



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 5230.1A  
N00

28 Apr 16

CNIC INSTRUCTION 5230.1A

From: Commander, Navy Installations Command

Subj: TOTAL WORKFORCE MANAGEMENT SERVICES

Ref: (a) SECNAVINST 5211.5E  
(b) Billet Standardization Listing (BSL)

Encl: (1) TWMS Data Feed Sources  
(2) TWMS Access Responsibility List  
(3) Contract Employee Decision Criteria Flow Chart  
(4) Request for Access to TWMS

1. Purpose. To implement Total Workforce Management Services (TWMS) policy for the management of personnel, billets, and total workforce resources throughout the Commander, Navy Installations Command (CNIC) enterprise. Additionally, to provide foundational guidance for non-CNIC Budget Submitting Offices (BSO), and their subordinate commands, that elect to use TWMS.

2. Cancellation. CNIC Instruction 5230.1 dated 10 March 2008.

3. Background. TWMS is a capability that enables the management of CNIC enterprise total workforce information. As outlined in enclosure (1), data is captured from authoritative programs of record which TWMS can then display as needed.

a. Personnel. Current personnel programs of record are: Navy Standard Integrated Personnel System (NSIPS) for military personnel, the Defense Civilian Personnel Data System (DCPDS) for Appropriated Fund personnel (including Foreign National Direct hires), Systems Applications and Programs - Human Resources for Non-Appropriated Fund personnel, and Defense Enrollment Eligibility Reporting System as the data validation source for contractor personnel.

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b. Billet data. Billet information is downloaded from Total Force Manpower Management System (TFMMS). All military and civilian billets and positions are updated at least monthly. The history of each billet is maintained in TWMS. The manpower office links Billet Identification Numbers (BIN) to personnel records as identified by the program managers.

c. Financial Management. Labor expenditure information is derived from data feeds received from Defense Finance and Accounting Service (DFAS) and Defense Joint Military System (DJMS), specifically represented by Defense Military - Pay Office and Standard Accounting and Reporting System-Field Level.

#### 4. Policy

a. TWMS is the CNIC-wide source for total workforce information, to include (but not limited to): muster, training, Individual Augmentee (IA) tracking, civilian critical skills entry, etc. TWMS is the Target Application approved by the Manpower and Personnel Functional Application Manager to manage Total Force (TF) personnel, billets, and resources. TWMS contents are governed in accordance with reference (a). For CNIC, reference (b) provides the standardized billet coding structure necessary to effectively manage the TF in TWMS, and will be used throughout the CNIC enterprise.

b. Non-CNIC access was granted to other BSOs via written communication with the Deputy Assistant Secretary of the Navy for Human Resources (DASN-HR). Access requests include provision for compliance with TWMS policy including information assurance and directives regarding access and use of the TWMS program.

c. Penalties. In accordance with reference (a), data stored in TWMS is for official use only and subject to protection under the Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in civil or criminal penalties. Any unauthorized access or misrepresentation of position to gain access to, distribute or share PII may result in discipline up to and including removal for civilians. For military personnel, any unauthorized access or misrepresentation of position to gain access, distribute or share PII, may result in disciplinary action under

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the Uniform Code of Military Justice, Article 92, and/or administrative action.

## 5. Responsibilities

a. CNIC Total Force Manpower (N1) is designated as the TWMS Functional Manager and is responsible for delineating all policies and procedures to maintain the information within TWMS, determine response to requests for access, and to recommend changes to the functionality. N1 has overall responsibility for the integrity of the TWMS database.

b. N-codes/Special Assistants (SAs)/Region Commanders (REGCOMs)/Installation Commanding Officers (COs) are responsible for ensuring that personnel are designated as TWMS program managers and program assistants to update and maintain all data as outlined in enclosure (2), and any such new data requirements as may become known, subsequent to the publishing of this instruction.

c. Designated personnel, identified in accordance with paragraph 5.b above, are responsible for identifying and reporting to the CNIC Support Center and System Administrators any noted deficiencies, inadequacies, or malfunctions as may be necessary to ensure timely corrective action.

## 6. Action

a. N-codes/SAs/REGCOMs/Installation COs shall:

(1) Provide guidance for TWMS record validation and maintenance for their respective organizations, and ensure compliance.

(2) Ensure personnel check-in and check-out (including IA assignments or other deployment type events) and appropriate dates and organization (Org) codes are entered in TWMS within 30 days of reporting onboard. When personnel are transferred to different programs within the same Unit Identification Code (UIC), commands are responsible for updating the "Assigned ORG Code" field within 30 days.

