>

Additional comments related to this position

FTE: 10.00 Hrs/PP: 0

Record: 1 of 1 (Filtered)

Position Sub-Description (if applicable): FLTR

Taskbar: Start, DoDEA M..., Inbox - M..., RealPlaye..., MMS User..., MMS User..., Position, 11:51 A

STEP 5: The *RPA Field* is used specifically to track open RPA during the recruitment or other personnel actions that pertain to a new/current employee or FTE position. The RPA should be deleted as soon as the action has been completed.

How to Find Roster

Step 1 - Choose School Yr: 2004-2005
 Step 2 - Choose Location: Isles DSO
 Step 3 - Choose VG + Job: Transportation Section

MMS Roster Maintenance 2004-2005
 Isles District Office

Transportation Section - Transportation Assistant

Auth Filled Vacant/Unfilled Over Days/Yr
 FTEs 10.00 8.00 2.00 FTEs 0
 Hrs/PP Hrs/PP

APPLY CHANGES

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	N	O	L	Location	Chg
1.00	0.0	<input checked="" type="checkbox"/>			ALLEN WILLIE B	1600158246	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	COTE CATHERINE M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input checked="" type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	EDWARDS THERESA A				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	HOLLOWAY HENRY M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	PATTON HAYLEY ANN				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	QUEVY CHERRY M				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	SEESE PATRICIA SIM				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	TATE STEPHEN MICHAEL				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isles DSO	<input type="checkbox"/>
1.00	0.0	<input type="checkbox"/>	WATERS JENNIFER		Vice: Clark	1600158247	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location ORC - Physical location of this position if other than this MPV's ORC	<input type="checkbox"/>

FTE Hrs/PP
 10.00 0

Record: 1 of 1 (Filtered)
 Position Sub-Description (if applicable) FLTR

6.2 APPLY CHANGES BUTTON: When making any changes to the detailed roster screen involving FTE, employee name, job detail, comments, or RPA the *Apply Changes Button* MUST be clicked to make those changes effective.

Example 1: Employee COTE has been changed from a 1.0 FTE to a .5 FTE. MMS automatically will adjust the FTE calculator to provide an additional .5 vacant FTE. The *Apply Changes Button* is then clicked and the change is effective.

Apply Changes Button
 This button MUST be clicked to make effective any changes within the roster detail screen

A change in FTE from 1.0 to .5 has been effected for employee COTE. MMS automatically recalculates any FTE changes to equal the authorized balance

6.3 Paraprofessional/Seasonal Roster Changes: Handling roster updates and change in hours of all Paraprofessional, Clerical, and Seasonal/School Year employees is similar to FTE changes for GS and Teachers. This is also when mistakes are most common because of the frequency of input in HRS/PPP due to changes work schedule and employee turnover.

Simply change the number of hours to be assigned to the employee in the **HRS/PPP field** and click the **Apply Changes Button**. MMS will automatically calculate the FTE and reassign any leftover FTE as vacant. We will use the **Support Staff - Kindergarten Aide** voucher group/job title at Lakenheath ES for the following examples with paraprofessionals.

EXAMPLE 1: Employee CHELEN at Lakenheath ES has been approved to work 30.0 additional hours and an overhire request with RPA has already been made and identified in the **Comments/RPA Fields**. The HRS/PPP authorized for **Support Staff - Kindergarten Aide** is 420.0, 300.0 are currently filled, and 120.0 are Vacant/Unfilled.

FTE and hours per pay period for paraprofessionals are set by the Manpower Office

MMS Roster Maintenance

Step 1 - Choose School Year: 2004-2005
 Step 2 - Choose Location: Lakenheath ES
 Step 3 - Choose VG + Job: Support Staff - Kindergarten Aide

FTEs	Auth	Filled	Vacant/Unfilled	Over	FTEs
3.94	3.94	2.82	1.13		
Hrs/PP	420.0	300.0	120.0		Hrs/PP
					0

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	H	O	L	Location	Chg
0.56	60.0	<input checked="" type="checkbox"/>		Kindergart	DAME LORRIE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
0.56	60.0	<input checked="" type="checkbox"/>		Kindergart	TROJANOWSKI I		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
0.56	60.0	<input type="checkbox"/>	DAUGHERTY SHARON F	Kindergart			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
0.56	60.0	<input type="checkbox"/>	DAVIS ASHLEI A	Kindergart		1663149359	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
0.56	60.0	<input type="checkbox"/>	DAVIS EILEEN G.	Kindergart			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
0.56	60.0	<input type="checkbox"/>	DENTON NANCY L	Kindergart			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
0.56	60.0	<input type="checkbox"/>	RAFFEL TAMARA CHELAN	Kindergart	Overhire Reques	1663163544	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>

FTE: 3.94 Hrs/PP: 420

EXAMPLE 2: The user has manually increased CHELEN's *HRS/PPP* from 60 to 90 and decreased the vacant hours from 60 to 30, then clicked the *Apply Changes Button*. MMS has automatically recalculated the FTE increments for each employee, and the Filled, Vacant/Unfilled HRS/PPP balances.

