

Billet Base Distribution(BBD) FAQs:

Access and Connectivity questions:

Can commands begin to submit SAAR-N forms to get access or at least get ahead of the surge that will come when BBD is implemented?

Information will be released in early fall to announce the process to request access. **All users**, except those with individual sailor access, will require a new SAAR form for access to the system.

When will commands get access to the system? Approx. one month before the system goes live. Delivery is scheduled for February 2016. Anyone that currently has access to CMS-ID will have to submit a SAAR-N form signed by the CO of the unit.

How will I get new UICs under my area of responsibility? Contact PERS-4013 to ensure the ISIC relationship is set up behind the scenes. The CMS-ID Admin Role will be able to update user accounts to reflect the new AoR. TYCOMs users will have their AoR automatically managed via TGC and BSOs by units under their BSO. The system will have the ability to "cut and paste" from a list of UICs as needed for large AoRs. The SAAR access form will have a page 2 for listing required UICs.

If our command is on deployment and has no internet connectivity, who can perform BBD alignments on behalf of the command? In the majority of all cases, the ISIC for the command will have the ability to act on a subordinate command's behalf. The PERS-4013 Placement Coordinator (as the command's advocate) will always have the ability to intercede on the commands behalf, as long as it falls in line with requirements and procedures. We will also have the ability to export and send encrypted emails with data if the command requests.

Are there bandwidth issues with BBD? CMS-ID/BBD is not a graphic intensive program but it does require internet access. Developers will take all possible actions to limit bandwidth prior to deployment. Additionally, the system can be accessed and information downloaded to Excel for a quick review while offline.

Has BBD connectivity been tested onboard ships? BBD will not reside be on the NIAP server; access is strictly through the internet and has a very low bandwidth. There was no need to test access to the internet as it already exists.

Reports questions:

What reports will be available within BBD? Canned reports and the information shown in the BBD area already. The system admin is working reports similar to the EDVR report you have today. If you need a specific recurring report, the command may contact their PC and they may able to have those built and placed in the Authoritative data Environment (ADE) for further access.

Special "One-off" type reports can be built using the systems ad-hoc capability. PERS-4013 can build these reports upon request.

How will commands validate their annual SDAP certification? There will be a report available in the ADE for the AMM role to pull and verify pay, then sign and submit the report. More details will be provided in the Enlisted Distribution Verification Process instruction.

Can I search for LIMDUs or run a LIMDU personnel report? Yes, on the alignment search screen, under personnel info, you can search for by any ACC (including LIMDU- ACC 105). Search can be run by UIC or All Navy and also use other filters, such as rating, paygrade, or ATC.

Can a security clearance report be created? There will be a capability to see a command level report in the ADE; however, it must be noted that JPAS is the official source for security info. Although BBD pulls this info indirectly from JPAS, BBD is not the authoritative source of this info.

Will the command alignment score be considered the new readiness measurement? No. This score is provided for internal distribution efficiency measures, it is not an actionable metric. Readiness is still measured in COGNOS with Fit/Fill and with DRSS-N. Future capabilities will be discussed as usage of BBD increases.

If the QOA score is not an actionable metric, can it be removed for the AMM role? No. The QoA score is used in determining locks/realignments. For that purpose, it is useful; however, it is not going to be used as a readiness measure. QOAs are only used at the activity level and are not "rolled up" like Fit scores for groups of units.

How will the implementation of BBD affect the reports available in FLTMPs? NTMPs, which feeds FLTMPs and COGNOS, gets data from multiple sources and will continue to do so after our current manning information system (ARIS) is retired. The data required to be provided from CMS-ID/BBD will be provided to NTMPs via the ADE. However, it is likely that some of the reports currently viewed in FLTMPs may change and accessibility to information may be restricted based upon the customer's area of responsibility.

Alignment and Billet Information:

Will the implementation of BBD increase workload on the admin/personnel department? No, it is not expected to increase the workload. In fact it should streamline processes. However, if the command is not following the requirements to manage their personnel now (EDVR management), it will be a growth in time spent doing personnel management. If a command is not engaged with BBD personnel management, it will be readily apparent.