(3) Ensure that when military personnel are reassigned within the same UIC, the Official and Assigned Org Code fields

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are updated and the Manpower office is notified immediately to ensure appropriate record and data changes are executed.

(4) Ensure civilian personnel offices are notified when changes affecting civilian personnel are executed, via a Request for Personnel Action or other appropriate communication vehicle.

(5) Provide statutory data element updates in accordance with the outline below, and as additional elements are promulgated subsequent to the publication of this instruction:

(a) Annually (Calendar Year). Validate both billet and personnel indicators related to:

1. Furlough exceptions
2. Telework eligibility
3. Emergency Response
4. Collateral duties
5. Personnel schedule indicators
6. Command Special Program indicators (general info)

(b) Annually (Fiscal Year). Reconcile civilian authorizations with fiscal controls in TFMMS to reflect accurately in TWMS.

(c) Monthly (Post TFMMS Web Update)

1. Billet Geographic Location
2. Reconcile billet-to-org code assignment
3. Billet-to-personnel linkage
4. Billet functional level indicator
5. Special program markers
6. Any special funding indicators



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(6) Designate personnel to execute these functions on behalf of the Commander.

b. N1 shall ensure all personnel are assigned to the appropriate BIN upon confirmation with the appointed program representative.

c. Contract Acquisition Management Office (CAMO) (N5) shall:

(1) Ensure Federal Acquisition Regulation Clause 52.204-9 "Personal Identity Verification of Contractor Personnel" is included in all service contracts requiring contractor personnel to utilize Common Access Cards. Enclosure (3) provides the decision process and procedures for use in evaluating and entering contractor records into TWMS.

(2) Update the contract management module with the necessary data elements to facilitate alignment and reporting.

d. CNIC individual staff members shall:

(1) Review their personal information and ensure all editable data fields are updated and official program of record information is current.

(2) Take appropriate action to correct any inaccurate program of record information by either using the links provided to effect self-service type corrections, or by contacting the appropriate personnel to initiate a program of record correction.

(3) Complete and submit the online account application if requiring access to information other than their own self-service record. The application, located on the TWMS home page at <https://twms.navy.mil>, will be automatically forwarded to the appropriate access point of contact (POC). The designated TWMS POC will review the application and take action to activate the user profile access with the appropriate functional privileges and access. A description of account access levels can be found on the TWMS home page. Non-CNIC personnel having CNIC duties, and an official need to view CNIC data and records, will be considered for access on a case-by-case basis.

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e. TWMS Cross Functional Team shall:

(1) Be comprised of representation from CNIC Headquarters (HQ) Total Force Manpower (N1), Information Technology (N6), each CNIC Region, and each BSO (as desired).

(2) Meet as needed, to review requests for significant modification and enhancement to the TWMS system. The term significant refers to any modification or enhancement beyond the scope of regular workload edits or exceeding the ability of a single entity to compose a working construct.

(3) Forward change requests to the TWMS Policy Board with a disposition recommendation.

f. TWMS Policy Board shall:

(1) Consist of representatives from CNIC HQ Total Force Manpower (N1), Strategy and Future Shore Integrated Requirements (N5), Information Technology (N6), Comptroller (N8), and other Navy and organizational representation on an as needed basis.

(2) Meet subsequent to the Cross Functional Team to promulgate final action on items forwarded for consideration. All requests for enhancement or modification will be prioritized and socialized by the TWMS Policy Board.

g. Non-CNIC Commands:

(1) Directors of Civilian Human Resources of BSOs desiring access to TWMS will submit a written request to the DASN-HR for access. A sample of the request format and content is included at enclosure (4).

(2) Will implement TWMS in accordance with this instruction. Individual Memoranda of Agreement will not be established. At a minimum, a designated point of contact must be provided as a BSO representative and as a central point of communication for additional TWMS information and training.

(3) Will resource enhancement and modification requests that are unique to their individual requirements. Access to most capabilities within TWMS is inherent in the system and do

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not require individual BSO requests for creation of or access to functionalities.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV M-5210.1 of January 2012.



