Billet Based Distribution (BBD)

User's Guide for

Career Management System -

Interactive Detailing (CMS-ID)

Introduction

This user guide outlines the basic steps needed to understand the procedures to properly manage the manning at a command in Career Management System – Interactive Detailing/Billet Based Distribution (CMS-ID/BBD). It is representative of Navy Personnel Command (NPC) striving to provide Fleet personnel with effective guidance on the processes for proper use of the capabilities of CMS-ID/BBD and to provide Detailers and placement personnel with resources to support the new enlisted distribution capability. This user guide is intended to complement the Enlisted Distribution and Verification Process (EDVP), developed to replace the Enlisted Distribution Verification Report (EDVR). The EDVP is the process by which Activity Manning Managers (AMMs) will review their manning information displayed in CMS-ID/BBD and validate or provide corrections to the unit's Placement Coordinators (PCs) in PERS-4013. It is the PC's responsibility to use the command's validation and input to ensure the most accurate demand signal is provided to NPC Detailers for assignment action.

In the past, enlisted personnel requisition generation and distribution processes used an inventory-based system that did not fully reflect the billet level needs of Navy commands or accurately identify a Sailor's current assigned position. While legacy processes were able to identify the skill gaps at a command and generate requisitions to close those gaps, the requisitions that were released did not necessarily reflect the positions provided in manpower documentation. BBD is designed to fundamentally improve these processes.

The alignment portion of BBD will provide the capability to clearly track the position an enlisted Sailor is filling at a command, provide a definitive accounting of personnel allocation, lead to a more accurate requisition, allow for the optimal usage of resources, and serve as a basis to project how personnel changes will affect a command's mission readiness.

1. What is BBD?

Building on the existing CMS-ID framework, BBD will upgrade software programs used in the enlisted distribution system and provide accurate and timely manning information to Fleet personnel managers via the web. Fleet personnel managers will have greater access to their Sailors' information and, in most cases, will see the same information available to Detailers and PCs.

2. Why is BBD Needed?

In addition to being outdated, the legacy distribution processes used a fair-share manning construct that did not fully reflect the billet-level needs of Navy commands or accurately identify Sailors' current assigned positions. This hindered their ability to accurately measure or ensure personnel readiness, leaving gaps in "Fit" – meaning some positions are filled with Sailors who do not possess the needed skills or experience level for the job.

3. What are the Capabilities and Benefits of BBD?

BBD will allow command manning managers, Detailers, PCs, Type Commander (TYCOM) staff, and manning control authority staff to more reliably assess a vacant position's impact on readiness. Ultimately, BBD will help drive improved personnel readiness across the Fleet. Specific goals include:

- The alignment of every enlisted Sailor who is available for assignment to a Navy position.
- The development of a system that has the tools and accurate demand signal needed to maximize rating and Navy Enlisted Classification (NEC) "Fit".
- The capability to better use available Permanent Change of Station (PCS) and Temporary Duty under Instruction (TDI) funds.
- The capability to forecast future Fleet vacancies which will lead to better Sailor and Fleet customer service.
- The foundation of an improved distribution process.

4. What do I need to do now?

As always, Sailors should review their records often for accuracy, especially for the NECs they hold, to ensure accurate information for the detailing process.

Leaders and personnel managers should educate themselves on the EDVP and BBD processes to efficiently use the new capabilities. Training materials are available soon on the BBD Webpage of the NPC website at < http://www.public.navy.mil/bupers-npc/enlisted/billet_based/Pages/default2.aspx >.

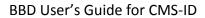BBD will not be static but will continue to develop and improve to better serve the Fleet.

Important Note regarding Personally Identifiable Information (PII): Much of this user guide discusses searches within CMS-ID. Search criteria and the results from those searches contain PII. As such, these search criteria and the resulting information must be protected In Accordance With (IAW) DoD 5400.11 and the Privacy Act of 1974 (as amended) and is For Official Use Only (FOUO).

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1   Search for Activity Alignments

1.1   Basic Search

A basic search consists of a UIC or group of UICs with no additional optional search criteria selected. This type of search is the most common and can be used as a starting point for more refined searches and data drill downs.

1	Open browser and log in.	https://www.cmsid.navy.mil
2	Navigate to the *Home* tab and change the role to an Alignment user role.	This user guide pertains to all roles.
3	Navigate to the *Alignment* tab and select **Alignment Search**.	
4	Enter UIC(s) or Command Name in the field.	- This field is **mandatory**. - The UIC/Command Name field will auto-populate as data is entered. - Multiple UICs can be added individually. - Type **ALL** in the UIC/Command Name field for an ALL UIC search. The ALL UIC option limits the search return to within the user's Area of Responsibility (AoR). - ALL UIC search results do not include alignment details information. Alignment details can be viewed by selecting the summary number hyperlink provided it is less than 25,000.
5	Select the desired UIC/Command Name from the pre-populated list.	
6	Click **Add.**	
7	Click **Search.**	ALL UIC searches take slightly longer to return results.
8	View the results.	Results are presented in three (3) sections: - Activity Summary Results table – data based solely on the UIC(s) entered in the initial search and will not update as further criteria are entered or data drill downs occur - Alignment Summary Results table – data based on UIC(s) entered in initial search as well as any optional search criteria and does update as additional criteria are added or drill downs occur - Alignment Search Results Details table – lists individual alignment details for alignments matching search criteria or drill down selected

Figure 1 - Basic Search

1.2 Advanced Search

Additional optional search criteria can be added to the basic search for more refined searches. Criteria can be selected from these areas:

- Alignment Status Optional Criteria – Use *Time Period* search criterion to perform search projections
- Billet/Position Optional Criteria
- Personnel Optional Criteria
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- Combining search criteria from different sections can be used to perform complex alignment searches. For example, to search for Distribution Rate (DRATE)'d personnel, select billets based on a particular rating and personnel from a different rating.

NOTE: Use caution when combining optional search criteria. It is possible to create conflicting situations where the return will contain no results.

Figure 2 - Advanced Search with Optional Criteria Selected

Select the **green plus icon** to expand a category and select the additional search criteria. When additional search criteria are selected, *(Optional Criteria Selected)* appears in the header bar for the applicable section.

Select **Clear** to clear all criteria and reset the main search page to the initial settings.

1.2.1 Alignment Status Optional Criteria

When performing an advanced alignment search, choose from the following Alignment Status Optional Criteria:

- Time Period – current through P12 projections
- Quality of Alignments (QoA) – 1 through 7
  - Hold the **Ctrl** key to select multiple non-contiguous QoAs
  - Hold the **Shift** key to select multiple contiguous QoAs
- Miscellaneous Options
  - Aligned Personnel – to funded or unfunded billets or excess positions
  - Unaligned Personnel – not aligned but should be
  - Alignment-Exempt Personnel – should not be aligned to billets or positions
  - Vacant Billet(s)

- o Gapped NEC(s)
- o Bridged NEC(s)
- o Floating NEC(s)
- o Generated Requisitions – vacant or encumbered with a Projected Loss (PL)
- o Non-Default Alignment Score – alignments with modified scores
- o Manually Included in Alignment Score – excess alignments included in scoring
- Lock Status
  - o Soft Locked – system-applied
  - o Hard Locked – manually-applied or system-applied during QoA 6 process
  - o Unlocked
- Flag Status
  - o Action
  - o Information
  - o No Flag

1.2.2 Billet/Position Optional Criteria

When performing an advanced alignment search, choose from the following Billet/Position Optional Criteria:

- Billet Classification
  - o Force Structure Billet(s)
  - o Student
  - o Trainee
  - o Personnel Exchange Program
  - o Transient, Patient, Prisoner, and Holdee (TPP&H)
- Manning Control Authority (MCA)
  - o Bureau of Naval Personnel (BUPERS)
  - o Fleet
  - o Other
- Type Duty
  - o Sea
  - o Shore
  - o Sub Sea
  - o Sub Shore
- Continental United States (CONUS)
  - o CONUS
  - o Overseas
- Branch
  - o Active
  - o Full-Time Support (FTS)
- NEC
  - o No NEC – searches for records where all 15 NEC fields are blank
  - o Entering NEC searches for both Primary and Secondary billet positions

- Budget Submitting Office (BSO)
- Enlisted Management Community (EMC)
    - o Hold the **Ctrl** key to select multiple non-contiguous EMCs
    - o Hold the **Shift** key to select multiple contiguous EMCs
- Communities
    - o Hold the **Ctrl** key to select multiple non-contiguous communities
    - o Hold the **Shift** key to select multiple contiguous communities
- Pay Grade
- Manning Requirement Type (MRT)
    - o Hold the **Ctrl** key to select multiple non-contiguous MRTs
    - o Hold the **Shift** key to select multiple contiguous MRTs
- Area Type City (ATC)
- Platform Type
- Location
- Billet Sequence Code (BSC)
- Functional Area Code (FAC)
- Navy Enlisted Billet Classification (NEBC)
- Deployment Status (DSTAT)
- Type Commander Group Code (TGC)
- Activity Readiness Code (ARC)
- Operational Component (OPC)

1.2.3 Personnel Optional Criteria

When performing an advanced alignment search, choose from the following Personnel Optional Criteria:

- Actual Rating
    - o Hold the **Ctrl** key to select multiple non-contiguous ratings
    - o Hold the **Shift** key to select multiple contiguous ratings
- Assigned Rating
    - o Hold the **Ctrl** key to select multiple non-contiguous ratings
    - o Hold the **Shift** key to select multiple contiguous ratings
- EMC
    - o Hold the **Ctrl** key to select multiple non-contiguous EMCs
    - o Hold the **Shift** key to select multiple contiguous EMCs
- Gender
- Branch
- Gain/Loss
- NEC
    - o Selecting **Any** searches all 15 personnel NEC positions for either, both, or all NECs entered
    - o Selecting **All** searches all 15 personnel NEC positions for all NECs entered

- Distributed Navy Enlisted Classification (DNEC)
    - Selecting **Any** searches both personnel DNEC positions for either or both DNECs entered
    - Selecting **All** searches both personnel DNEC positions for all DNECs entered
- Distributed Navy Enlisted Classification Reason Code (DNRC) – each field searches that specific data element only
- Accounting Classification Code (ACC)
- Projected Rotation Date (PRD)
    - If a **From** and **To** date are entered, selecting **Include Blank PRDs** will return PRDs within the designated range as well as all blank PRDs meeting the search criteria
    - Leaving the **From** and **To** fields blank and selecting **Include Blank PRDs** will return only blank PRDs
    - Leaving the **From** field blank and entering a **To** date will return all PRDs prior to the **To** date including expired PRDs
- Estimated Date of Loss to the Navy (EDLN) – Leaving the **From** field blank and entering a **To** date will return all EDLNs prior to the **To** date including expired EDLNs
- End of Active Obligated Service (EAOS) - Leaving the **From** field blank and entering a **To** date will return all EAOSs prior to the **To** date including expired EAOSs
- Soft Expiration of Active Obligated Service (SEAOS) - Leaving the **From** field blank and entering a **To** date will return all SEAOSs prior to the **To** date including expired SEAOSs
- EDLN Reason:
    - Searching for EDLN Reason code of Pending Fleet Reserve (PFR) will return all alignments where the Sailor has either a pending or approved Fleet reserve request. PFR requests will have an EDLN Reason code of *PFR* and the EDLN date reflecting the requested date. Approved Fleet reserve requests have an EDLN Reason code indicating the 30-year retirement date for the Sailor, in an abbreviated format, and an EDLN date displaying the approved Fleet reserve date.
    - The abbreviated date format for an approved Fleet reserve request is YYM, where month is an alpha-numeric digit 1-9 for January through September, 0 for October, J for November and B for December.
    - It is not possible to precisely identify personnel with an approved Fleet reserve request in an alignment search. However, using an EDLN Reason code of PFR in the alignment search can be used to identify a list of personnel with a requested or approved Fleet reserve request; manual inspection of the listed individuals EDLN Reason code will be required to determine who is ultimately approved for Fleet reserve.
- Career Waypoints (C-Way) Status
- Actual Pay Grade
- Assigned Pay Grade

1.3 Save a Search

When you perform an alignment search with optional search criteria selected, you can save that search to use again later. After you save a search, it is available in the *Saved Searches* drop-down menu.

