



What's New for You?

Billet Based Distribution (BBD) for Activity Manning Managers



What is an Activity Manning Manager (AMM)?

The role of Activity Manning Manager (AMM) was created specifically for Billet Based Distribution (BBD) and is intended to encompass the functions at a command that manage enlisted personnel and the command's Enlisted Distribution Verification Report (EDVR). In BBD, the AMM role will have access to detailed information on command personnel and billets, which will allow for efficient management of the demand signal sent to NPC for distribution action. Below is the working "job description" for the AMM position:

"The Activity Manager Role is responsible for completion of enlisted personnel management functions at an activity. These functions will be defined in the Enlisted Distribution Validation Process (EDVP) Manual, to be released in conjunction with BBD deployment, but are basically focused on providing NPC with the most accurate demand signal of vacant (or projected vacant) enlisted positions to be filled. The role will also support providing USFF with an accurate picture of enlisted Fit and Fill metrics for both the rating and Critical Navy Enlisted Classification (NEC) measures which feed enlisted personnel readiness reporting."

What are some of the key tasks for the AMM?

The AMM will play an integral part in the BBD process. Command daily/weekly/monthly tasks will be provided in the Enlisted Distribution Verification Process (EDVP) Manual. Sample tasks for this role include:

- Review of billet/sailor changes.
- Review of unaligned sailors.
- Request manual realignments of sailors to positions.
- DNEC review.
- Review of prospective gains and losses.
- Review of gapped NECs and DNEC assignments.
- Management of special pays.
- Review PRD accuracy.
- Validate female berthing assignments and vacancies.

Additional Information on BBD

What's Changing and Why?

The Navy is refining the distribution process for enlisted personnel with the addition of BBD functionality to the Career Management System – Interactive Detailing (CMS-ID). BBD functionality matches Sailors to specific billets based on rate, rating, and the NEC. When fully implemented, BBD will enable the Navy to manage force structure (manning) and personnel more efficiently in support of warfighting readiness.

The legacy EDVR will be replaced by an EDVP. Instead of a published report, the process of validating enlisted manning will use on-line information provided in CMS-ID. This change provides access to near real-time information for better distribution of naval personnel.

When is BBD coming to the Fleet?

BBD will be placed into the production CMS-ID environment in February 2016. The first BBD requisition for the fleet is scheduled to be run that month. NPC Placement Coordinators (PERS 4013) will support fleet commands throughout the BBD implementation process.

What's great about BBD?

- **Transparency** – Provides Fleet AMM's with access to their Sailors' information and, in most cases, displays the same information viewed by detailers and Placement Coordinators.
- **Timeliness** – Provides the most current information to both command and fleet manning managers.
- **Readiness** – Provides accurate and detailed manning information to fleet personnel managers to enable a more accurate assessment of enlisted personnel readiness.
- **Efficiency** – Provides the ability to align individual Sailors to specific billets, resulting in better detailing decisions. Also provides an assessment of how well a Sailor meets all billet requirements.

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Activity Manning Managers

What is a BBD Baseline?

PERS-4013 Placement Coordinators are actively performing baseline alignments of each command in the Fleet. A baseline is a review of all alignments with the activity AMM which may include manual alignment changes to ensure agreement on the activity's initial alignment. This baseline will be used to generate the most accurate requisition possible when first run in February 2016. If you have not heard from your PC by the end of December 2015, PERS-4013 may not have your contact information. NPC requests that you make contact with your PC so that you can be a part of the alignment process. Your PC information can be found on the cover page of your EDVR.

What else should I know?

- Command users may request and gain access to BBD in the test environment in January 2016 for familiarization prior to implementing this functionality in the production environment in February. Guidance on requesting access is provided below.
- Additional training will be available prior to implementation via DCS training events and on-line training materials. PERS-4013 will provide face-to-face training to any personnel desiring BBD training if they schedule a visit to NPC in Millington, TN. The schedule of training events (as well as how to participate) and training materials are available on the BBD webpage on the NPC website. < http://www.public.navy.mil/bupers-npc/enlisted/billet_based/Pages/default2.aspx >
- BBD Tutorials will be available for access under the "Help" tab inside CMS-ID.
- Instructions, including the new EDVP Manual and a detailed BBD User Guide will be available on the BBD Webpage.
- Each activity in the Navy has an assigned PC; they will be the point of contact for any BBD questions that you may have.

How do I request access?

- All users (except the Enlisted Sailor role) will need to submit a new request in order to access CMS-ID/BBD. This includes the legacy roles for CCC and Command. Guidance is provided on the BBD access tab of the BBD webpage (see link above).
- To gain access, users must have completed Information Assurance Training in the Fiscal Year (FY) of the request.
- Fleet CMS-ID/BBD users may request and gain access to BBD in the test environment in January 2016 for familiarization prior to implementing this functionality in the production environment in February.
- The assignment of the AMM role at an activity is not limited to specific billets at the activity.
- **Important note:** For the AMM role and "View Only" role at the command/ISIC level, the CO/XO/OIC or leader with "by direction authority" must sign both forms.
- Users requesting access will need to fill out OPNAV 5239/14 (SAAR-N form) and NAVPERS 1330/3 (Distribution Systems Request Form). Instructions and additional info for filling out and submitting the forms are included in the guidance.
- Requests should be e-mailed to: **CMSIDBBD_INBOX@NAVY.MIL**

Will everyone with BBD access have all the same capabilities?

Not everyone will have the same capabilities when accessing Sailor data within BBD. Some roles, such as "View Only" will have limited to no access to detailed personnel information while others will have full access to detailed personnel information. Access to activity information will be limited by the area of responsibility of the requestor. (Example, a DESRON AMM will have access to the DESRON information and all information from their subordinate ships)

AMM roles will also have the ability to view certain reports in CMS-ID that View Only users cannot. For instance, the AMM will be able to see personnel details whereas the View Only role will not have a link to additional personnel information.

Are the Reserves included in BBD?

BBD only includes FTS and active component Sailors. SELRES Sailors that are in ACC 103 (ADSW) or ACC 107 (mobilized) will be visible within BBD.

For additional information regarding BBD:

The BBD webpage on the NPC website is your one stop source of information regarding BBD; please visit it often to ensure you have the most current information available!

http://www.public.navy.mil/bupers-npc/enlisted/billet_based/Pages/default2.aspx

Contact your COMNAVPERSCOM, PERS-4013 Placement Coordinator with any questions.

Prepared by: PMW 240 Enterprise Change Management (ECM) Team.

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Other requests for this document shall be referred to PMW 240 ECM:

Ms. Kristie Thomas, PMW 240 ECM Manager, Email: kristie.thomas@navy.mil