D. R. SMITH

Vice Admiral, U.S. Navy

Distribution:

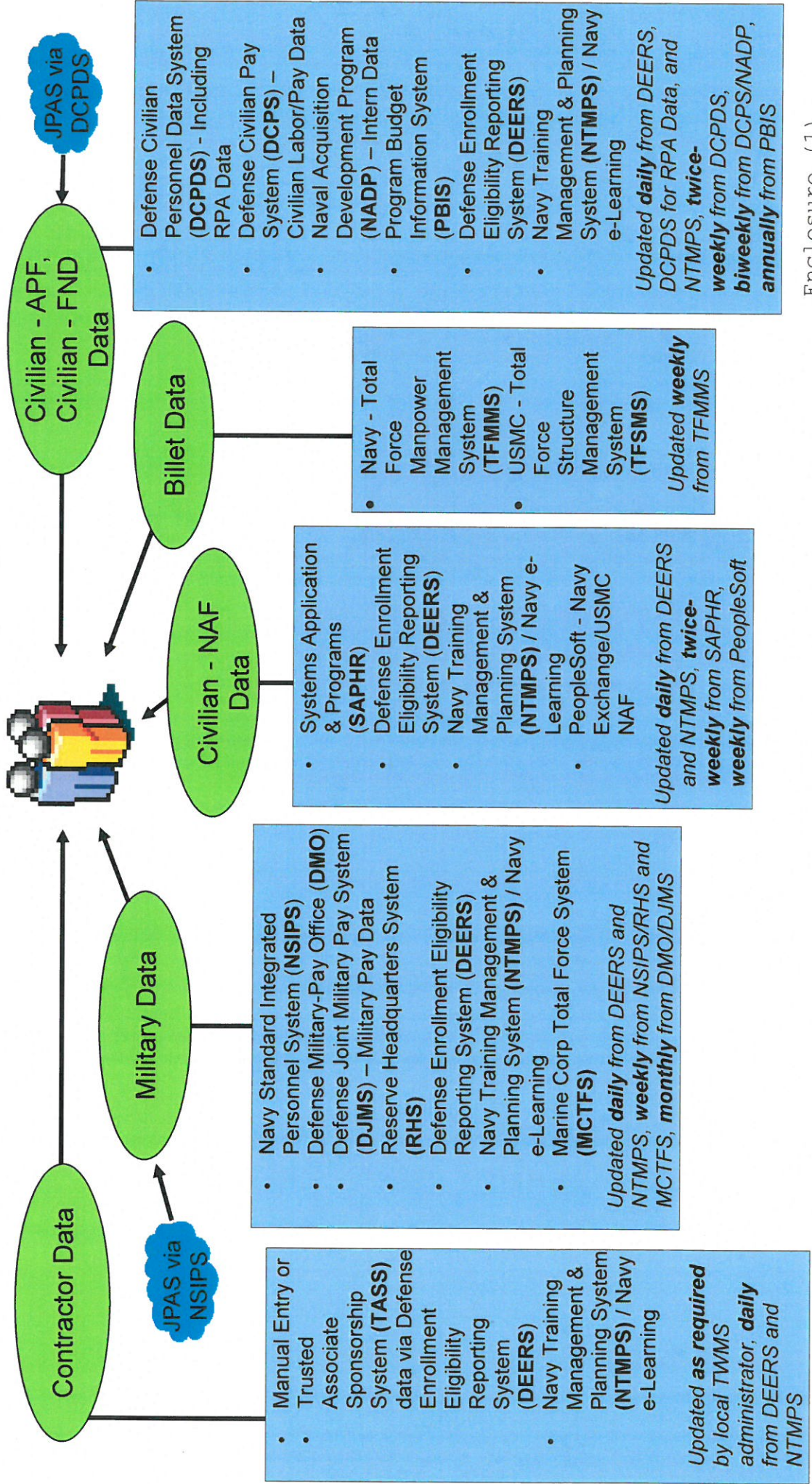
Electronic only, via Gateway 2.0

<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.asp>



# TWMS Program of Record Data Sources

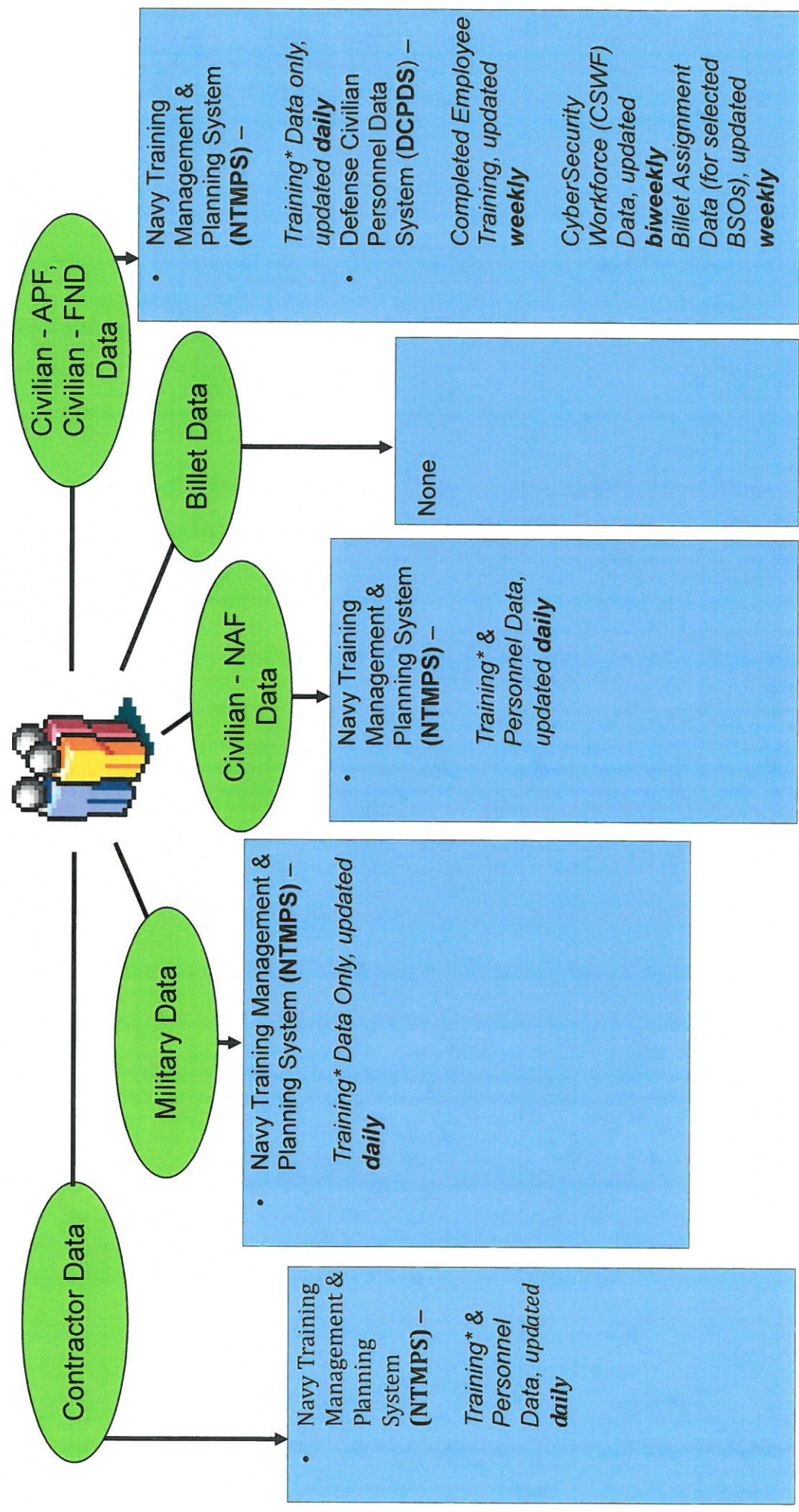
(INCOMING)





# TWMS Program of Record Data Sources

(OUTGOING)



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**TWMS ACCESS RESPONSIBILITY LIST**

| <b>ACTION OFFICE/RESPONSIBILITIES LIST</b>        |  |
|---|--|
| <b>Action Office</b>                              | <b>Responsibilities</b>  |
| CNIC TWMS Functional Manager                      | <ul style="list-style-type: none"> <li>• Work closely with TWMS System Administrator.</li> <li>• Receive periodic diagnostic reports showing whether recall, organization codes and other data is being maintained in a timely manner.</li> <li>• Collaborate with System Administrator, Programmers, and users to create operational improvements and functionalities.</li> </ul>   |
| TWMS System Administrators/Program Management     | <ul style="list-style-type: none"> <li>• Obtain Program of Record data and load according to schedule.</li> <li>• Provide data feeds to other authorized systems.</li> <li>• Notify TWMS Functional Manager if data is not loaded into system according to schedule.</li> <li>• Serve as the TWMS POC for technical problems.</li> <li>• Maintain and manage TWMS user web interface.</li> <li>• Develop and implement approved enhancements.</li> <li>• Maintain user documentation.</li> <li>• Provide end user training.</li> </ul>                               |
| Program Directors (PD) /<br>Program Managers (PM) | <ul style="list-style-type: none"> <li>• Ensure military, APF, and Contractor personnel enter work and home recall information in TWMS and know their requirement to keep this information up-to-date.</li> <li>• Maintain accuracy of Civilian Admin and Payorg codes. If corrections are required, submit Request for Personnel Action (RPA) to HR support staff to create an update or change in the official personnel system.</li> <li>• Maintain authorized PM Full Time Equivalent (FTE) collaboratively in system not to exceed CNIC FTE Regional</li> </ul> |