1. After performing an alignment search, click **Save Search**.
2. In the display, name the saved search (can be set as a default search using the checkbox).
3. Click **Save**.
4. Click **OK** to verify the search was saved successfully.

Figure 3 - Save a Search

1.4 Restore a Saved Search

Once a search has been saved, you can access it at any time from the *Alignment Search* page. Rather than having to reenter the criteria for the search, you can select the saved search from the drop-down menu and load it automatically.

1. Return to the *Alignment Search* page.
2. Select the desired option from the *Saved Searches* drop-down menu.
3. Click **Restore Search**.

Figure 4 - Restore a Search

1.5   Default Search

A previously saved search can be set as the default search where each time the Alignment Search page is accessed; the default search will automatically load. This function is particularly useful for users that perform the same search frequently.

The default search can be set in two ways. First, while saving a search select the checkbox for **Set as Default**. To set a previously saved search as the default search:

1. Click **Set Default**.
2. Select the desired saved search from the drop-down menu.
3. Click **Save**.
4. Click **OK** to verify the default search was set successfully.

1.6   Delete a Saved Search

If you no longer need a particular search that you have saved, you can delete it to remove it from the drop-down menu.

1. Return to the *Alignment Search* page and select the desired *Saved Search* to delete in the drop-down menu.
2. Click **Delete Search**.
3. Click **Yes** to confirm deletion.
4. Click **OK** to verify the search was deleted successfully.

Figure 5 - Delete a Saved Search

2   Prospective Gain/Projected Loss (PG/PL) Report

The PG/PL Report displays all prospective gains to and projected losses from the activity. An initial alignment search must be performed in order to navigate to the PG/PL Report.

1	Perform a search using either basic or advanced criteria.	See section 1.1 Basic Search or 1.2 Advanced Search. Selecting either the PG or PL search criterion from the *Personnel Optional Criteria* section does not navigate to the PG/PL Report; it merely refines the Alignment Search Results Details to just the selected gain or loss alignments.
2	View the results.	Results are presented in three (3) sections: • Activity Summary Results table • Alignment Summary Results table • Alignment Search Results Details table
3	Scroll to the *Alignment Search Result Details* table, *Personnel Data* section.	
4	Select any **PG** or **PL** date hyperlink.	**NOTE**: Selecting the PG or PL summary number hyperlink from the Activity Summary Results table does not navigate to the PG/PL Report but instead further refines the Alignment Search Result Details to display alignments with PGs or PLs.

The PG/PL Report for the activity is limited to 500 rows of data. The *UIC Viewing* drop-down allows the user to select other UICs for viewing, and functions as a page advance for additional information.

Figure 6 - PG/PL Report

2.1   PG/PL Report Detail

The PG/PL Report is sorted by department and division based upon the BSC organizational hierarchy.

The PG/PL Report is separated into two sections:

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- Projected Loss – Identifies the billet, aligned incumbent, and loss information
- Prospective Gain – Identifies the PG and estimated arrival date

If more than one UIC was initially searched, use the **UIC Viewing** drop-down menu to view other the PG/PL Report for other UICs. Vacant billets/positions with no identified PG will not be displayed on the PG/PL Report. All PG/PL Report table results are exportable to Excel.

For additional information concerning the management of gains and losses, refer to 8. Gains and Losses Management.

2.1.1 Projected Loss Section

The following data is displayed in the Project Loss section of the PG/PL Report:

- MRT – Displays the MRT of the billet/position
- BSC – Displays the BSC of the billet/position
- Name – Displays the name of the aligned incumbent PL, if not vacant
- Rating – Displays the rating and pay grade of the aligned incumbent PL, if not vacant
- Loss Date – Displays the loss date of the aligned incumbent PL. Loss date is determined by either PRD, PCS orders, EDLN date, or EAOS/SEAOS.
- Loss Reason – Displays loss reasons of either PRD, orders, EDLN, or EAOS/SEAOS for the aligned incumbent PL
- Gap – Displays the billet gap in manning based upon the loss date of any aligned incumbent PL and the Estimated Date of Arrival (EDA) of the PG
    - o If the billet is vacant, the loss date uses the current date
    - o If there is no identified PG the gap will be TBD

2.1.2 Prospective Gain Section

The following data is displayed in the Prospective Gain section of the PG/PL Report:

- Name – Displays the name of the PG
- Rating – Displays the rating of the PG
- EDA – Displays the EDA of the PG

2.2 Prospective Gain Alignment Projections

Alignments viewed in a future projections period using the **Time Period** search criterion in the Alignment Status Optional Criteria section will display PG Sailors who are projected to be onboard the activity at that time aligned to the appropriate billet/position. These alignments are easily identified by the Sailor's onboard ACC displaying as the projection month (for example, P8) vice their actual ACC.

3   Gapped NEC Report

The Gapped NEC Report Displays all NEC requirements that have not been satisfied by an alignment or that are attached to a vacant billet. An initial alignment search must be performed in order to navigate to the Gapped NEC Report.

1	Perform a search using either basic or advanced criteria.	See section 1.1 Basic Search or 1.2 Advanced Search. Selecting the Gapped NECs search criterion from the *Alignment Status Optional Criteria* section does not navigate to the Gapped NEC Report; it merely refines the Alignment Search Results Details to just the gapped NEC alignments.
2	View the results.	Results are presented in three (3) sections: • Activity Summary Results table • Alignment Summary Results table • Alignment Search Results Details table
3	Select the **Gapped NEC** summary number hyperlink from either the *Activity Summary Results* or the *Alignment Summary Results*.	From the Activity Summary Results, the hyperlink will display Gapped NECs for the entire activity. From the Alignment Summary Results, the hyperlink will display Gapped NECs for the activity including any additional optional search criteria entered.

This report shows each gapped occurrence in NEC order, lists whether the NEC is considered critical and/or floating (explained in section 3.2 View Floating NEC Report) for the activity, and shows any onboard Sailor who is bridging (explained in section 3.1 View Bridged NECs) that NEC as well as any prospective gain who will be aligned to the billet that requires that NEC.

Figure 7 - Gapped NEC Report

3.1   View Bridged NECs

Some alignments do not satisfy all the NEC requirements on a billet (less than a perfect match, not QoA1) or the billets may be vacant. Other onboard Sailors can "Bridge" these gapped NEC requirements if they hold the NEC in their inventory, are DNEC'd to the NEC, and are not using that

DNEC in their current alignment. Not all Gapped NECs will be bridged; however, all bridged NECs are considered gapped.

The Bridged NEC Report is alternate view #1 of the Gapped NEC Report.

1	Perform a search using either basic or advanced criteria.	See section 1.1 Basic Search or 1.2 Advanced Search. Selecting the Bridged NECs search criterion from the *Alignment Status Optional Criteria* section does not navigate to the Gapped NEC Report; it merely refines the Alignment Search Results Details to just the bridged NEC alignments.
2	View the results.	Results are presented in three (3) sections: - Activity Summary Results table - Alignment Summary Results table - Alignment Search Results Details table
3	Select the **Bridged NEC** summary number hyperlink from either the *Activity Summary Results* or the *Alignment Summary Results*.	From the Activity Summary Results, the hyperlink will display Bridged NECs for the entire activity. From the Alignment Summary Results, the hyperlink will display Bridged NECs for the activity including any additional optional search criteria entered.

The Gapped NEC Report (alternate view #1) shows each bridged occurrence in NEC order, lists whether the NEC is considered critical and/or floating for the activity, and shows all onboard Sailors who are bridging that NEC as well as any prospective gain who will be aligned to the billet once reporting onboard the activity. A Sailor can bridge a maximum of two NECs and only one occurrence for each NEC.

NOTE: A Bridged NEC resulting from a vacant billet will not suppress the generation of a requisition (create an advertised job) for that billet.

Figure 8 - Bridged NEC Report

3.2   View Filled Floating NEC

A Floating NEC is an NEC requirement appearing on a billet/position but which is an activity skill requirement rather than a requirement for a specific billet/position (i.e. Search and Rescue (SAR)

Swimmer; Sub Diver). A Floating NEC is considered as a separate skill independent of the billet to which it is attached.

The billet/position to which the Floating NEC is attached can be aligned, even at a QoA1 level, and still have the Floating NEC be gapped. When a Floating NEC is filled, it may or may not be with the onboard Sailor who is aligned to the billet/position requirement.

The Floating NEC Report is alternate view #2 of the Gapped NEC Report.

1	Perform a search using either basic or advanced criteria.	See section 1.1 Basic Search or 1.2 Advanced Search. Selecting the Floating NECs search criterion from the *Alignment Status Optional Criteria* section does not navigate to the Gapped NEC Report; it merely refines the Alignment Search Results Details to just the floating NEC alignments.
2	View the results.	Results are presented in three (3) sections: • Activity Summary Results table • Alignment Summary Results table • Alignment Search Results Details table
3	Select the **Floating NEC** summary number hyperlink from either the *Activity Summary Results* or the *Alignment Summary Results*.	Selecting **Filled Floating** displays only the Floating NECs that are filled. From the Activity Summary Results, the hyperlink will display Floating NECs for the entire activity. From the Alignment Summary Results, the hyperlink will display Floating NECs for the activity including any additional optional search criteria entered.

The Gapped NEC Report (alternate view #2) displays each floating occurrence in NEC order, lists whether the NEC is considered critical or floating for the activity, and shows all onboard Sailors who are bridging that NEC as well as any prospective gain who will be aligned to the billet once reporting onboard the activity (a bridged Floating NEC is considered filled).

Figure 9 - Floating NECs Report

4   Female Distribution at Sea Report

Manning the Fleet with adequate personnel to accomplish the Navy's mission is always a challenging task; adding complexity to this task is the management of berthing by gender on sea going ships. BBD functionality has provided a series of reports and tables to help better manage this balance. Since the Activity Manpower Document (AMD) does not distinguish billets by gender, these reports are the primary method to ensure all participants in enlisted distribution have complete clarity on the factors that control female assignments, namely berthing authorized by gender, berthing available for assignment action by gender and population of the crew by gender and seniority.

All female berthing limited activities report their berthing capacity by gender to NPC via their respective TYCOM and U.S. Fleet Forces Command (USFF) MCA. This information is used in conjunction with current and projected activity female inventory during the distribution process to ensure female berthing capacities are not exceeded.

CMS-ID provides several reports used by NPC and Fleet activities to manage the current and projected female inventory during a Sailor's assignment process.

4.1   Female Distribution at Sea Report

This report provides female inventory counts from the current month through P12 including any embarked activities, berthing authorized, berthing available, and female inventory percentages. All percentages and Total counts are calculated at the beginning of the Loss Projection Window (LPW) to accommodate the distribution process.

Only those activities that have been designated by the Women in Ships (WIS) Coordinator as "Limited Female Availability" are searchable on this report. If the activity is female berthing limited but does not display on this report, contact PERS-4013 WIS Coordinator.

To access the Female Distribution at Sea Report, navigate to the *Reports* tab and select **Female Distribution at Sea**.