STEP 1: Hours for Chelan are adjusted from 60 to 90 HRS/PPP

STEP 2: Hours for Vacant are adjusted from 60 to 30 HRS/PPP

STEP 3: Click the *Apply Changes Button* and the changes are effective

The screenshot shows the MMS Roster Maintenance application window. At the top, there are navigation steps: Step 1 - Choose School Yr (2004-2005), Step 2 - Choose Location (Lakenheath ES), and Step 3 - Choose VG + Job (Support Staff - Kindergarten Aide). Below this, a summary table shows FTEs (3.94) and Hrs/PP (420.0) for the current roster. A red box highlights the 'Support Staff - Kindergarten Aide' section, which includes a table with columns for Auth, Filled, Vacant/Unfilled, and Over. The 'Filled' column shows 3.10 and 'Vacant/Unfilled' shows 0.84. Below this, there are buttons for 'Current Roster' and 'Issued MPVs'. The main part of the interface is a table with columns: FTE, Hrs/PP, Vacant, Employee Name, Job Detail, Comments, RPA #, N, O, L, Location, and Chg. The table lists several employees, with the last row for RAFFEL TAMARA CHELAN showing an FTE of 0.84 and Hrs/PP of 90.0. Blue arrows point to the 'APPLY CHANGES' button and the first three rows of the table. At the bottom, there is a status bar showing 'Record: 1 of 1 (Filtered)' and 'Position Sub-Description (if applicable)'. The Windows taskbar at the very bottom shows the Start button and several open applications, including DoDEA M..., Inbox - M..., RealPlaye..., MMS User..., and Position. The system clock shows 2:10 PM.

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	N	O	L	Location	Chg
0.56	60.0	<input checked="" type="checkbox"/>		Kindergart	DAME LORRIE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
0.28	30.0	<input checked="" type="checkbox"/>		Kindergart	TROJANOWSKI I		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
0.56	60.0	<input type="checkbox"/>	DAUGHERTY SHARON F	Kindergart			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
0.56	60.0	<input type="checkbox"/>	DAVIS ASHLEI A	Kindergart		1663149359	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
0.56	60.0	<input type="checkbox"/>	DAVIS EILEEN G.	Kindergart			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
0.56	60.0	<input type="checkbox"/>	DENTON NANCY L	Kindergart			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
0.84	90.0	<input type="checkbox"/>	RAFFEL TAMARA CHELAN	Kindergart	Overhire Reques	1663163544	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>

Example 2 Continued:

NOTE: When reducing HRS/PPP for employee within the Voucher Group, MMS will automatically balance the remaining HRS/PPP and FTE by adding a new Vacant position. It is necessary to make the HRS/PPP change and DELETE the Vacant slot. This is done by selecting the appropriate Vacant FTE, right clicking the mouse, and choosing CUT. The MMS created balance will be deleted and along with the automatically generated Vacant slot. This may take a little getting used to by the user.

STEP 1: Reduce HRS/PPP for Chelan from 90 to 60 HRS/PPP

STEP 2: Highlight the MMS Auto-Generated Vacant Slot for 30 HRS/PPP

STEP 3: Delete the Vacant Slot by clicking on right side of mouse and selecting CUT

STEP 4: Click the *Apply Changes Button*

How to Find Roster Information

Step 1 - Choose School Yr: 2004-2005
Step 2 - Choose Location: Lakenheath ES
Step 3 - Choose VG + Job: Support Staff - Kindergarten Aide

MMS Roster Maintenance 2004-2005
Lakenheath ES

Auth	Filled	Vacant/Unfilled	Over	FTEs	Hrs/PP
3.94	2.82	1.13			420.0
	300.0	120.0			

APPLY CHANGES

FTE	Hrs/PP	Vacant	Employee Name	Job Detail	Comments	RPA #	N	O	L	Location	Chg
0.56	60.0	<input checked="" type="checkbox"/>		Kindergart	DAME LORRIE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>		Kindergart	TROJANOWSKI I		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	DAUGHERTY SHARON F	Kindergart			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	DAVIS ASHLEI A	Kindergart		1663149359	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	DAVIS EILEEN G	Kindergart			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
0.56	60.0	<input type="checkbox"/>	DENTON NANCY	Kindergart			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>
0.56	60.0	<input type="checkbox"/>	RAFFEL TAMARA CHELAN	Kindergart	Overhire Reques	1663163544	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lakenheath E	<input checked="" type="checkbox"/>

FTE: 3.94 Hrs/PP: 420

Record: 14 of 1 (Filtered)

Form View FLTR

Start DoDEA M... Inbox - M... RealPlaye... MMS User... MMS User... Position 2:30 PM

6.4 Identifying Over-Executions: MMS also automatically alerts the user of any Over-Executions in FTE by highlighting the *Over-Execution Box* in **RED** with a **WARNING** dialog box. .