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**TWMS ACCESS RESPONSIBILITY LIST**

| <b>ACTION OFFICE/RESPONSIBILITIES LIST</b>                          |   |
|---|---|
| <b>Action Office</b>  | <b>Responsibilities</b>   |
|   | <p>controls.</p> <ul style="list-style-type: none"> <li>• Maintain PM fund type (Direct or Reimbursable) field for each billet.</li> </ul>  |
| <p>Command Access POC for Reviewing and Approving TWMS Accounts</p> | <ul style="list-style-type: none"> <li>• Liaison with CNIC Help Desk and Program Managers to grant access to TWMS User Accounts in accordance with Privacy Act.</li> <li>• Review and activate user accounts IAW current directives and privacy requirements.</li> </ul>  |
| <p>Program POC/TWMS Program Assistant/N-Code manpower designee</p>  | <ul style="list-style-type: none"> <li>• Monitor actual execution and work with Resource Management (RM) to process any necessary corrections.</li> <li>• Assign TWMS Program Assistants and ensure they receive training and attend meetings.</li> <li>• Maintain and ensure the accuracy of Local PM Data tab under Manage Billets.</li> <li>• Maintain the data integrity of TWMS personal local information. Review information within TWMS to ensure all personnel data is up-to-date and accurate.</li> <li>• Upon departure of Contractor, ensure records are deactivated.</li> <li>• Maintain accurate Muster Report.</li> <li>• Attend all TWMS and Privacy Act training.</li> <li>• Assist personnel in trouble shooting issues with TWMS.</li> </ul> |
| <p>Manpower/Manning</p>   | <ul style="list-style-type: none"> <li>• Monitor military orders and enter prospective gains and losses into TWMS. Assign short org code to gains and assign personnel to a billet if one is available.</li> <li>• Monitor TWMS for new billets and assign them to a Program.</li> <li>• Maintain the AMD for military, civilian, and contractors, ensuring TFMMS reflects</li> </ul>   |



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**TWMS ACCESS RESPONSIBILITY LIST**

| <b>ACTION OFFICE/RESPONSIBILITIES LIST</b> |  |
|--|--|
| <b>Action Office</b>                       | <b>Responsibilities</b>  |
|  | <p>the most current billet information.</p> <ul style="list-style-type: none"> <li>• Monitor the unassigned listing and ensure each person is assigned to a program and a billet if one is available.</li> <li>• Enter deployment information for military personnel deployed Temporary Assigned Duty (TAD) as Individual Augmentees (IA) or on military exercises as coordinated with Admin.</li> <li>• Work closely with TWMS Systems Administrator and Functional Manager.</li> <li>• Maintain strategic/competitive sourcing data in TFMMS and TWMS for each billet.</li> </ul>  |
| Human Resources Office (HRO)               | <ul style="list-style-type: none"> <li>• Ensure only current HRO employees have an HRO access level.</li> <li>• Coordinate changes or corrections to data elements automatically feeding from DCPDS (i.e. Organization Code, Pay Plan, Series, Grade, Title, Position Description, etc.)</li> <li>• Inform employees and supervisors about TWMS through HR Bulletins and regional and/or HRO training forums. (New Employee Orientation, Civilian Personnel Management Academy, Regional University, Executive Steering Committees, and PM meetings).</li> <li>• Advise managers and supervisors on using various features of TWMS to facilitate HR management (automated Voluntary Separation Incentive Program/Voluntary Early Retirement Act survey, employee leave tracking, Within Grade Increase due date, awards, organization/alpha lists and other reports, generating performance appraisal forms, community management demographic data, tele-work, emergency response, furlough), RPA Tracker, Pre-Recruitment Manager,</li> </ul> |