Figure 10 – Female Distribution at Sea Search

 All search criteria for this report are optional. If no criteria are selected, the report will return results for all authorized activities designated as "Limited Female Availability" for the current through P12. To reduce the results, select any of the following search criteria:

- UIC or Command Name
  - o This data field auto-populates as the user types
  - o Multiple UICs can be added as desired
- Platform Type
  - o This data field auto-populates as the user types
  - o Multiple Platform Types can be added as desired
  - o **NOTE:** This search will return only those units in the platform type to which the user has access.
- ATC
  - o This data field auto-populates as the user types
  - o Multiple ATCs can be added as desired
  - o **NOTE:** This search will return only those units in the ATC to which the user has access.
- OPC
  - o This data field will accept only one OPC
- Time Period
  - o Default is current month through P12
  - o Hold the **Ctrl** key to select multiple non-contiguous projection months
  - o Hold the **Shift** key to select multiple contiguous projection months
- Chief Petty Officer (CPO) Bunks
  - o If searching multiple activities, the results can be limited to those that have available CPO berthing, no available CPO berthing, or both
  - o Results can also be limited by the host or embarked activity
  - o Default is ALL
- E1-E6 Bunks
  - o If searching multiple activities, the results can be limited to those that have available E1-E6 berthing, no available E1-E6 berthing, or both

o   Results can also be limited by the host or embarked activity
o   Default is ALL

4.1.1 Female Distribution at Sea Report Results

The Female Distribution at Sea Report displays the results in a table with activity identification, bunk authorization and availability numbers, and female inventory projections for the selected activities.

Figure 11 – Female Distribution at Sea Report Results

The following data is displayed:
- UIC
    o   Displays the UIC if search activities
    o   Embarked activities display directly beneath the host activity and the row color is slightly different
- Command Name
    o   Displays the short name of the activity
- MCA
    o   Displays the owning MCA
- Hull
    o   Displays the type of platform for the activity
- Bunks Authorized
    o   Displays the female berthing authorization for the activity separated by CPO and E1-E6 for both the host and embarked activity
    o   The embarked activity Bunks Authorized number is the count of female berthing units the host activity set aside specifically for embarked activities
- Bunks Available
    o   Displays the number of female berthing units available at the beginning of the LPW taking into consideration PG (and Tentative Gains (TG)) and PL
    o   The Bunks Available count does not represent the number of female Sailors that can arrive during this projection period. All female berthing units identified by this calculation are not necessarily available because previous distribution actions affecting future months have not been taken into account.
- Time Period (Current-P12)

- o Displays the calculated female inventory for the selected Time Period separated by CPO, E1-E6, and Professional Apprenticeship Career Track (PACT) for the host activity Active Duty (AC) and FTS, and a combination of AC/FTS from Embarked Activities
  - o Total numbers for all embarked activities are shown in the host ship line under Embarked (EMB); however, each individual unit assigned will be listed under the appropriate AC or FTS header.
  - o Projection Time Periods take into consideration gains and losses but do not account for TGs
- Total Female Inventory
  - o Displays the total female inventory calculated at the beginning of the LPW separated by CPO, E1-E6, and PACT for host and embarked activity
  - o TGs are displayed separately from the combined projected and PG inventory counts
- Percent of Female Inventory
  - o Displays the percentage of females in either CPO or PACT against the total projected female inventory at the beginning of the LPW for the host and embarked activity
  - o The inventory projection takes into consideration gains, losses, and TGs
- Male/Female (M/F) Ratio
  - o Displays the total projected enlisted male and female inventory and the percentage of total enlisted inventory that is female separated by CPO, E1-E6, and entire activity
  - o Embarked activities are listed on their own data row
  - o Inventory projections take into consideration gains, losses, and TGs

A *Total* data row is displayed at the bottom of the page with summary numbers for all selected activities.

NOTE: Total embarked information is not included in the ship totals, but is totaled under the embarked header.

Search Save/Restore/Delete capability is available for the Female Distribution at Sea Report. See section 1.3 Save a Search.

Female Distribution at Sea Report table results can be printed or exported to Excel.

4.2   WIS Application Gate

For all user roles that can submit an application on behalf of a female Sailor, CMS-ID is designed to review applications to "Limited Female Availability" activities and reject applications should there not be female berthing available. This process is intended to prevent exceeding the female berthing capacity of the activity.

The user will receive an alert to contact the appropriate PERS-40 Detailer for additional guidance when trying to submit the application that activates this gate. An application that was rejected does not count against the Sailor's application history.

The WIS Application Gate will reject an application in the following circumstances:

- Reject all female job applications if the number of E1-E9 females that can be distributed to "Limited Female Availability" activities is equal to or less than zero, based on the information contained on the Female Assignment Options report. Rejects all female job applications if there are no female bunks available regardless of pay grade.
- Reject only E7-E9 female job applications if the number of E1-E9 females that can be distributed to "Limited Female Availability" activity is greater than zero but number of E7-E9 females that can be distributed to "Limited Female Availability" activities is equal to or less than zero, based on the information contained on the Female Assignment Options report. Rejects only female CPO(s) job applications when there are no female CPO bunks available but there are E1-E6 female bunks available.
- Reject only E1-E6 female job applications if the number of E1-E9 females that can be distributed to "Limited Female Availability" activity is greater than zero but number of E1-E6 females that can be distributed to "Limited Female Availability" activities is equal to or less than zero, based on the information contained on the Female Assignment Options report. Rejects only female E1-E6 job applications when there are no female E1-E6 bunks available but there are female CPO bunks available.

4.3   WIS Selection Gate

During the CMS-ID Sailor application phase, female berthing may be available at "Limited Female Availability" activities; however, the number of female applications may exceed the berthing that is available for any given activity. During the selection process, the system keeps track of berth availability, and assignment of berthing is on a first come-first served basis. At some point a Detailer may be prevented from selecting a female Sailor because previous selections for jobs at the same activity have reduced available berthing to zero.

When this occurs, the Detailer will be presented an alert notifying them that there is no longer female berthing available. The alert will inform the Detailer whether or not there is any female berthing coming available in the near future. The WIS Coordinator has the ability to override this gate based on policy and if so done, the Detailer will be given the option to cancel or proceed with the application.

4.3.1   WIS Selection Gate Bypass

At times, the decision may be made to continue an assignment of a female to a "Limited Female Availability" activity even though the female berthing capacity has been reached. Accommodations are made by the activity to provide adequate berthing independent of the female berthing authorization.

When this decision has been made the WIS Coordinator can bypass the selection gate to allow the Detailer to complete the PCS order writing process. This gate bypass is performed at the job level and only affects a specific requisition. To accomplish a WIS Selection Gate bypass, perform the following:

1. Using the WIS Coordinator role, navigate to the *Jobs* tab and select **Job Search**.
2. Perform a Job search to locate the desired requisition.
3. From the desired requisition, select the **Activity Name** hyperlink.
4. On the *Active Job Detail* page, click the **UPDATE JOB COMMENT** button.

5. On the *Job Comment Update* page, select the checkbox for **Bypass WIS Gate** under the *Application Gates* section. At this point, additional distribution comments can be added to explain the reason for the bypass. These comments are only viewable to PERS-40 personnel.
6. Click **Update** to save the bypass action and any added comments.

Figure 12 – WIS Selection Gate Bypass

5 Determining Specific Billets Authorized (BA)

BA are billet requirements on an activity's manpower requirements document that have been funded by the owning resource sponsor. BA can be determined at the activity by rating, pay grade, or NEC. This particular metric is derived independently of the personnel inventory for the same grouping. This means that searching from a billet perspective using the Billet/Position Optional Criteria will not necessarily result in viewing the entire Sailor inventory for the same billet grouping.

When doing alignment search projections, the billet structure displayed for any projection month is the billet structure as it is at the beginning of the LPW (currently P9). This is due to the fact that the enlisted requisition process uses the billet structure at the beginning of the LPW as the distribution demand signal so any alignment projection uses the same requirement to stabilize the alignment views across the projection period.

5.1 BA by Activity

An alignment search must be performed to view BA by Activity.

1	Perform a search using either basic or advanced criteria.	See section 1.1 Basic Search or 1.2 Advanced Search.
2	View BA for the entire activity in the *Activity Summary Results* table.	Results are presented in three (3) sections: • Activity Summary Results table • Alignment Summary Results table • Alignment Search Results Details table Look in the *Activity Summary Results* table, under *Billets (BA) – Requirements*. **NOTE:** BA totals in the Alignment Summary Results table include optional search criteria that may have been added to the initial search.
3	Select the **Billets (BA) - Requirements** summary number hyperlink to view the individual alignments to this BA.	

5.2 BA by Rating

An alignment search must be performed to view BA by Rating.

1	Initiate an alignment search using advanced criteria.	See section 1.2 Advanced Search.
2	Select the desired rating from the **Billet/Position Optional Criteria** section.	Additional optional criteria can be added as desired.
3	Click **Search**.	
4	View BA for the rating in the *Alignment Summary Results* table.	Results are presented in three (3) sections: • Activity Summary Results table • Alignment Summary Results table • Alignment Search Results Details table

		Look in the *Alignment Summary Results* table, under *Billets (BA) – Requirements*. **NOTE:** The Activity Summary Results table displays BA totals for the whole activity only and does not include any optional search criteria such as rating.
5	Select the **Billets (BA) - Requirements** summary number hyperlink to view the individual alignments to this BA.	**NOTE**: *Billets (BA) – Personnel* is an inventory count of personnel aligned to this BA only. There may also be personnel of this rating aligned to BA of another rating (i.e. DRATE). Do not use this inventory number for an inventory-to-BA analysis. To perform analysis of total BA and inventory for a specific search grouping regardless of alignment, utilize the Activity or Pay Grade Summarization searches covered in section 7 BA to Inventory Analysis.

5.3   BA by Pay Grade

An alignment search must be performed to view BA by Pay Grade.

1	Initiate an alignment search using advanced criteria.	See section 1.2 Advanced Search.
2	Select the desired pay grade from the **Billet/Position Optional Criteria** section.	Additional optional criteria can be added as desired.
3	Click **Search**.	
4	View BA for the pay grade in the *Alignment Summary Results* table.	Results are presented in three (3) sections: • Activity Summary Results table • Alignment Summary Results table • Alignment Search Results Details table Look in the *Alignment Summary Results* table, under *Billets (BA) – Requirements*. **NOTE:** The Activity Summary Results table displays BA totals for the whole activity only and does not include any optional search criteria such as pay grade.
5	Select the **Billets (BA) - Requirements** summary number hyperlink to view the individual alignments to this BA.	**NOTE**: *Billets (BA) – Personnel* is an inventory count of personnel aligned to this BA only. There may also be personnel of this pay grade aligned to BA of another pay grade (i.e. Pay grade sub). Do not use this inventory number for an inventory-to-BA analysis. To perform analysis of total BA and inventory for a specific search grouping regardless of alignment, utilize the Activity or Pay Grade Summarization searches covered in section 7 BA to Inventory Analysis.

Figure 13 - Billets by Pay Grade

5.4   BA by NEC

An alignment search must be performed to view BA by NEC.