Example: In the example shown, CHELEN has been authorized 90 HRS/PPP but no changes to reduce the HRS/PPP in any Vacant slot has been made, resulting in an Over-Execution of HRS/PPP for the Voucher group. When the *Apply Changes Button* has been clicked MMS provides the WARNING dialog box and the user **MUST** OK the Over-Execution to continue with the action.

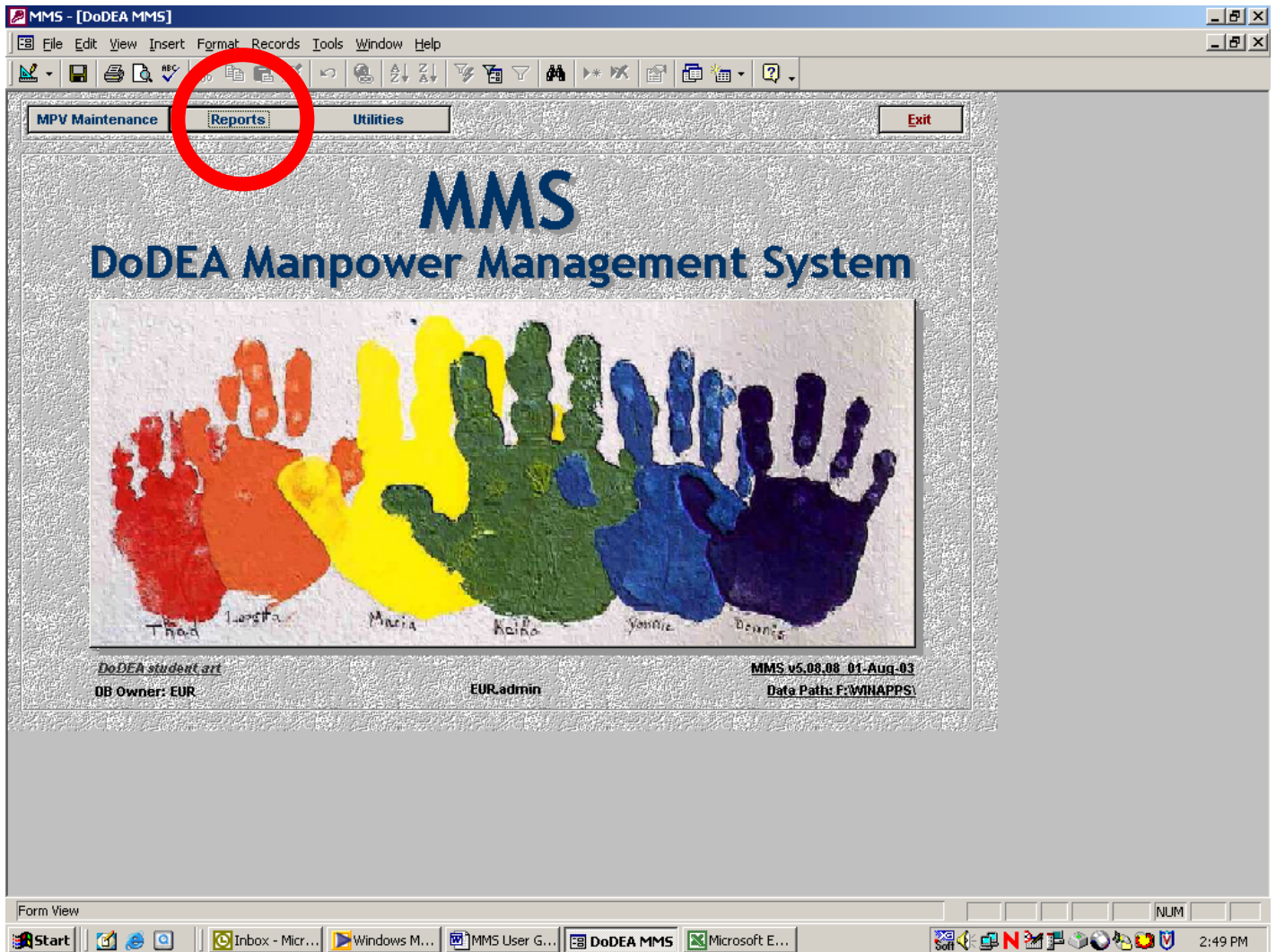
To correct the Over-Execution simply change the HRS/PPP to an amount within the authorized FTE for the Voucher Group – Job.

The screenshot shows the MMS Roster Maintenance interface. At the top, a yellow box titled "Over-Execution Box" is highlighted in red. Below it, a text box reads "Highlighted in RED when an Over-execution of FTE has occurred within the Voucher Group – Job." The main window displays "MMS Roster Maintenance" for the 2004-2005 school year at Lakenheath ES. A table shows the roster with columns for FTEs, Hrs/PP, Vacant, and Over. The "Over" column for Raffel Tamara Chelan is highlighted in red. A "WARNING BOX" dialog is open, stating "EXCESSIVE HOURS" and "WARNING! Too many hours are assigned. Only a total of 420 hours are authorized." A yellow callout box with a blue border points to the warning dialog, containing the text: "WARNING BOX A WARNING will also appear and the user MUST click OK to proceed with the Over-Execution." The taskbar at the bottom shows the Start button and several open applications, including DoDEA M..., Inbox - M..., RealPlaye..., MMS User..., and Position. The system clock shows 2:32 PM.