When will the instructions and regulations be released to reflect BBD? Instructions and regulations for operating BBD should be released by the end of the year.

How many NECs will be shown for personnel? The first 5 will be shown on the alignment search page, but up to 15 may be shown on the personal details page.

Can I make NEC changes to billets using BBD or is the BCR process still required? The BCR process is required for all changes to TFMMS. PERS-4013 will not make any changes to an activity's billet structure unless directed by the respective MCA. In cases required immediate action, MCA may direct temporary actions be taken to hold existing funded billets and create a refillable excess position. This compensation may be possible across UICs.

How often will the system auto-realign? The system will run an auto-realignment during the week prior to the new requisition update. Only QOA 4/5 alignment, excess sailors (unfunded and non-refillable excess), unaligned sailors, and vacant billets will be used for this realignment. QOA 1/2/3/6 alignments can be part of the realignment if the soft lock is manually removed by PERS-4013. The monthly realignment will be listed on the CMS-ID schedule posted on the CMS-ID log-in page. A nightly update will process changes, but not run a command realignment.

Are Sailors aligned by paygrade or payband? The system attempts to align by paygrade first, but payband alignments may occur where an NEC needs to be matched. For purposes of alignment, for supervisors - the paygrade takes precedence over the NEC; for E1-6 - the NEC takes precedence over paygrade. Manual action may be necessary if a paygrade alignment is desired over a NEC match.

Is there a limit on how long an alignment can be QOA 4 or 5? No; there are no limits for any QOA except QOA 7, which is by construct temporary. QOA 7s will be realigned during the monthly realignment. QOA 4's and 5's are eligible for realignment during this process, but the alignment will not be broken unless a better alignment is found.

Where does BBD get command structure info? It is directly received from the organizational hierarchy found in TFMMS. If it appears incorrect, it is likely that the org hierarchy in TFMMS for your unit

is incorrect. Even if your structure appears correct in FLTMPS, if BBD shows an incorrect structure, it is likely that your TFFMS org hierarchy is incorrect.

Why use BSCs and not BINs? BINs are actually used to make and record alignments, but BSCs are used in the display because they help organize manning at a command into the organizational hierarchy. ADE reports will allow for reports to be run by BIN. The ADE will also be able to provide this info to other authoritative Navy systems.

Roles and Views:

What other views will be available within BBD (i.e. schools coordinator, CCC)? Activity Manning Manager (full view of designated command info) and the "view only" role (restricted info, no hyperlinks.) We are still looking at the CCC and training officer role.

Can I see information for other command outside of my AoR? No, these internal AoRs are set to ensure only "need to know" info is available. Aggregate reports across the Navy may be available via business object reports in the ADE. These reports will show aggregated info and not show command or person level info.

Is there a limit to how many personnel can be designated to the command AMM role? Currently with the EDVR there are limited personnel (two) that can have access. With BBD it is up to the CO. The SAAR-N will have to be signed by the CO. It is recommended the CO, XO, CMC and AO/PERSO get AMM access; any others should get a view only capability. Commands should understand that there is sensitive information viewable by any member with AMM access. Additionally, PERS-4013 will request that commands should note who the POC for personnel management at the command is.

Is there a way to submit feedback on usage or desired capability? There is an existing process via the CMS-ID Help Desk that will be valid for BBD functionality too.

Action items and Functional questions:

Is there still a need for the PERSMAR? Yes; however, the guiding instruction is being reviewed for possible format changes.

Will there still be a need for EMIRs in BBD? There will still be a need to communicate unplanned losses to distribution leadership (TYCOM/MCA), so the answer is yes; however, the format is under review.

Will Spouse Colocations be handled differently? No.