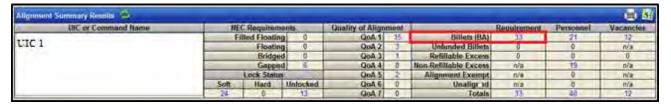| 1	Initiate an alignment search using advanced criteria.	See section 1.2 Advanced Search.
2	Select the desired NEC from the **Billet/Position Optional Criteria** section.	Additional optional criteria can be added as desired.
3	Click **Search**.	
4	View BA for the NEC in the *Alignment Summary Results* table.	Results are presented in three (3) sections: • Activity Summary Results table • Alignment Summary Results table • Alignment Search Results Details table Look in the *Alignment Summary Results* table, under *Billets (BA) – Requirements*. **NOTE:** The Activity Summary Results table displays BA totals for the whole activity only and does not include any optional search criteria such as NEC.
5	Select the **Billets (BA) - Requirements** summary number hyperlink to view the individual alignments of these NECs.	**NOTE**: *Billets (BA) – Personnel* is an inventory count of personnel aligned to these billet NEC requirements only. There may also be personnel with these NECs aligned to billets with other NECs. Do not use this inventory number for an inventory-to-BA analysis. To perform analysis of total BA and inventory for a specific search grouping regardless of alignment, utilize the Activity or Pay Grade Summarization searches covered in section 7 BA to Inventory Analysis.

6   Determining Specific Inventory

Personnel inventory can be determined at the activity by rating, pay grade, or NEC. This particular metric is derived independently of the BA for the same grouping. This means that searching from a billet perspective using the *Personnel Information* criteria will not necessarily result in viewing the entire billet inventory for the same grouping.

6.1   Inventory by Activity

An alignment search must be performed to view Inventory by Activity.

1. Perform an alignment search using either basic or advanced criteria as outlined in sections 1.1 Basic Search or 1.2 Advanced Search.
2. Inventory for the entire activity is listed in the *Activity Summary Results* table under *Current Onboard*. This inventory number includes all aligned onboard personnel except ACC 400 personnel and represents Sailors physically onboard the activity.
3. Select the summary number hyperlink for *Current Onboard* to view the individual alignments of these personnel.

Figure 14 - Current Inventory Onboard

NOTE: Inventory totals from the Alignment Summary Results table under the *Personnel* column includes optional search criteria that were added to the initial search. *Alignment Summary Results – Personnel* inventory numbers include all aligned onboard personnel including ACC 400.

6.2   Inventory by Rating

An alignment search must be performed to view Inventory by Rating.

1	Initiate an alignment search using advanced criteria.	See section 1.2 Advanced Search.
2	Select the desired rating from the **Personnel Optional Criteria** section.	Additional optional criteria can be added as desired.
3	Click **Search**.	
4	View inventory for the rating in the *Alignment Summary Results* table.	Results are presented in three (3) sections: • Activity Summary Results table • Alignment Summary Results table • Alignment Search Results Details table Look in the *Alignment Summary Results* table, in the *Personnel* column. Inventory for the rating is the summation of all inventories appearing under the *Personnel* column.

5	Select any of the summary number hyperlinks in the *Personnel* column to view the individual alignments of these personnel.	**NOTE**: *Billets (BA) – Requirements* is a billet count of requirements aligned to this specific inventory only. There may also be billets of this rating aligned to inventory of another rating. Do not use this BA number for an inventory-to-BA analysis. To perform analysis of total BA and inventory for a specific search grouping regardless of alignment, utilize the Activity or Pay Grade Summarization searches covered in section 7 BA to Inventory Analysis.

6.3   Inventory by Pay Grade

An alignment search must be performed to view Inventory by Pay Grade.

1	Initiate an alignment search using advanced criteria.	See section 1.2 Advanced Search.
2	Select the desired pay grade from the **Personnel Optional Criteria** section.	Additional optional criteria can be added as desired.
3	Click **Search**.	
4	View inventory for the pay grade in the *Alignment Summary Results* table.	Results are presented in three (3) sections: • Activity Summary Results table • Alignment Summary Results table • Alignment Search Results Details table Look in the *Alignment Summary Results* table, in the *Personnel* column. Inventory for the pay grade is the summation of all inventories appearing under the *Personnel* column.
5	Select any of the summary number hyperlinks in the *Personnel* column to view the individual alignments of these personnel.	**NOTE**: *Billets (BA) – Requirements* is a billet count of requirements aligned to this specific inventory only. There may also be billets of this rating aligned to inventory of another rating. Do not use this BA number for an inventory-to-BA analysis. To perform analysis of total BA and inventory for a specific search grouping regardless of alignment, utilize the Activity or Pay Grade Summarization searches covered in section 7 BA to Inventory Analysis.

6.4   Inventory by NEC

An alignment search must be performed to view Inventory by NEC.

1	Initiate an alignment search using advanced criteria.	See section 1.2 Advanced Search.
2	Select the desired NEC from the **Personnel Optional Criteria** section.	Additional optional criteria can be added as desired.
3	Click **Search**.	
4	View inventory for the pay grade in the *Alignment Summary Results* table.	Results are presented in three (3) sections: • Activity Summary Results table • Alignment Summary Results table

		• Alignment Search Results Details table Look in the *Alignment Summary Results* table, in the *Personnel* column. Inventory for the pay grade is the summation of all inventories appearing under the *Personnel* column.
5	Select any of the summary number hyperlinks in the *Personnel* column to view the individual alignments of these personnel.	**NOTE**: *Billets (BA) – Requirements* is a billet count of requirements aligned to this specific inventory only. There may also be billets of this rating aligned to inventory of another rating. Do not use this BA number for an inventory-to-BA analysis. To perform analysis of total BA and inventory for a specific search grouping regardless of alignment, utilize the Activity or Pay Grade Summarization searches covered in section 7 BA to Inventory Analysis.

7 BA to Inventory Analysis

When conducting a search for BA as outlined in section 5. Determining Specific BA, the summary inventory numbers displayed are for that specific BA search grouping only and do not include the inventory that may be aligned to other BA (either by rating and/or pay grade). This can cause conflicts when attempting to do 1-to-1 BA to inventory analysis.

Performing one of the two search methods listed below will ensure that the summary numbers for BA, inventory, and refillable excess positions account for the entire search population regardless of alignment.

7.1 Activity Summary Search

This search is a summary of BA, Inventory (INV), and Refillable Excess Positions (REP) by rating and current day through a 12-month projection period. This display can be used to perform detailed 1-to-1 BA to inventory analysis.

1	Open the browser window and log in.	https://www.cmsid.navy.mil/
2	If the default user role is not an alignment role, navigate to the *Home* tab and change the role to an appropriate role.	
3	Navigate to the *Alignment* tab and select **Activity Summarization**.	
4	In the *UIC/Command Name* box, enter the desired UIC(s).	- This field is **mandatory**. - The *UIC/Command Name* field will auto-populate as data is entered. - Multiple UICs can be added. - Type All in the *UIC/Command Name* field for an ALL UIC search. - The ALL UIC option will limit the search return within the user's AoR.
5	Select the desired UIC/Command name from the pre-populated list.	
6	Click **Add.**	The user can select additional search criteria/information at this point.
7	Click **Search.**	An ALL UIC search will usually take slightly longer to run.
8	View the results.	Results are presented as expandable rows by Activity. See section 7.1.1 Activity Summary Search Results.

7.1.1 Activity Summary Search Results

Activity Summary Search results are presented as expandable rows by Activity (if more than one is searched). Identifying activity level data is presented in each activity row. If performing an ALL UIC

search, the data will not be separated by each activity but will be summarized for all activities searched.

Figure 15 - BA to Inventory Analysis – Activity Summary Search

- First level row expansion – presents current day through a 12-month projection period (P0-P12) summary Activity data for:
    - BA – the actual BA for current day or any projection month; this differs from Alignment Search projections, where BA projections are always at the beginning of the LPW
    - REP
    - INV

NOTE: Unlike the *Alignment Summary Results* table, the BA, REP, and INV counts are independent of alignments and will represent the entire count for that searched grouping.

- Second level row expansion – presents detail Activity data by Rating (P0-P12)
    - Only Ratings represented onboard the Activity will be displayed (or as limited by optional search criteria)
    - All summary number counts are presented as hyperlinks that will display representative alignment detail

When doing a drill down via the summary number hyperlink, an alignment search is performed and the resulting alignments represented by the summary number are displayed. If selecting a BA projection summary number, the alignment search results will display BA projections as it is at the beginning of the LPW, which will in most cases be different than the summary number selected.

7.2   Pay Grade Summary Search

This search is a summary of BA, INV, and REP by pay grade and pay band, current day through a 12-month projection period. This display can be used to perform detailed 1-to-1 BA to inventory analysis.

1	Open the browser window and log in.	https://www.cmsid.navy.mil
2	If the default user role is not an alignment role, navigate to the *Home* tab and change the role to an appropriate role.	
3	Navigate to the *Alignment* tab and select **Pay Grade Summarization.**	
4	In the *UIC/Command Name* box, enter the desired UIC(s).	• This field is **mandatory**. • The *UIC/Activity Name* field will auto-populate as data is entered. • Multiple UICs can be added. • Type All in the *UIC/Command Name* field for an ALL UIC search. The All UIC option will limit the search return within the user's AoR.
5	Select the desired UIC/Command name from the pre-populated list.	
6	Click **Add.**	The user can select additional search criteria/information at this point.
7	Click **Search.**	An ALL UIC search will usually take slightly longer to run.
8	View the results.	Results are presented as expandable rows by Activity. See section 7.2.1 Pay Grade Summary Search Results.

7.2.1 Pay Grade Summary Search Results

Pay Grade Summary Search results are presented as expandable rows by Activity (if more than one is searched). Identifying activity level data is presented in each activity row. If performing an ALL UIC search, the data will not be separated by each activity but will be summarized for all activities searched.

Figure 16 - BA to Inventory Analysis – Pay Grade Summary Search

- First level row expansion – presents current day through a 12-month projection period (P0-P12) summary Activity data for:
    - BA – the actual BA for current day or any projection month; this differs from Alignment Search projections, where BA projections are always at the beginning of the LPW
    - REP
    - INV

NOTE: Unlike the *Alignment Summary Results* table, the BA, REP, and INV counts are independent of alignments and will represent the entire count for that searched grouping.

- Second level row expansion – presents detail Activity data by Pay Band (P0-P12)
    - Each Pay Band can be expanded separately so as to focus on one area
    - All summary number counts are presented as hyperlinks that will display representative alignment detail

When doing a drill down via the summary number hyperlink, an alignment search is performed and the resulting alignments represented by the summary number are displayed. If selecting a BA projection summary number, the alignment search results will display BA projections as it is at the beginning of the LPW, which will in most cases be different than the summary number selected.

8   Sailor Search

A Sailor Search can be initiated from an Alignment Search or from the Sailor Info tab.

8.1   Sailor Search from an Alignment Search

Individual Sailor searches are possible using the Sailor's Department of Defense Identification (DoD ID) number, the last four digits of the Sailor's Social Security number (SSN), or the name of the Sailor. This permits the user to quickly locate a Sailor's alignment when the name is known and reduces navigation steps.

**********WARNING***************

Search criteria remain visible on the screen after completing a search and may be considered Personally Identifiable Information (PII). As such, these search criteria must be protected IAW DoD 5400.11 and the Privacy Act of 1974 (as amended) and is FOUO.

Figure 17 - Search Using Individual Sailor Information

8.1.1 Sailor Search Using DoD ID Number

A Sailor search using the DoD ID is the most specific search and will return only one alignment record.

1. Initiate a search using advanced criteria as outlined in section 1.2 Advanced Search.
   - When performing a Sailor search, the mandatory UIC or Command Name entry field becomes an optional selection.
   - A specific UIC or Command Name may be entered if desired to only search at that activity.
2. Enter the Sailor's DoD ID in the appropriate field.
3. Click **Search**.