FTEs	Auth	Filled	Vacant/Unfilled	Over	Days/Yr
3.94	3.94	2.82	1.13		0
420.0	420.0	300.0	120.0		

FTE	Hrs/PP	Vacant	Employee Name	Position	Location
0.56	60.0	<input checked="" type="checkbox"/>			
0.56	60.0	<input checked="" type="checkbox"/>			
0.56	60.0	<input type="checkbox"/>	DAUGHERTY SHARON F		
0.56	60.0	<input type="checkbox"/>	DAVIS ASHLEI A		
0.56	60.0	<input type="checkbox"/>	DAVIS EILEEN G.	Kindergart	Lakenheath E
0.56	60.0	<input type="checkbox"/>	DENTON NANCY L	Kindergart	Lakenheath E
0.84	90.0	<input type="checkbox"/>	RAFFEL TAMARA CHELAN	Kindergart	Lakenheath E

7.0 MMS Reports: To access MMS reports for your school or DSO, select the “Reports” button from the MMS introduction screen. You are only able to view those reports pertaining to your school or DSO.



7.1 Accessing MMS Reports

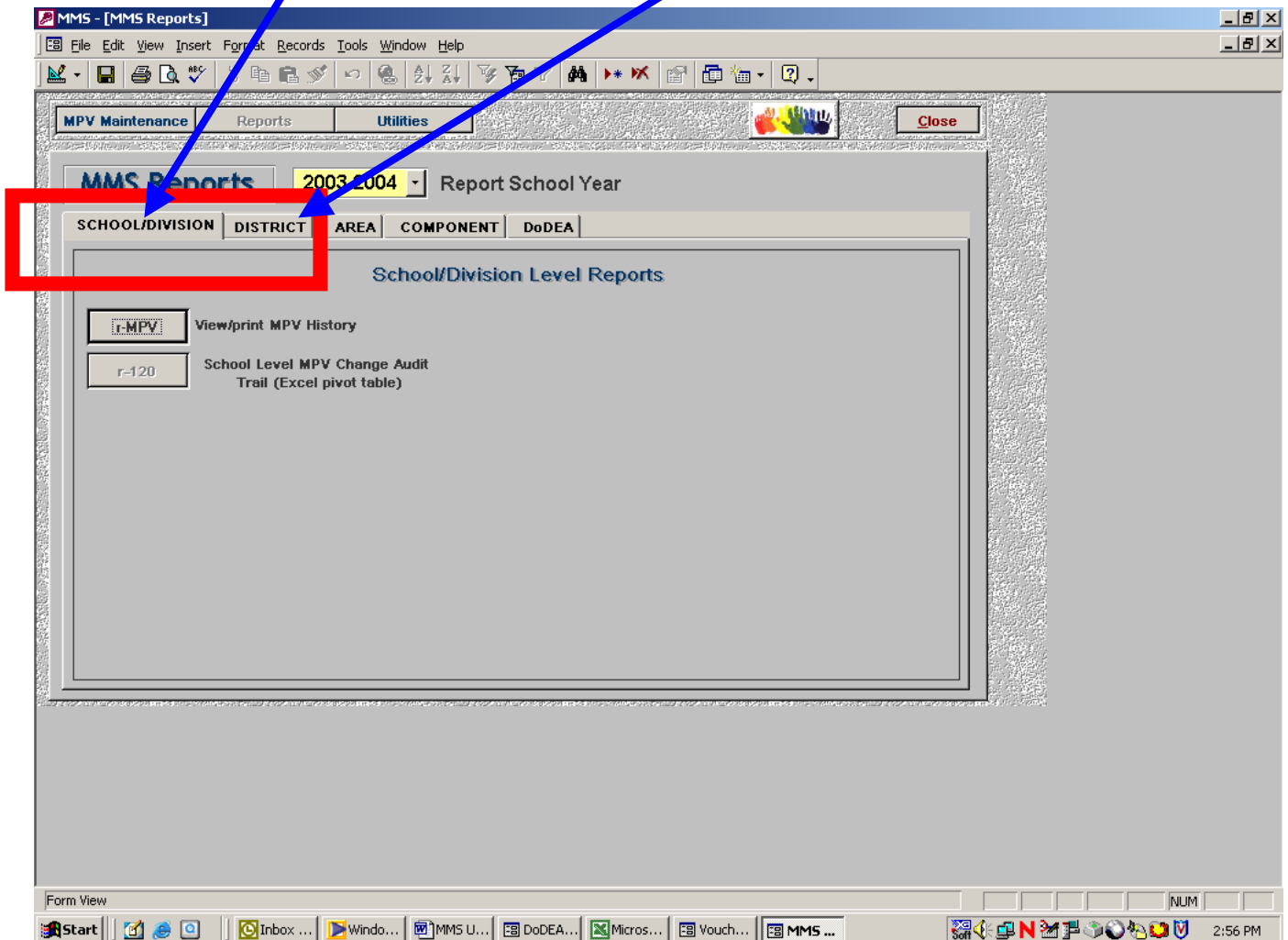
Schools can access their specific school level reports by selecting the “*School/Division*” Tab. DSOs can utilize this tab to access school level reports for those schools in their district or DSO-wide reports by selecting the “District” tab. **Report access is limited to your specific authorization level**, thus the “Area”, “Component” and “DoDEA” tab will be inoperable.