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**TWMS ACCESS RESPONSIBILITY LIST**

| <b>ACTION OFFICE/RESPONSIBILITIES LIST</b>            |  |
|---|--|
| <b>Action Office</b>                                  | <b>Responsibilities</b>  |
|   | <p>Interim Performance Management System (IPMS), Individual Development Plan (IDP), etc.</p> <ul style="list-style-type: none"> <li>• Assist in the development, maintenance, and/or enhancement of modules for HR applications.</li> </ul>  |
| Admin Offices   | <ul style="list-style-type: none"> <li>• Check-in and check-out personnel using TWMS. Update report date in TWMS. Upon transfer, separate employee to reflect the date of transfer under the Separate Employee function on the General Information page.</li> <li>• When personnel transfer between programs within the UIC, update the ASSIGNED Organization Code and organization (program) in TWMS on that person's assignment. This may be accomplished on the Position Information page.</li> <li>• Upon check-in, enter the correct ASSIGNED Organization Code for each person under the Position Information page.</li> <li>• Assist personnel in trouble shooting issues.</li> </ul> |
| CACO  | <ul style="list-style-type: none"> <li>• Maintain case manager files.</li> <li>• Retrieve data and develop metrics for military funeral honors rotations and casualty assistance assignments.</li> </ul>   |
| Security Management Officer                           | <ul style="list-style-type: none"> <li>• Maintain security clearance eligibility and grant local command level of access.</li> <li>• Validate investigation and security clearance eligibility information through Joint Personnel Adjudication System</li> </ul>  |
| Appropriate HPD/N-Code/Supervisor                     | <ul style="list-style-type: none"> <li>• Monitor and validate employee training</li> </ul>   |
| Military, Civilian Employees and Contractor Personnel | <ul style="list-style-type: none"> <li>• At the Self Service page:<br/><a href="https://mytwms.navy.mil">https://mytwms.navy.mil</a></li> <li>• Enter Personal Recall, Next of Kin, and Local Emergency Point of Contact data</li> </ul>   |

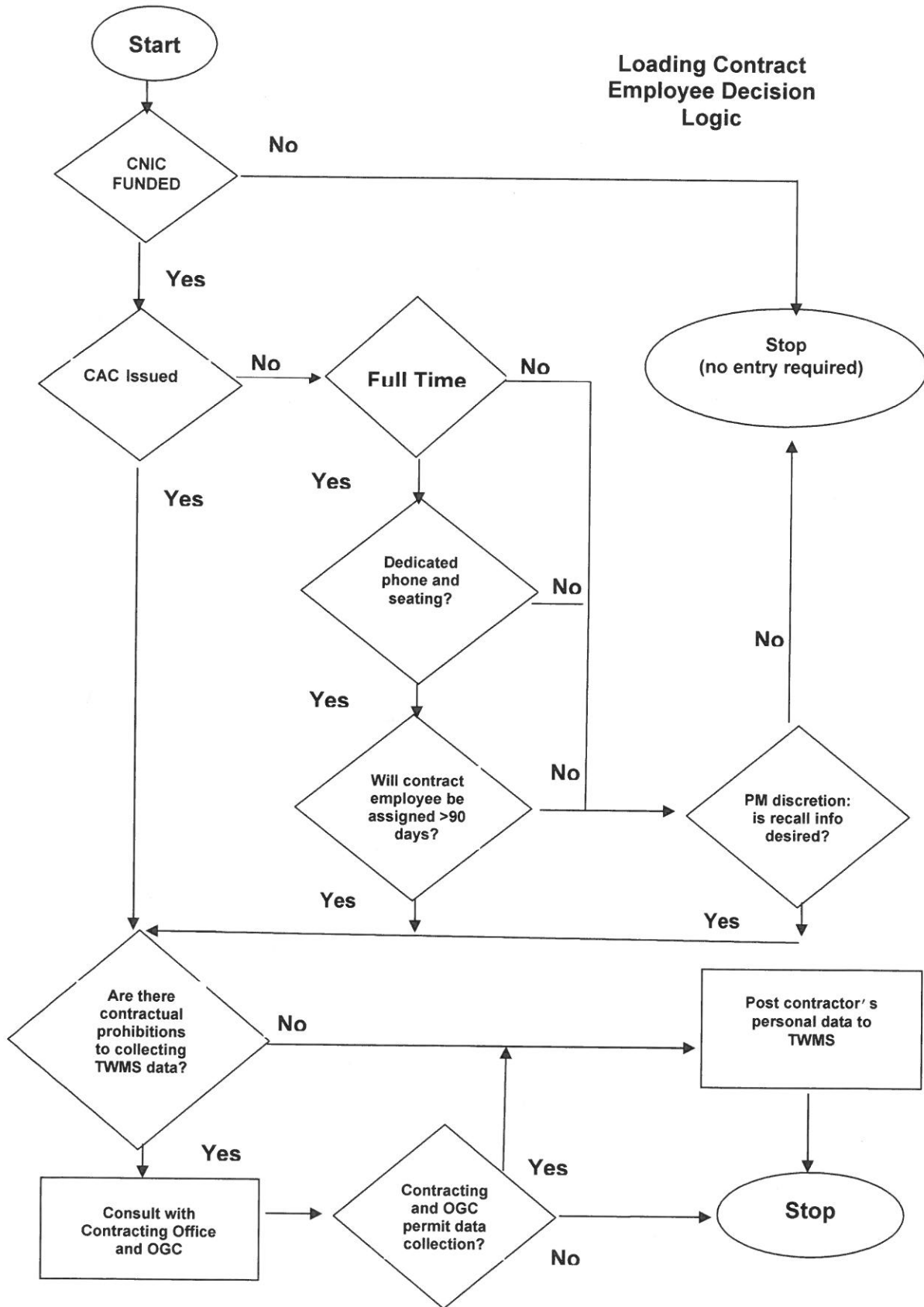
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**TWMS ACCESS RESPONSIBILITY LIST**