The search return will display data matching the entered criteria in multiple formats:

- A summary of the specific Sailor's alignment information is displayed in the *Alignment Summary Results* table under the *Personnel Inventory* column.
- The specific Sailor alignment matching the DoD ID entry is displayed in the *Alignment Search Results Details*.

8.1.2 Sailor Search Using Last Four (4) Digits of the SSN

Sailor searches using the last 4 digits of SSN will usually return multiple alignments and the desired Sailor will need to be selected from the *Alignment Search Results Details*. Additional search criteria can be added to limit the scope of the search and reduce the number of alignments returned (i.e. sea or shore, gender, pay grade, etc.)

1. Initiate a search using advanced criteria as outlined in section 1.2 Advanced Search. When performing a Sailor search, the mandatory UIC or Command Name entry field becomes an optional selection.
2. Enter the Sailor's last 4 digits of the SSN in the appropriate field. Additional optional criteria can be added as desired.
3. Click **Search**.

The search return will display data matching the entered criteria in multiple formats:

- A summary inventory of Sailors with a matching SSN Last 4 entry is displayed in the *Alignment Summary Results* table under the *Personnel* column.
- Individual Sailor alignments matching the SSN Last 4 entry are displayed in the *Alignment Search Results Details*:
    - Sailor alignments are sorted by assigned activity, department and division, branch, section, and workcenter
    - Scroll through the *Alignment Search Results Details* to locate the desired Sailor

8.1.3 Sailor Search Using Name

Sailor searches using the Sailor name will usually return multiple alignments and the desired Sailor will need to be selected from the *Alignment Search Results Details*. Additional search criteria can be added to limit the scope of the search and reduce the number of alignments returned (i.e., sea or shore, gender, pay grade). Partial name entries are permissible as a search value.

1. Initiate a search using advanced criteria as outlined in section 1.2 Advanced Search.
    - When performing a Sailor search, the mandatory UIC or Command Name entry field becomes an optional selection.
    - A specific UIC or Command Name may be entered if desired to only search at that activity.
2. Enter the Sailor's Name or partial name in the appropriate field. Additional optional criteria can be added as desired.
3. Click **Search**.

The search return will display data matching the entered criteria in multiple formats:

- A summary inventory of Sailors with a matching Name entry is displayed in the *Alignment Summary Results* table under the *Personnel* column.
- Individual Sailor alignments matching the Name entry are displayed in the *Alignment Search Results Details*:
    - Sailor alignments are sorted by assigned activity, department and division, branch, section, and workcenter
    - Scroll through the *Alignment Search Results Details* to locate the desired Sailor

8.2   Sailor Search from Sailor Info Tab

For some user roles, it may not be efficient to use the Alignment Search page to search for a Sailor or the Alignment Search page may not be available to that role. In these cases, the Active/FTS Personnel Detail page can be used to perform a Sailor search.

**********WARNING***************

Search criteria remain visible on the screen after completing a search and may be considered Personally Identifiable Information (PII). As such, these search criteria must be protected IAW DoD 5400.11 and the Privacy Act of 1974 (as amended) and is "For Official Use Only (FOUO)."
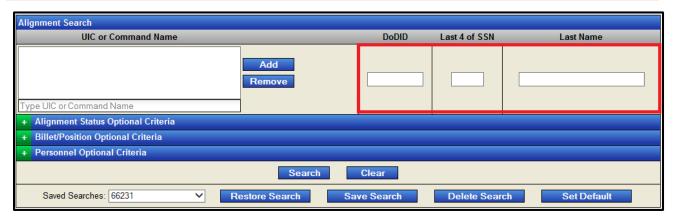

8.2.1 Sailor Search Using Name

Sailor searches using the Sailor name will usually return multiple results and the desired Sailor will need to be selected from a pop-up box. Once selected, the personnel data populates on-screen.

1. Click the **Sailor info** tab.
2. Select **View Active/FTS Personnel Detail**.
3. Enter the Sailor's Name or partial name in the appropriate field. No punctuation.
4. Click **Search**.
5. Select the appropriate name from the matching options.

Sailor search details are displayed in five (5) expandable sections:

- Professional Information – PRD and DNEC change submissions may be available to authorized roles from this section
- Personal Information
- Support Information
- Armed Services Vocational Aptitude Battery (ASVAB) Data
- Special Pay Information

Figure 18 - Search Details and Sailor History Button

Additional personnel details can be accessed via the **Sailor History** button.

- Platform type history
- NEC history
- School history
- Physical readiness history
- Warfare designator history
- Evaluation (EVAL)/Fitness Report (FitRep) history

Sea Duty Incentive Pay (SDIP) request submission may be available to authorized roles from the Active/FTS Personnel Detail page.

8.2.2 Sailor Search Using SSN/DoD ID Number

A Sailor search using the SSN or DoD ID is the most specific search and will return only one result. The personnel data populates on-screen.

1. Click the **Sailor info** tab.
2. Select **View Active/FTS Personnel Detail**.
3. Enter the Sailor SSN or DoD ID.
4. Click **Search**.

Other functionality is the same as above.

8.2.3 Sailor Search Using General Criteria

Sailors can be searched using general identifying information such as rating, NEC, location career intentions, etc. Using this search function on the *Personnel Summary* page is intended to return groups of Sailors matching the search criteria vice a single Sailor. This search capability is intended for management roles and is not available to all users. Ultimately, the authorized user may still drill down to the personnel details of an individual Sailor from the general search results.

To perform a Sailor search using general search criteria from the *Personnel Summary* page:

1. Click the **Sailor info** tab.
2. Select **Search for Active/FTS Personnel**.
3. Enter desired search criteria, including *Optional Input*.
4. Click **Search**.

General search criteria are as follows:

- Communities
- Pay grade
- Branch
- Type duty
- Gender
- NEC
- DNEC
- Citizenship
- UIC
- Location
- Platform type
- Command name
- PRD
- Sailors with applications
- Sailor status:
    o Orders status
    o EDLN information
- Spouse collocation
- Non-military spouse
- Exceptional Family Member (EFM)
- ACC
- Career Interest
    o FTS
    o Active Duty
    o Selective Reserves (SELRES)
- Special Program Preferences
- Detailer nominations

- Language

8.2.3.1   Personnel Summary Search Results

The Personnel Summary search results provide significant capability from the results table.

Figure 19 – Personnel Summary Search Results

The following list contains additional capability from various data points in the results:

- Name – Hyperlink navigates to the *Active Personnel Details* page
- UIC – Hyperlink displays the *Command Info* pop-up
- Apps – Hyperlink navigates to the *Application History* page
- Prefs – Hyperlink displays the *Sailor Preferences* pop-up
- Alerts – Hyperlink displays the Alert History for the Sailor
- Color coded row – Indicates orders in process or Sailor nomination
- Checkboxes:
  - Compare Selected Sailors
    - This option navigates to the *Sailor Comparison* page where the selected Sailors can be displayed side by side
    - Displays minimum information
  - View Selected Sailors
    - This option navigates to the *Active Personnel Details* page with radio buttons to quickly toggle between selected Sailors
    - Displays detailed information
  - PRD Change
- Additional capability may be available on this page based on the user role
  - Send Sailor Notification – Provides the capability to send a notification to the Sailor via email or internal to the system
- Export search results to Excel file

9   Alignment Search Results

9.1   Activity Summary Results

The *Activity Summary Results* depict summary number information concerning an entire UIC or group of UICs depending on the initial UIC search parameters. These numbers are not affected by additional optional search criteria that may be selected and will remain static as criteria are added or drill downs occur. The intent is to provide an overall activity health snapshot and show what sub-groupings make up the total personnel inventory. Drill downs are available for each summary number which will display the alignment details provided the row count is less than 25,000. All table details are printable and exportable to Excel.

Activity Summary Results										
Alignment Score	**Projected Losses**		**NEC Requirements**		**Quality of Alignment**			**Requirement**	**Personnel**	**Vacancies**
96	1466		**Total**	**Gapped**	QoA 1	74%	**Billets (BA)**	3023	2806	217
Current Onboard	**Tentative Gains**	**All**	1319	288	QoA 2	11%	**Unfunded Billets**	224	110	n/a
3295	98	**Critical**	429	92	QoA 3	4%	**Refillable Excess**	0	0	0
	Prospective Gains		**Total**	**Critical**	QoA 4	0%	**Non-Refillable Excess**	n/a	329	n/a
	476	**Bridged**	123	42	QoA 5	4%	**Alignment Exempt**	n/a	50	n/a
	Held Billets		**Total**	**Filled**	QoA 6	0%	**Unaligned**	n/a	0	n/a
	2	**Floating**	2	0	QoA 7	0%	**Totals**	3247	3295	217

Figure 20 - Activity Summary Results Table

9.1.1   Alignment Score

This is a number that represents the cumulative assigned QoA score of all funded alignments. For example, QoA 1 = 100 points and QoA 2 = 95 points. Together their alignment score would be 98 (total score divided by total score possible). Alignment scores are for entire activities, not sub-groups like ratings or pay grades. For additional information on QoA, see Appendix B - Quality of Alignment Descriptions.

9.1.2   Current Onboard

Total inventory of all personnel onboard an activity regardless of status or alignment (alpha roster count). This count does NOT include personnel in a transient status that have departed the onboard activity but have yet to report to their next activity (ACC 400). The hyperlink will refresh the *Alignment Search Result Details* to all alignments with onboard personnel represented by the Current Onboard summary number.

9.1.3   Projected Losses

This is the count of personnel that are projected as losses from an activity within the Loss Projection Window. The Loss Projection Window is that target time period that personnel will be negotiating for orders and their billet will potentially be advertised for backfill. This window is currently nine (9) months from the Sailor's PRD. A Sailor is considered a PL based on their PRD, EDLN, or EAOS. The hyperlink refreshes the *Alignment Search Result Details* to all alignments with a PL identified represented by the PL summary number.

9.1.4   Tentative Gains

This is the count of personnel that are projected as tentative gains to an activity within the LPW. A TG is a Sailor under a set of working PCS orders but has yet to receive a Date/Time/Group (DTG) in

conjunction with released orders. The working orders are still being reviewed by NPC. The hyperlink will refresh the Alignment Search Result Details to all alignments with a TG indicator represented by the TG summary number.

9.1.5 Prospective Gains

This is the count of personnel that are projected as gains to an activity within the Loss Projection Window. The Loss Projection Window is that target time period that personnel will be negotiating for orders and their billet will potentially be advertised for backfill; currently nine (9) months from the Sailor's PRD. A Sailor is considered a PG based on their PCS orders. The hyperlink refreshes the *Alignment Search Result Details* to all PG alignments represented by the PG summary number.

9.1.6 Held Billets

This is the count of billets that have been placed in a HOLD status. Placing a billet on HOLD will prevent an alignment to that billet, restrict associated requisition from being advertised, and place all unfunded billets of the same Rate/Rating/Pay grade on hold as well. When a billet is placed on HOLD, the MRT will display *Funded-Held* or *Unfunded-Held* as appropriate. The hyperlink will refresh the *Alignment Search Result Details* to all held billet alignments represented by the Held Billets summary number.

9.1.7 NEC Requirements

9.1.7.1   Total All
This is the count of all NEC requirements at an activity. It includes each NEC requirement as identified on an activity's manning document. Each NEC is counted separately even if listed on multiple billets.

9.1.7.2   Gapped All
This is the count of gapped NEC requirements at an activity. This lists all NEC requirements not being satisfied by the aligned Sailor or because the billet is vacant. The hyperlink will navigate to the Gapped NEC Report for the activity displaying all gapped NECs and any bridged Sailor and if identified, any PG.