School Level Reports

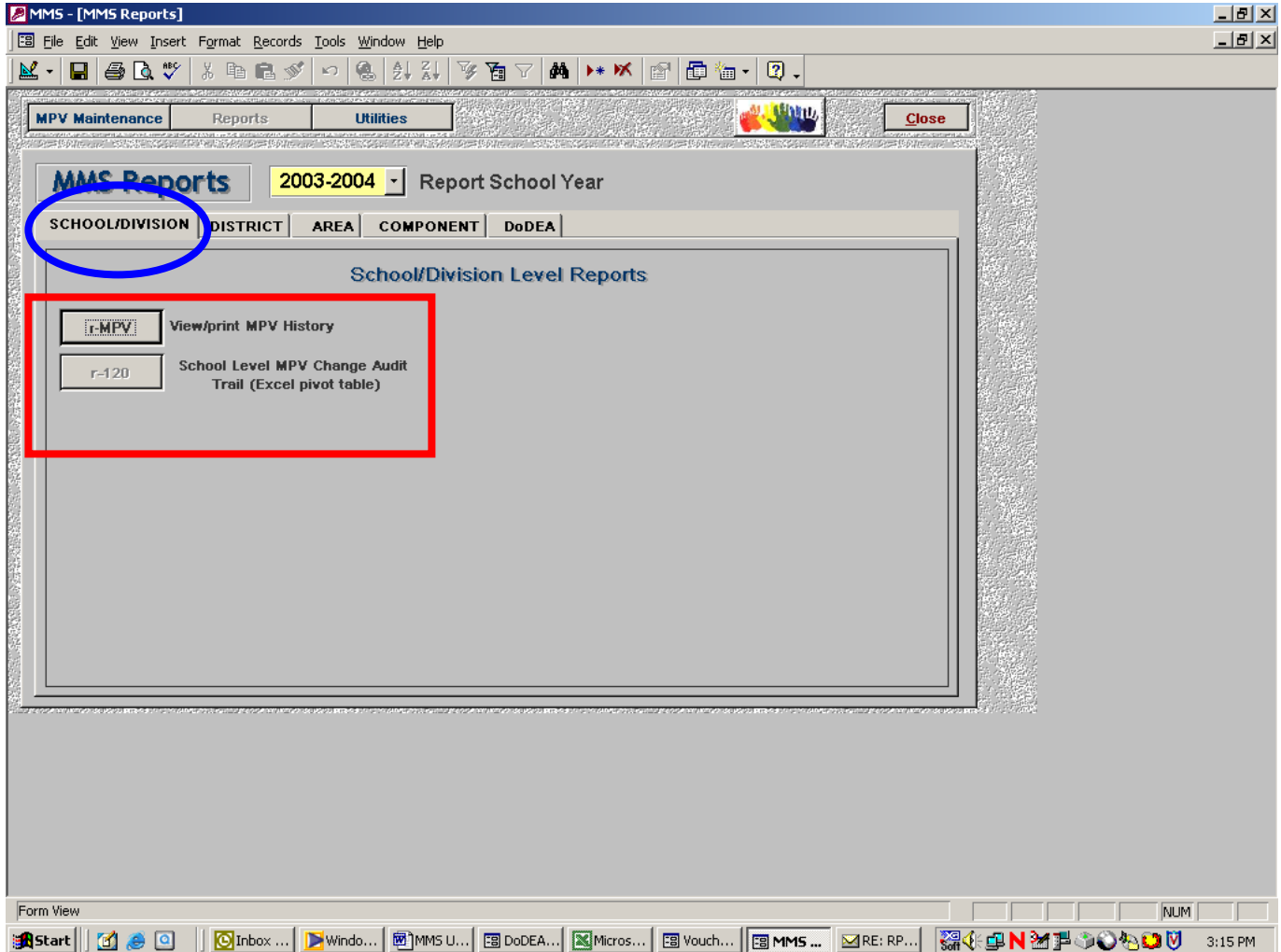
Available only to Principals and approved clerical staff.