How will PACT Sailors be managed? PACT Sailors will be treated like all other Sailors. They will be assigned to PACT jobs or in excess as required. As they get rated, they will be given a QoA 7 and be automatically realigned to a billet in their new rating during the monthly realignment. Commands may request to keep a rated sailor in a PACT job with justification, but this action will have to be approved by the MCA and will be an exception to normal policy.

How are deserters handled? As these sailors have their ACC changed to show the deserter status (ACC 109?), they will automatically be placed in an excess alignment during the nightly update.

Is there a field for family care plan on the personal detail summary? No. This info will be kept as it is now and is managed at the command level.

Will pre-com units use BBD? Most pre-com units are under the authority of PERS-409 (squadrons fall under PERS-404 and subs under PERS-403). Governance will determine how and when BBD will support the manning process for these units; but BBD will be able to support by using "refillable excess" positions as needed.

What is the benefit of BBD if we cannot change anything at the command? BBD will provide a much clearer picture of manning than any system currently available. More info is available and all info is more current than info provided via the EDVR. Requested changes made by the AMM can be turned around rapidly by the Placement Coordinator and most changes will occur in near "real-time". Additionally, normally occurring billet and personnel changes will be readily visible via the system and significantly improve AMM situational awareness.

Is there any linkage to C-WAY? Not at this time but future linkage is planned.

Is BBD linked with TWMS or other systems? BBD feeds all info to the Authoritative Data Environment (ADE); this system sends and received info from NSIPS (which feeds TWMS), NES, and NTMPS. If other systems require BBD info, there is a process for obtaining a data feed from the ADE by working with BUPERS-07.

Will commands have access to view Exceptional Family Member (EFM) data on assigned Sailors? The AMM will have access to EFM data (category, date of current EFM case and date of next review). There is no detailed PII info regarding reason for EFM and the data provided will be for the most restrictive case, if there are multiple cases.

Will commands be able to see if requisitions are being advertised CMS/ID via BBD? The AMM role will be able to access jobs on CMS-ID. There will also be a search filter for generated requisitions on the

alignment search page. At this time there is no capability to show jobs that are advertised on the alignment search page.

When can we see the order info for a PG? Once a Sailor receives orders, all personal details on the prospective sailor can be accessed by the AMM. There will not be a link to the orders at this time, but the DTG will be displayed.

Can commands still make comments on requisitions and make comments/ranking decisions on CMS-ID applications? Yes, that process does not change. The Career Counselor role will not change in functionality; if the CCC desires to see BBD info, they will have to have a BBD role (AMM or view only).

Terms:

What is an unfunded billet? An unfunded billet is a requirement on the activity's Activity Manpower Document that does not have funding aligned to it. These jobs will be aligned to prior to a non-refillable excess position, but after all funded jobs or refillable excess positions. Sailors aligned to unfunded billets are considered "in excess".

What is a REP? It is a Refillable Excess Position. These positions are MCA approved positions that are treated as funded requirements for manning purposes.

What is a baseline? A baseline is the process by which your placement coordinator will review system generated alignments with command AMMs, make required changes to reflect "actual" alignments (within MCA approved guidelines), and ensure the first BBD requisition in CMS-ID accurately reflects the command's demand. Due to ongoing system test, this initial baseline work will be managed via encrypted e-mails between PCs and their commands starting in November 2015. After AMMs obtain access, they will be able to review the alignments online and make last minute change requests prior to the system going "live".

What is a Floating NEC? It is an NEC assigned to a command that is required to be filled, but not necessarily by the sailor filling the billet where the NEC is attached. An example is the Surface SAR Swimmer (NEC 0170). The CO can assign any sailor with the training to the SAR Swimmer role, and it doesn't have to be a BM2 as is the normal billet assignment in the surface force. By making this NEC a Floating NEC, it allows the BM2 billet to be treated as a job without an NEC requirement and the 0170 as a separate requirement that can be filled by any rating. This is a case where any Sailor can be assigned to fill the NEC requirement, no matter what other billet they're aligned to. The only requirement is that they must hold the NEC and be DNEC'd to it by the command. A list of Floating NECs can be found under NEC Management.