9.1.7.3   Total Critical
This is the count of critical NEC requirements at an activity. Of all activity NEC requirements, these are the ones that have been identified as critical by the owning TYCOM. This list is managed by NPC.

9.1.7.4   Gapped Critical
This is the count of gapped critical NEC requirements at an activity. Of those NEC requirements identified as critical, this lists how many are not being satisfied either by the aligned Sailor not holding the NEC or the billet being vacant. The hyperlink will navigate to the Gapped NEC Report for the activity displaying all gapped critical NECs and any bridged Sailor and if identified, any PG.

9.1.7.5   Total Bridged
This is the count of bridged NEC requirements at an activity. This lists how many gapped NECs are being bridged by another onboard Sailor. The hyperlink will navigate to the *Gapped NEC Report*

alternate view #1 for the activity displaying only gapped NECs that are bridged and if identified, any PG.

9.1.7.6 Critical Bridged

This is the count of bridged critical NEC requirements at an activity. Of those NEC requirements identified as critical, this lists how many gapped critical NECs are being bridged by another onboard Sailor. The hyperlink will navigate to the *Gapped NEC Report* alternate view #1 for the activity displaying only gapped critical NECs that are bridged and if identified, any PG.

9.1.7.7 Total Floating

This is the count of floating NEC requirements at an activity. This lists those NECs identified as floating NEC, not specific to a rating and is the responsibility of the activity to train and assign. The hyperlink will navigate to the *Gapped NEC Report* alternate view #2 for the activity displaying only identified Floating NECs. If a Floating NEC is bridged it is considered filled by the bridged Sailor. Any identified PG is only filling the Rate/Rating requirement of the billet, not the Floating NEC requirement.

9.1.7.8 Filled Floating

This is the count of filled floating NEC requirements at an activity. Lists how many floating NEC requirements are actually filled by onboard Sailors. A Sailor can fill a floating NEC as well as be aligned to another billet elsewhere in the command. Hyperlink will navigate to the *Gapped NEC Report* alternate view #2 for the activity displaying just the Floating NECs and those Sailors filling (bridged to) the Floating NEC requirement. Any identified PG is only filling the Rate/Rating requirement of the billet, not the Floating NEC requirement.

9.1.8 QoA 1 through 7

This is the percentage of alignments that fall into each QoA category. The hyperlink will filter the *Alignment Search Result Details* to just those personnel in the QoA category selected.

9.1.9 Requirement

9.1.9.1 Billets (BA)

This is the count of funded billets (Billets Authorized (BA)) at an activity. This is an activity's BA, funded through their respective Resource Sponsor. The hyperlink will filter the *Alignment Search Result Details* to display just the funded billets.

9.1.9.2 Unfunded Billets

This is the count of unfunded billets at an activity. These billets have not been resourced (authorized) by the owning sponsor. They are valid work requirements for the activity but lack specific funding. The hyperlink will filter the *Alignment Search Result Details* to display just the unfunded billets.

9.1.9.3 Refillable Excess

This is the count of refillable excess positions at an activity. Refillable excess positions are considered to be requirements in excess of BA. The hyperlink will filter the *Alignment Search Result Details* to display just the personnel aligned to excess positions only.

9.1.9.4   Non-Refillable Excess

There is no requirement for Non-refillable excess positions at an activity. This count will always display N/A.

9.1.9.5   Alignment Exempt

There is no requirement for alignment exempt positions at an activity. This count will always display N/A.

9.1.9.6   Unaligned

There is no requirement for unaligned positions at an activity. This count will always display N/A.

9.1.9.7   Totals

This is the count of all sub-categories in the *Requirement* column of the *Activity Summary Results*. The hyperlink will filter the *Alignment Search Result Details* to display all alignments represented by the total count.

9.1.10 Personnel

9.1.10.1   Billets (BA)

This is the count of personnel aligned to funded billets (aligned BA). It does not include alignments to excess positions or unfunded billets. The hyperlink will filter the *Alignment Search Result Details* to display just the aligned personnel to funded billets.

9.1.10.2   Unfunded Billets

This is the count of personnel aligned to unfunded billets at an activity. Personnel can align to an unfunded billet provided no funded billet is available and prior to aligning to an excess position. The hyperlink will filter the *Alignment Search Result Details* to display just the aligned personnel to unfunded billets.

9.1.10.3   Refillable Excess

This is the count of personnel aligned to refillable excess positions. The hyperlink will filter the *Alignment Search Result Details* to display just the personnel aligned to refillable excess positions only.

9.1.10.4   Non-Refillable Excess

This is the count of personnel aligned to non-refillable excess positions. The hyperlink will filter the *Alignment Search Result Details* to display just the personnel aligned to non-refillable excess positions only.

9.1.10.5   Alignment Exempt

This is the count of onboard personnel who are exempt from alignment due to their transient status, including ACC 400 personnel. The hyperlink will filter the *Alignment Search Result Details* to display just the alignment exempt personnel.

9.1.10.6   Unaligned

This is the count of personnel who are unaligned. Unaligned personnel should be aligned to a valid billet/position so this category should be reviewed frequently. The hyperlink will filter the *Alignment Search Result Details* to display just the unaligned personnel.

9.1.10.7   Totals

This is the count of all sub-categories in the *Personnel* column of the *Activity Summary Results*. The hyperlink will filter the *Alignment Search Result Details* to display all alignments represented by the total count.

9.1.11 Vacancies

9.1.11.1   Billets (BA)

This is the count of vacant funded billets at an activity (vacant BA). This represents the number of funded billets that are not aligned (vacant). The hyperlink will filter the *Alignment Search Result Details* to display just the vacant funded billets.

9.1.11.2   Unfunded Billets

Vacant unfunded billets are no consequence from a business perspective and as such are not monitored. This count will always display N/A.

9.1.11.3   Refillable Excess

This is the count of refillable excess positions at an activity that are vacant. The hyperlink will filter the *Alignment Search Result Details* to display just the vacant refillable excess positions.

9.1.11.4   Non-Refillable Excess

Non-refillable excess positions are of no consequence from a business perspective and as such are not monitored. This count will always display N/A.

9.1.11.5   Alignment Exempt

There is no billet or position related to alignment exempt so there can be no vacancy. This count will always display N/A.

9.1.11.6   Unaligned

There is no billet or position related to unaligned so there can be no vacancy. This count will always display N/A.

9.1.11.7   Totals

This is the count of all sub-categories in the Vacancies column of the Activity Summary Results. The hyperlink will filter the *Alignment Search Result Details* to display all alignments represented by the total count.

9.2   Alignment Summary Results

The *Alignment Summary Results* table depicts summary number information concerning an entire UIC or group of UICs, depending on the initial search parameters, including any additional filter criteria. This summary will update when drill downs are performed. Drill downs are available for

each summary number which will display the alignment details provided the row count is less than 25,000. All table details are printable and exportable to Excel.

Alignment Summary Results									
UIC or Command Name	NEC Requirements		Quality of Alignment			Requirement	Personnel	Vacancies
UIC 1	Filled Floating	1	QoA 1	1758	Billets (BA)	2966	2567	399
UIC 2	Floating	2	QoA 2	444	Unfunded Billets	226	43	n/a
	Bridged	168	QoA 3	204	Refillable Excess	0	0	0
	Gapped	485	QoA 4	0	Non-Refillable Excess	n/a	244	n/a
	Lock Status		QoA 5	142	Alignment Exempt	n/a	23	n/a
	Soft	Hard	Unlocked	QoA 6	19	Unaligned	n/a	0	n/a
	2581	95	178	QoA 7	0	Totals	3192	2877	399

Figure 21 - Alignment Summary Results Table

9.2.1   UIC or Command Name

This section allows viewing of individual UICs selected from the initial search. Initial summary information is for all UICs. You can select a UIC from the list to view specific information. Select the green REFRESH arrows to update summary data to reflect the selected UIC. Search result details will also reflect the selected UIC.

9.2.2   NEC Requirements

9.2.2.1   Filled Floating
This is the count of filled floating NEC requirements at an activity matching optional search criteria. This lists how many floating NEC requirements are actually filled by onboard Sailors. A Sailor can fill a floating NEC as well as be aligned to another billet elsewhere in the command. The hyperlink will navigate to the *Gapped NEC Report* alternate view #2 for the activity displaying just the Floating NECs and those Sailors filling (bridged to) the Floating NEC requirement. Any identified PG is only filling the Rate/Rating requirement of the billet, not the Floating NEC requirement.

9.2.2.2   Floating
This is the count of floating NEC requirements at an activity matching optional search criteria. This lists those NECs identified as floating NEC, not specific to a rating and is the responsibility of the activity to train and assign. The hyperlink will navigate to the *Gapped NEC Report* alternate view #2 for the activity displaying only identified Floating NECs. If a Floating NEC is bridged it is considered filled by the bridged Sailor. Any identified PG is only filling the Rate/Rating requirement of the billet, not the Floating NEC requirement.

9.2.2.3   Bridged
This is the count of bridged NEC requirements at an activity matching optional search criteria. This lists how many gapped NECs are being bridged by another onboard Sailor. The hyperlink will navigate to the *Gapped NEC Report* alternate view #1 for the activity displaying only gapped NECs that are bridged and if identified, any PG.

9.2.2.4   Gapped
This is the count of gapped NEC requirements at an activity matching optional search criteria. This lists all NEC requirements not being satisfied by the aligned Sailor or because the billet is vacant. The

hyperlink will navigate to the *Gapped NEC Report* for the activity displaying all gapped NECs and any bridged Sailor and if identified, any PG.

9.2.3 Lock Status

9.2.3.1 Soft
This is the count of the number of alignments that have a system-applied soft lock. The hyperlink will filter the Alignment Search Result Details to display just the soft-locked alignments.

9.2.3.2 Hard
This is the count of the number of alignments that have a manually-applied or system-applied hard lock. The hyperlink will filter the Alignment Search Result Details to display just the hard-locked alignments.

9.2.3.3 Unlocked
This is the count of the number of alignments that are unlocked. The hyperlink will filter the Alignment Search Result Details to display just the unlocked alignments.

9.2.4 Quality of Alignment

QoA 1 through QoA 7, number of alignments that fall into each QoA category matching optional search criteria. The hyperlink will refresh the *Alignment Search Result Details* to just those personnel in the selected QoA category.

9.2.5 Requirement

9.2.5.1 Billets (BA)
This is the count of funded billets (Billets Authorized (BA)) at an activity category matching optional search criteria. This is an activity's BA, funded through their respective Resource Sponsor. The hyperlink will filter the *Alignment Search Result Details* to display just the funded billets.

9.2.5.2 Unfunded Billets
This is the count of unfunded billets at an activity category matching optional search criteria. These billets have not been resourced (authorized) by the owning sponsor. They are valid work requirements for the activity but lack specific funding. The hyperlink will filter the *Alignment Search Result Details* to display just the unfunded billets.

9.2.5.3 Refillable Excess
This is the count of refillable excess positions at an activity category matching optional search criteria. Refillable excess positions are considered to be requirements in excess of BA. The hyperlink will filter the *Alignment Search Result Details* to display just the personnel aligned to excess positions only.

9.2.5.4 Non-Refillable Excess
There is no requirement for Non-refillable excess positions at an activity. This count will always display N/A.

9.2.5.5   Alignment Exempt

There is no requirement for alignment exempt positions at an activity. This count will always display N/A.

9.2.5.6   Unaligned

There is no requirement for unaligned positions at an activity. This count will always display N/A.

9.2.5.7   Totals

This is the count of all sub-categories in the *Requirement* column of the *Alignment Summary Results*. The hyperlink will filter the *Alignment Search Result Details* to display all alignments represented by the total count.