District Level Reports

(Available only to DSOs)



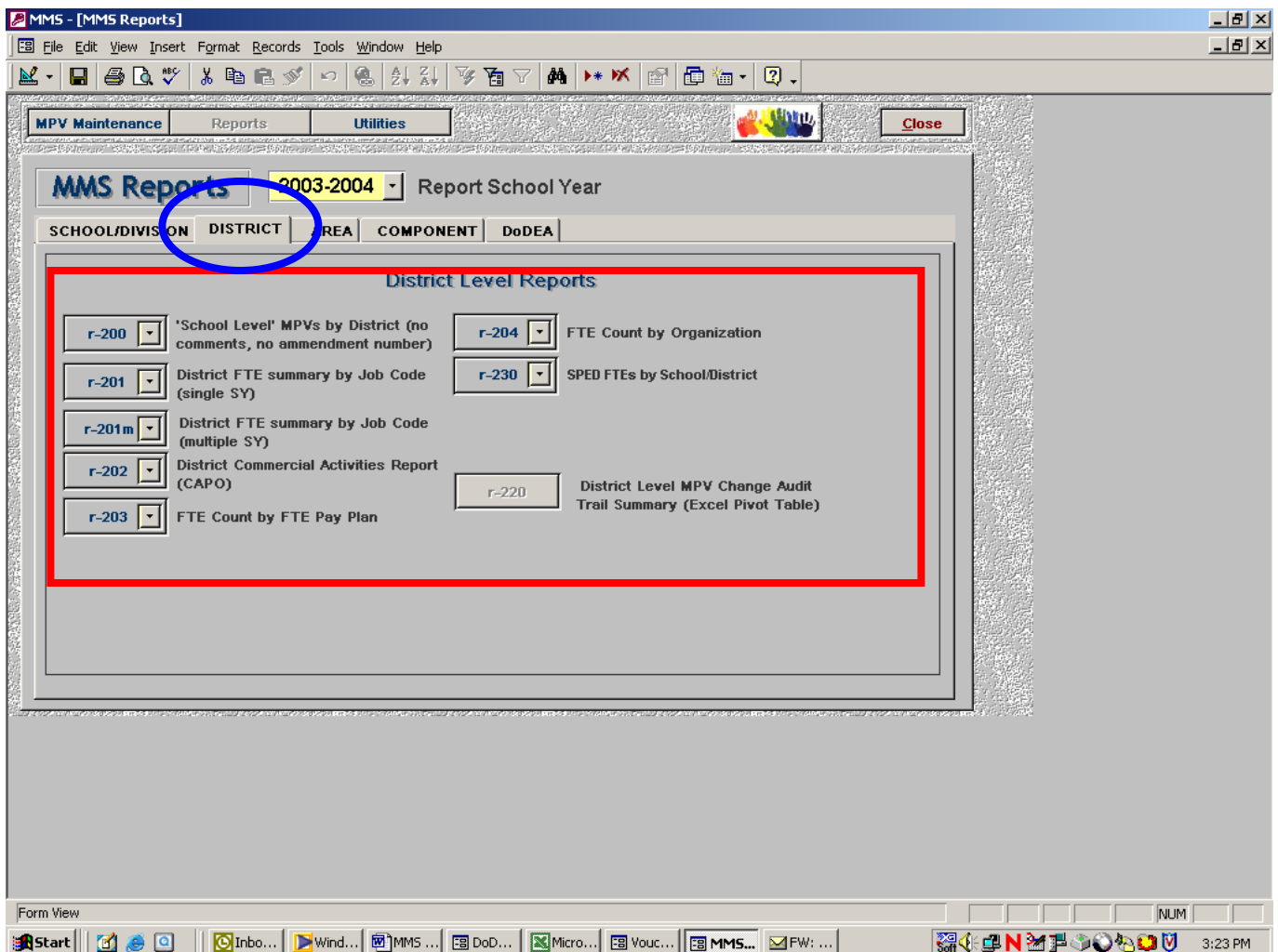
7.2 School Level MMS Reports: School level reports are under construction at this time. Reports envisioned for this are include: Multiple School Year FTE comparison reports; Reports by Position and Position Type (Special Education FTE); FTE Summary by Job Code; and School Roster reports. In addition, we are soliciting requests from schools and DSOs in regard to your reporting needs. *User ideas on future reports can be submitted to Gregory Glova and/or Don Spry.*



7.3 DSO Level MMS Reports:

DSO Level Reports will provide DSO managers with current manpower information from the following reports:

- School Level MPVs By District
- District FTE Summary By Job Code (single school year)
- District FTE Summary By Job Code (multiple school year)
- District Commercial Activities Report
- FTE Count By Pay Plan (*currently not available*)
- FTE Count By Organization
- SPED FTE Count By District



7.3.1 DSO School Level MPV Report

School Level MPVs
Shows approved and current Staff Authorization Document (SAD) by Job Code and Job Title with FTE for each school within the DSO

Staff Authorization Document
School Year 2003-2004 Staff Authorization
Amberg ES
Effective: August 01, 2003