| <b>ACTION OFFICE/RESPONSIBILITIES LIST</b> |  |
|--|--|
| <b>Action Office</b>                       | <b>Responsibilities</b>  |
|  | <p>under Personal/Recall Information page.</p> <ul style="list-style-type: none"> <li>• For Civilians: Periodically review your own personal information to ensure accuracy of your data as reflected on the General Information Screen and/or the most recent Notification of Personnel Action (SF-50) available on the SF-50/Work History Screen. Coordinate requested changes with your servicing HRO.</li> <li>• For assistance, contact locally designated point of contact.</li> </ul> |



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**REQUEST FOR ACCESS TO TWMS**

From: Director Civilian Human Resources, [BSOxx]  
To: Deputy Assistant Secretary of the Navy for Human Resources

Subj: REQUEST FOR OPNAV CIVILIAN PERSONNEL DATA RELEASE FROM  
THE DEPARTMENT OF THE NAVY CIVILIAN AUTHORITATIVE DATA  
SYSTEM TO THE TOTAL WORKFORCE MANAGEMENT SYSTEM

1. [Enter Budget Submitting Office command name] is in the process of implementing Total Workforce Management System (TWMS) as a comprehensive workforce management tool for Civilian, Non-Appropriated Fund, Military, and Contractor personnel. [BSO] will use TWMS to answer a critical deficiency in personnel accounting (mustering) and enable considerable cost and labor savings through mature personnel management tools for Security, Billet Management, Organizational Management, Facilities, Training, and Contract Management.
2. [BSO] understands and appreciates your charter to assure Human Resources applications meet the Department of the Navy's (DON) Chief Information Office (CIO) Information Technology (IT) requirements. TWMS is registered in the DON Information Portfolio Repository (DITPR-DON) (DADMS # 17717), complies with DON CIO IT requirements, and is designated as an enterprise target application by the Manpower, Personnel, Training, and Education Functional Application Manager.
3. TWMS currently uses a two way data link to DON Civilian Authoritative Data System (CADS) for civilian personnel data display and as an outgoing data provider regarding Information Assurance Work Force Training and Certification, TWMS completed training for all DON civilian personnel, and Billet Identification Numbers (BIN) for Appropriated Fund Civilian personnel records. Currently, this access is restricted to Office of Civilian Human Resources/Human Resources Service Delivery. Since (BSO) provides security administration services for [BSOxx] personnel, [BSO] will be using TWMS security administration tools for both [BSOxx] and associated personnel.
4. As the [BSO] Civilian Personnel Manager, I request that your office authorize a DON CADS data feed to TWMS for [BSOxx] UICs. If your staff requires further information, I can be reached at (703) 123-4567 or CivPerz@Navy.mil. I look forward to your positive response.

Director, Civilian Human Resources  
(or Designee)

Enclosure (4)