9.2.6   Personnel

9.2.6.1   Billets (BA)

This is the count of personnel aligned to funded billets (aligned BA) category matching optional search criteria. Does not include alignments to excess positions or unfunded billets. The hyperlink will filter the *Alignment Search Result Details* to display just the aligned personnel to funded billets.

9.2.6.2   Unfunded Billets

This is the count of personnel aligned to unfunded billets at an activity category matching optional search criteria. Personnel can align to an unfunded billet provided no funded billet is available and prior to aligning to an excess position. The hyperlink will filter the *Alignment Search Result Details* to display just the aligned personnel to unfunded billets.

9.2.6.3   Refillable Excess

This is the count of personnel aligned to refillable excess positions. The hyperlink will filter the *Alignment Search Result Details* to display just the personnel aligned to refillable excess positions only.

9.2.6.4   Non-Refillable Excess

This is the count of personnel aligned to non-refillable excess positions. The hyperlink will filter the *Alignment Search Result Details* to display just the personnel aligned to non-refillable excess positions only.

9.2.6.5   Alignment Exempt

This is the count of onboard personnel category matching optional search criteria who are exempt from alignment due to their transient status, including ACC 400 personnel. The hyperlink will filter the *Alignment Search Result Details* to display just the alignment exempt personnel.

9.2.6.6   Unaligned

This is the count of personnel who are unaligned category matching optional search criteria. Unaligned personnel should be aligned to a valid billet/position so this category should be reviewed frequently. The hyperlink will filter the *Alignment Search Result Details* to display just the unaligned personnel.

9.2.6.7   Totals

This is the count of all sub-categories in the *Personnel* column of the *Alignment Summary Results*. The hyperlink will filter the *Alignment Search Result Details* to display all alignments represented by the total count.

9.2.7   Vacancies

9.2.7.1   Billets (BA)

This is the count of vacant funded billets at an activity (vacant BA) category matching optional search criteria. This represents the number of funded billets that are not aligned (vacant). The hyperlink will filter the *Alignment Search Result Details* to display just the vacant funded billets.

9.2.7.2   Unfunded Billets

Vacant unfunded billets are of no consequence from a business perspective and as such are not monitored. This count will always display N/A.

9.2.7.3   Refillable Excess

This is the count of refillable excess positions at an activity category matching optional search criteria that are vacant. The hyperlink will filter the *Alignment Search Result Details* to display just the vacant refillable excess positions.

9.2.7.4   Non-Refillable Excess

Vacant non-refillable excess positions are of no consequence from a business perspective and as such are not monitored. This count will always display N/A.

9.2.7.5   Alignment Exempt

There is no billet or position related to alignment exempt so there can be no vacancy. This count will always display N/A.

9.2.7.6   Unaligned

There is no billet or position related to unaligned so there can be no vacancy. This count will always display N/A.

9.2.7.7   Totals

This is the count of all sub-categories in the *Vacancies* column of the *Alignment Summary Results*. The hyperlink will filter the *Alignment Search Result Details* to display all alignments represented by the total count.

9.3   Alignment Search Results Details

The *Alignment Search Result Details* displays alignment information for the selected activity and any optional search criteria. This display is the basis of billet to person alignment and quickly identifies each requirement at the activity and any Sailor fulfilling that requirement.

Results are separated into three (3) sections:

- Billet – identifies basic billet requirements
- Alignment – describes alignment of billet to Sailor
- Personnel – identifies basic Sailor information

Figure 22 - Alignment Search Result Details

9.3.1 Alignment Search Result Details Header

The header of the *Alignment Search Result Details* displays activity identification data, the UIC the user is currently viewing, when the alignment was updated, and the number of alignment records returned.

9.3.1.1 Activity Identification Data

For authorized user roles, additional activity data is displayed in the *Alignment Search Results Details* header:

- Alignment Score
- ARC
- TGC
- OPC
- DSTAT

9.3.1.2 UIC Viewing

Each activity search result displays as a standalone result, and when multiple UICs are searched, use the drop-down menu to quickly move from one activity result to another. The UIC and activity name for the first UIC are displayed when multiple UICs are searched. Use the drop-down menu to select a different UIC.

9.3.1.3 Alignment Updated

Displays the date and time of the last alignment action, whether manual or system-initiated.

9.3.1.4 Alignment Data

Displays the number of records being viewed and total number of records. All search detail information is printable and exportable to Excel up to 25,000 rows of data.

9.3.2 Billet Data

Alignment sort order is by department, division, branch, section, and workcenter and based on the BSC organizational hierarchy. Organizational headers are expandable or collapsible. Some headers may display as "TBD". This means that the activity needs to update their Total Force Manpower Management System (TFMMS) billet header records. The BSO must correct these issues.

MRT	BSC	Rating	PNEC	SNEC	Branch	NEBC	Reserved
ADMINISTRATION DEPARTMENT							
EXECUTIVE DIVISION							
Funded	00290	CSC	3529		ACTIVE	LCU SPEC	
Funded	00220	HMC			ACTIVE	COUNSELOR	
Funded	00250	MCCS			ACTIVE	PUBAFF MGR	
Funded	00260	MC2	8153		ACTIVE	PUBAFF SUP	
Funded	00270	MC3	8150		ACTIVE	BRODCASTER	

Figure 23 - Alignment Search Result Details – Billet Section

- MRT
  - This field indicates the billet/position resourcing and/or hold status.
  - The hyperlink provides a pop-up window that displays additional alignment details.
  - Up to five *Alignment Details* pop-up windows can be open simultaneously. As more are selected, the first selected will close.
- BSC
  - The hyperlink provides a pop-up window that displays additional billet details.
  - Up to five *Billet Details* pop-up windows can be open simultaneously. As more are selected, the first selected will close.
- Rating
  - This field displays the authorized rating and pay grade on the billet file.
  - Hovering over the rating displays the EMC code on the billet.
- Primary/Secondary Navy Enlisted Classification (PNEC/SNEC)
  - This field displays the authorized primary and secondary NECs on the billet file.
  - The hyperlink connects to the Navy Training Management and Planning System (NTMPS) NEC Manual data for additional NEC information.
- Branch – This field displays the primary funding Service Component for the billet.
- NEBC
  - This field displays the NEBC on the billet.
  - Hovering over the NEBC displays the full NEBC title.
- Reserved
  - Indicates if the billet/position has been reserved for a specific Sailor.
  - Reserving a billet/position prevents any other Sailor from being posted and ultimately written PCS orders to that billet/position.
  - Select the **Reserved** hyperlink to display the name of the reserved Sailor.

9.3.3 Alignment Data

Figure 24 - Alignment Search Result Details – Alignment Section

- QoA
  - o This field displays the QoA of the specific alignment of the billet to the person.
  - o QoA 1 equals a perfect match of rating, pay grade, and NECs.
  - o The hyperlink connects to a pop-up window displaying additional alignment details.
  - o The system will display up to five alignments in the pop-up window.
  - o For additional information on QoA, see Appendix B – Quality of Alignment Descriptions.
- Score – The system allows authorized users to view the alignment score for an individual alignment based on the assigned QoA (QoA 6 scores may be manually assigned) or manually assigned in the case of an excess position that has been designated to be included in the Activity Alignment Score.
- Lock - displays the current lock status of the alignment
  - o None (unlocked)
    - ▪ Alignment is available for realignment during the next scheduled system-initiated realignment.
    - ▪ This is automatically assigned to QoA 4 and 5 alignments as well as Non-refillable Excess Position alignments where the aligned incumbent is not a PL or newly onboard within 90 days.
  - o Soft lock
    - ▪ This is systematically applied to QoA 1-3 alignments, identified PL alignments regardless of QoA, and new onboard Sailor alignments for the first 90 days regardless of QoA.
    - ▪ Alignment is disregarded for the next scheduled system-initiated realignment.
    - ▪ Alignment can become unlocked due to data changes.
    - ▪ Alignment may be manually realigned without unlocking.
  - o Hard lock
    - ▪ Alignment is disregarded for the next scheduled system-initiated realignment.
    - ▪ Alignment can become unlocked due to data changes.

- This status is manually assigned or assigned as part of the QoA 6 assignment process.
- This status can be assigned to any QoA alignment.
- Alignment may be manually realigned without unlocking.

- Flag
  - This field indicates if there has been a data change received by the system on the billet or the aligned Sailor.
  - See section 12. Flag Management for additional flag detail information.

9.3.4 Personnel Data

Personnel												
Rating	Assigned Rating	Name	DNEC(s)	NEC(s)	ACC	PRD	EAOS	SEAOS	PL	PG	Branch
CSC	CSC	Sailor 1	3529	3529	100	DEC15	05NOV18	05NOV18	DEC15		ACTIVE
HMC	HMC	Sailor 2		8404 9502 90NI 90MN	100	SEP16	04APR18	04APR18			ACTIVE
MC2	MC2	Sailor 3			100	JUL16	12JUL15	12JUL16			ACTIVE
MC3	MC3	Sailor 4			100	SEP15	06DEC15	06DEC16	SEP15		ACTIVE

Figure 25 - Alignment Search Result Details – Personnel Data Section

- Rating
  - This field displays the current rating and pay grade of the Sailor.
  - Hovering over rating displays the EMC code of the Sailor.
- Assigned Rating
  - This field displays the assigned rating and pay grade of the Sailor.
  - In most cases, the assigned rating will match the actual rating of the Sailor unless a DRATE has been assigned during the orders process.
  - DRATE will become obsolete with the implementation of CMS-ID. QoA 6 alignments will account for DRATE assignments.
- Name
  - This field displays the full name of the Sailor.
  - The hyperlink connects to a pop-up window for authorized users that displays additional Sailor details.
- DNEC(s)
  - This field displays the DNEC of the Sailor as assigned by NPC.
  - The hyperlink connects to NTMPS NEC Manual data for additional NEC information.
- NEC(s)
  - This field displays NEC1 through NEC5 of the Sailor. NEC6 - NEC15 are viewable on the *Personnel Details* pop-up accessed via the Sailor name hyperlink.
  - The NEC hyperlink connects to the *NTMPS NEC Manual* data for additional NEC information.
- ACC
  - This field displays the ACC of the Sailor's current assignment.

- When doing an alignment projection search, the ACC of a PG projected to be onboard for that projection period will display "Px," with x equating to the projection month that was searched.
- PRD – This field displays the current PRD of the Sailor.
- EAOS – This field displays the current EAOS of the Sailor.
- SEAOS – This field displays the current SEAOS of the Sailor.
- PL
  - This field displays the month and year of the aligned Sailor's loss date.
  - The hyperlink connects to the PG/PL Report.
- PG
  - This field displays the month and year of the prospective gain's arrival date.
  - The hyperlink connects to the PG/PL Report.
- Branch
  - This field displays the Sailor's current service component.
  - The system does not automatically cross-align Sailors by service component. This can only be accomplished by the authorized user performing a manual realignment. The system does not use the service component to evaluate the QoA, so if a Sailor meets all requirements of a billet except for the service component, the system will evaluate the QoA as a 1.

9.4 View Personnel Detail

The system provides the ability to view additional information concerning each enlisted Sailor. The Personnel Details that are covered include personal, professional, EVAL/FitRep, Physical Fitness Assessment (PFA), educational, and security data.

To access the *Personnel Details*, click the hyperlink wherever the Sailor name is presented within the system. The Sailor name is hyperlinked only for authorized users. The Sailor name hyperlink connects to a *Personnel Details* pop-up window containing the additional information. Multiple windows can be displayed simultaneously for easy data comparison.