<u>Job Code</u>	<u>Job Title</u>	<u>FTE</u>
Administration		
PRIN	Principal	0.0
	<i>Administration Total</i>	<i>0.0</i>
Classroom Teachers		
KGNT	Kindergarten Teacher	0.0
ELMT	Elementary Classroom Teacher	0.0
ELMP	Elementary Classroom Teacher, Grades 1-3	0.0
ELMI	Elementary Classroom Teacher, Grades 4-6	0.0
ESLT	ESL Teacher	0.0
TAGT	Gifted Education Teacher	0.0
	<i>Classroom Teachers Total</i>	<i>0.0</i>
Other Professionals		
EHIF	Elementary Host Nation Teacher (FNDH)	0.0
EHNF	Elementary Host Nation Teacher (FNDH)	0.0
ISET	Information Specialist	0.0
NURS	School Nurse	0.0
	<i>Other Professionals Total</i>	<i>0.0</i>
Small School Support		
SSAL	Small School Allowance	0.0
	<i>Small School Support Total</i>	<i>0.0</i>
Support Staff		
SCCL	School Clerical	0.0
KGAI	Kindergarten Aide	0.0
SEAI	Special Education Aide	0.0
HLAI	Health Aide	0.0
EDAI	Education Aide	0.0

FTE Total 0.00

7.3.2 DSO District FTE Summary By Job Code (Single SY)

**District FTE Summary By Job Code
(Single School Year)**
Provides Total District FTE by Job Code and Job Title in a Voucher Group for a selected school year.

r-201

Staff Authorization Document
School Year 2003-2004 Staff Authorization
Bavaria District Office

FTE Total 1,184.40

<u>JobCd</u>	<u>Job Title</u>	<u>FTE</u>	<u>JobCd</u>	<u>Job Title</u>	<u>FTE</u>
Office of the Superintendent					
11142	Education Program Administrator	1.0	11258	Information Specialist	24.0
11118	Education Program Administrator (Asst Supt)	2.0	11464	Reading Recovery Specialist	12.5
11140	Secretary (Office Automation)	2.0	11275	Language Arts/Reading Specialist (Elementary)	10.0
11125	District Support Assistant	1.0	11324	School Nurse	25.0
11121	Executive Officer	1.0	Other Professionals Total		155.5
Office of the Superintendent Total		7.0	Small School Support		
Administration					
11400	Principal	24.0	11500	Small School Allowance	4.0
10938	Assistant Principal	15.0	11519	Supplemental Small School Allowance	1.0
Administration Total		39.0	Small School Support Total		
DSO Staff					
11613	Program Analyst	1.0	DoDEA Distance Learning		
DSO Staff Total		1.0	11109	Distance Learning Instructor	5.0
Classroom Teachers					
11501	Sure Start Teacher	10.0	DoDEA Distance Learning Total		
11189	Full Day Kindergarten Teacher	47.0	5.0		
11270	Kindergarten Teacher	0.0	Staff Not In PTR, School Level		
11175	Elementary Classroom Teacher	35.5	11543	Union Representative	0.0
11174	Elementary Classroom Teacher, Grades 1-3	153.0	11455	Reading Recovery Leader	1.0
11306	Middle Classroom Teacher	51.5	Staff Not In PTR, School Level Total		
11173	Elementary Classroom Teacher, Grades 4-6	76.0	1.0		
11472	Secondary Classroom Teacher	155.0	Transportation Section		
11304	Middle Host Nation Teacher (FNIDH)	2.0	11645	Program Analyst (Transportation)	0.0
11480	Secondary Host Nation Teacher (FNIDH)	0.0	Transportation Section Total		
Support Staff					
0.0					
			11462	School Clerical	88.0
			11530	School Clerical - School Year	1.0

7.3.3 DSO District Summary By Job Code (Multiple School Year)

**District Summary By Job Code
(Multiple School Year)**
 Provides Job Code, Job Title, and FTE
 by Voucher Group for Multiple SY
 and changes in FTE from previous SY

10.46 AM **SY 2003-2004 Staff Planning**

Bavaria District Office

Bavaria DSO Staffing Totals		1,306.5	1,354.3	47.8
		<u>School Yr</u>	<u>School Yr</u>	<u>2003-2004</u>
		<u>2002-2003</u>	<u>2003-2004</u>	<u>Change</u>
Office of the Superintendent				
DSSU	Education Program Administrator	1.0	1.0	0.0
DSAD	Education Program Administrator (Asst Supt)	2.0	2.0	0.0
DSSC	Secretary (Office Automation)	2.5	2.0	-0.5
DSCL	District Support Assistant	0.0	1.0	+1.0
CHST	Chief of Staff	0.0	0.0	0.0
DSBM	Executive Officer	0.0	1.0	+1.0
Office of the Superintendent Total		5.5	7.0	+1.5
Administration				
PRIN	Principal	24.0	24.0	0.0
APRN	Assistant Principal	15.0	15.0	0.0
Administration Total		39.0	39.0	0.0
DSO Staff				
DOPA	Program Analyst	1.0	1.0	0.0
DSO Staff Total		1.0	1.0	0.0
Classroom Teachers				
SSTE	Sure Start Teacher	10.0	10.0	0.0
KGNT	Kindergarten Teacher	8.0	0.0	-8.0
FDKT	Full Day Kindergarten Teacher	36.0	47.0	+11.0
ELMT	Elementary Classroom Teacher	96.0	35.5	-60.5
ELMP	Elementary Classroom Teacher, Grades 1-3	115.5	153.0	+37.5
MIDT	Middle Classroom Teacher	52.5	51.5	-1.0
SECT	Secondary Classroom Teacher	149.5	155.0	+5.5
ELMI	Elementary Classroom Teacher, Grades 4-6	53.0	76.0	+23.0
MHIF	Middle Host Nation Teacher (FNIDH)	2.0	2.0	0.0

7.3.4 DSO District Commercial Activities Report

District Commercial Activities Report
 This report provides a breakout of FTE by Job Code and Job Title by Voucher Group and by percentile of total FTE strength.

r-202

Commercial Activities Report

School Year 2003-2004 Staff Authorization

Bavaria DSO

FTE Total 6,024.9

<u>JobCd</u>	<u>Job Title</u>	<u>FTE</u>	<u>% Of Total</u>
Office of the Superintendent			
DSSU	Education Program Administrator	1.0	0.02%
DSAD	Education Program Administrator (Asst Supt)	2.0	0.03%
DSSC	Secretary (Office Automation)	2.0	0.03%
DSCL	District Support Assistant	1.0	0.02%
DSBM	Executive Officer	1.0	0.02%
Office of the Superintendent Total		7.0	0.1%
Administration			
PRIN	Principal	24.0	0.40%
APRN	Assistant Principal	15.0	0.25%
Administration Total		39.0	0.6%
DSO Staff			
DOPA	Program Analyst	1.0	0.02%
DSO Staff Total		1.0	0.0%
Classroom Teachers			
SSTE	Sure Start Teacher	10.0	0.17%
FDKT	Full Day Kindergarten Teacher	47.0	0.78%
KGNT	Kindergarten Teacher	0.0	0.00%
ELMT	Elementary Classroom Teacher	35.5	0.59%
ELMP	Elementary Classroom Teacher, Grades 1-3	153.0	2.54%
MIDT	Middle Classroom Teacher	51.5	0.85%

7.3.5 DSO District FTE Count By Organization

District FTE Count By Organization
Provides FTE total for each school within a selected DSO for the current SY

District FTE Count By Organization r-204
School Year 2003-2004 Staff Authorization
Bavaria District Office

	FTE Total	1,184.40
Amberg ES		0.0
Ansbach ES		29.6
Ansbach HS		42.1
Bad Aibling E/HS		29.8
Bad Kissingen ES		18.8
Bamberg ES		70.0
Bamberg HS		37.4
Bavaria District Office		59.1
Boeblingen ES/MS		30.2
Garmisch ES		19.4
Grafenwoehr ES		38.7
Hohenfels ES		49.7
Hohenfels HS		35.4
Illesheim E/MS		36.0
Kitzingen ES		62.5
Patch ES		48.8
Patch HS		60.6
Rainbow ES		31.2
Reichartshausen ES		20.0

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7.3.6 DSO SPED FTE By School District

**SPED FTE By School District
 Provides SPED FTE by School,
 Job Title, Voucher Group, and
 Hours Per Pay Period**

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15-Oct-03

**2003-2004
 Special Education FTE Summary
 Bavaria DSO**

r-230

School	Job Title	Voucher Group	FTE	Hrs/ PP
Amberg ES	SEAI Special Education Aide	Support Staff	0.0	
			0.0	
Ansbach ES	SEAI Special Education Aide	Support Staff	0.7	
	LIMM Teacher of Learning Impaired (MM)	Special Education	1.0	
			1.7	
Ansbach HS	SEAI Special Education Aide	Support Staff	0.7	
	LIMM Teacher of Learning Impaired (MM)	Special Education	1.0	
			1.7	
Bad Aibling E/HS	SEAI Special Education Aide	Support Staff	1.0	
	SEDA Supplemental Instruction Support (SIS)	Support Staff	0.0	
	COMM Teacher of Communication Impaired	Special Education	0.5	
	EMOT Teacher of Emotionally Impaired	Special Education	0.0	
	LIMM Teacher of Learning Impaired (MM)	Special Education	1.0	
PSCD Teacher of Preschool Disabled	Special Education	0.5		
			3.0	
Bad Kissingen ES	SEAI Special Education Aide	Support Staff	0.4	
	LIMM Teacher of Learning Impaired (MM)	Special Education	0.5	
			0.9	
Bamberg ES	SEAI Special Education Aide	Support Staff	2.3	
	SEDA Supplemental Instruction Support (SIS)	Support Staff	0.9	90
	COMM Teacher of Communication Impaired	Special Education	2.0	
	LIMM Teacher of Learning Impaired (MM)	Special Education	2.0	
	PSCD Teacher of Preschool Disabled	Special Education	1.5	
			8.7	90
Bamberg HS	SEAI Special Education Aide	Support Staff	0.7	
	LIMM Teacher of Learning Impaired (MM)	Special Education	2.0	

r_230.rtf: 6,891 characters (an approximate value).

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