Additionally, authorized users can view *Personnel Details* by accessing the *Active Personnel Detail* or *Personnel Summary* pages via the *Sailor Info* tab. Refer to section 8.2 Sailor Search from Sailor Info Tab for additional information.
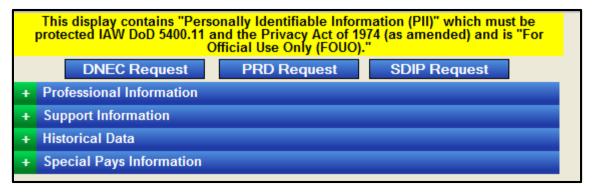

Figure 26 - Sailor Personnel Detail

**********WARNING***************

This display contains "Personally Identifiable Information (PII)", which must be protected IAW DoD 5400.11 and the Privacy Act of 1974 (as amended) and is "For Official Use Only (FOUO)."

9.5   View Billet/Position Detail

An activity's manning document contains additional details of each billet concerning funding, sponsorship, activity information, and additional requirement data. This system provides the ability to view the additional information via the *Billet Details* pop-up window.

To access the *Billet Details*, click the hyperlink wherever the BSC is presented within the system. The BSC is hyperlinked only for authorized users. The BSC hyperlink connects to a *Billet Details* pop-up window containing the additional information. A maximum of five (5) BSCs can be displayed simultaneously for easy data comparison.

The *Billet Details* information is printable and exportable to Excel using the icons in the upper-right corner of the pop-up window.

9.6   View Alignment Detail

Each alignment is based on an evaluation of several key data points concerning the Sailor and the billet. Once evaluated, the alignment quality and status are assigned. This evaluation data, alignment quality and status, and amplifying information are displayed in the *Alignment Details*.

To access the *Alignment Details*, click the hyperlink wherever the MRT is presented within the system. The MRT is hyperlinked only for authorized users. The MRT hyperlink connects to an *Alignment Details* pop-up window containing the additional information. A maximum of five (5) alignments can be displayed simultaneously for easy data comparison.

The *Alignment Details* information is printable and exportable to Excel using the icons in the upper-right corner of the pop-up window.

10 PRD Management

A Sailor's PRD is critical within enlisted distribution as well as processes inside CMS-ID. All Sailors assigned for duty in ACC 1xx status require a PRD to be assigned that indicates their expected rotation month and year based on Sea/Shore Flow for that rating and type of assignment.

The PRD establishes when the Sailor enters their orders negotiation window; identifies them as a PL at their activity; permits the system to generate a requisition for their billet and establishes the priority; and is used for alignment tie breaking. Reviewing an activity's aligned personnel for accurate PRD information enables distribution processes to work effectively, providing the Sailor the opportunity to negotiate their next assignment as well as ensuring a timely replacement within the priority parameters set by the MCA.

Figure 27 – Advanced Search with PRD Range Highlighted

10.1 Expired PRD

To search for Sailors with an expired PRD:

1. Initiate a search using advanced criteria as outlined in section 1.2 Advanced Search.
2. Select the desired PRD range from the *Personnel Optional Criteria* search section.
   a. Ensure the **From** PRD date is empty or blank.
   b. Set the **To** PRD date to the month preceding the current month.
3. Additional optional criteria can be added as desired.
4. Click **Search**.

The *Alignment Search Results Details* will display all alignments where the Sailor has an expired PRD.

10.2 Blank PRD

Permanently-assigned personnel lacking a PRD create significant distribution issues and directly affect activity readiness planning. Different situations can cause a Sailor's PRD to be blank and in all

cases, immediate attention is required. Searching an activity's alignments provides a quick method to identify permanently-assigned Sailors whose PRD is blank.

To search for Sailors with a blank PRD:

1. Initiate a search using advanced criteria as outlined in section 1.2 Advanced Search.
2. Select the **Include Blank PRDs** checkbox in the *PRD* subsection of the *Personnel Optional Criteria* search section. Leave the PRD **From** and **To** dates blank.
3. Additional optional criteria can be added as desired.
4. Click **Search**.

The *Alignment Search Results Details* will display all alignments where the Sailor has a blank PRD.

10.3 Future PRD

To search for Sailors with a future PRD:

1. Initiate a search using advanced criteria as outlined in section 1.2 Advanced Search.
2. Select the desired PRD range from the *Personnel Optional Criteria* search section.
   a. Set the **From** PRD date to the month following the current month.
   b. Ensure the **To** PRD date is empty.
3. Additional optional criteria can be added as desired. Blank PRD records can be included in the results by selecting the **Include Blank PRDs** checkbox in the *PRD* subsection of the *Personnel Optional Criteria* section.
4. Click **Search**.

The *Alignment Search Results Details* will display all alignments where the Sailor has a future PRD.

11 Change Request Summary

Each user that submits a change request can view their submissions by accessing the *Change Request Summary* page via the *Change Request* menu option. This page serves as a queue for users to manage pending requests awaiting their attention as well as retrieve completed requests for up to 14 days after the final disposition. The Change Request Summary provides ever increasing detail of each request via drilldown. There are three levels of change request detail.

11.1 Summary View

The *Summary View* provides three differing displays depending upon the assign capabilities of the user role and their function in the change request process.

11.1.1 Managers View

This view provides visibility into the processing status of the request. It is useful for managers to maintain visibility and control over how quickly requests are being processed through any required workflow. From this view, managers can drill down to the *Action List View* and the *Detail View* of each request.

Manager's View			
Change Request Type	In Work	Delayed	Overdue
PRD	0	0	63
SDIP	0	0	37

Figure 28 – Change Request Summary – Manager's View

Change request processing status is defined as either:

- In Work
- Delayed
- Overdue

The time frame defining each of these statuses is set by managers based on business best practices. The summary numbers are hyperlinked to permit access to the *Action List View*.

11.1.2 Submitter's View

This view provides each submitter an actionable queue to manage change requests they've submitted that are still processing through a workflow or to retrieve completed requests for up to 14 days from final disposition. The summary numbers are hyperlinked to permit access to the *Action List View*.

Figure 29 – Change Request Summary – Submitter's View

This view is grouped by request type and each request type is separated by the current processing status. Change request processing status is defined as either:

- In Work – The number of change requests awaiting user review
- Completed – The number of change requests completed by that user
- Cancelled – The number of change requests cancelled by that user
- Total – The total number of change requests in that user's request queue from all categories

PRD Change Requests can be submitted as a Group request via the *Alignment Management* page by authorized user roles. In the event that a Group PRD Change Request is submitted, the Group Name assigned during the change request submission process will be displayed to identify those grouped requests. PRD Change Requests submitted as part of group will be processed individually. Some may require further review where others do not. Those requiring further review will follow the standard workflow process for this request type.

11.1.3 Reviewer's View

This view provides each reviewer an actionable queue to manage change requests awaiting their attention. The summary numbers are hyperlinked to permit access to the *Action List View*. This view is grouped by request type indicating the number of that type of request.

Figure 30 – Change Request Summary – Reviewer's View

11.2 Action List View

When a hyperlink from the *Summary View* is selected, the user is presented the *Action List View.* This view permits viewing identifying information for all change requests including workflow processing, processing status, reason for the request, submission comments, and current aligned billet data. This view provides a high-level view of the requests so that users can quickly identify a specific request requiring immediate attention or manage their workload.

Figure 31 – Change Request Summary – Action List View

The *Action List View* also allows the user to further refine the displayed change requests. The *Action List View* can be filtered by Communities (Ratings), Pay Grade, UIC, or Processing Status, if accessed from the Reviewer or Manager view.

Additional drilldown information is accessible in four areas on the *Action List View*:

- Expand and collapse will display the workflow processing of the change request:
  - o Responsibility is the workflow participant role in the request process
  - o The name of workflow participant
  - o The rating of workflow participant
  - o The role of the workflow participant in CMS-ID
  - o The workflow participant's recommendation
  - o The date of the recommendation
  - o The workflow participant's comments
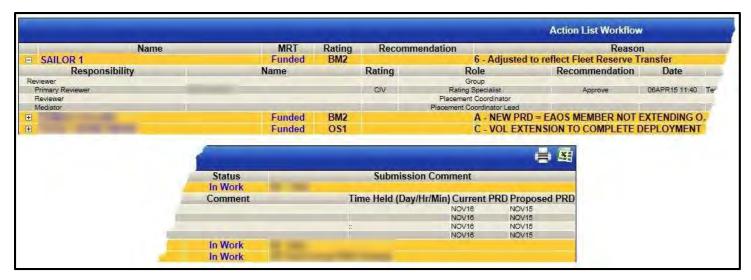- Selecting the Name hyperlink will present the user with the *Personnel Details* pop-up window
- MRT is the MRT of the billet that the Sailor is currently aligned to. Selecting the hyperlink will present the user with the *Alignment Details* pop-up window.
- Status is the current Processing Status of the change request. Selecting the hyperlink will present the user with the *Change Request Details* pop-up window.

The change request *Action List View* can be exported to Excel or printed.

11.3 Detail View

The *Change Request Detail* view is dynamic based on the Change Request Type. Each Change Request Type will display details concerning the specific request, the person for which the request is submitted, including their onboard activity information with manning data unique to the Sailor and their skill set.

When accessing the *Change Request Details* as a reviewer, a recommendation with notes can be entered and submitted. When accessing as a manager or submitter, the *Change Request Details* page is view-only.

Certain roles will have the ability to cancel Change Requests without being a reviewer. In these cases, the user will have the ability to cancel the Change Request after entering notes.
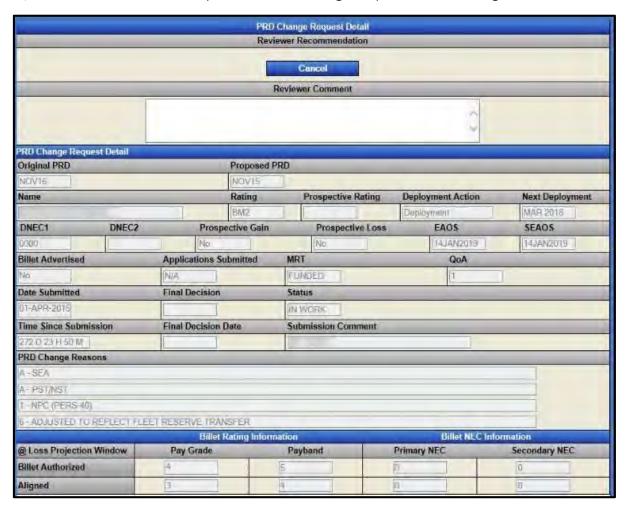

Figure 32 – Change Request Detail

12 Flag Management

CMS-ID alignments and the generation of the enlisted requisition rely heavily on accurate and timely data, both on the Sailor's record as well as the billet file. Changes to any of this data directly and immediately affects alignments and requisition generation. To draw user attention to these data changes, CMS-ID employs data change flags. These flags are generated whenever alignment-specific data changes on the Sailor's record or the billet file. Sailor data changes are received by CMS-ID daily and billet changes weekly. All flags persist between system-initiated realignment cycles and then rest upon realignment.

12.1 Flag Types

All flags can be designated as an Action Flag, Information Flag, or both. The designation is driven by the role assignment to the flag. For additional information on the types of flags and their descriptions, see Appendix A – Data Change Flags.

12.1.1 Action Flags

This type of flag is assigned to one specific user role authorized to perform an action on the alignment such as locking or unlocking the alignment or changing the alignment altogether. Choosing to take no action is also an option for the authorized user. If the authorized user decides to take no action, the system will perform the default action assigned to that flag during the next system initiated cyclic realignment. An Action Flag can be assigned as an Information Flag to other user roles; however, only one role can be assigned as the action role.

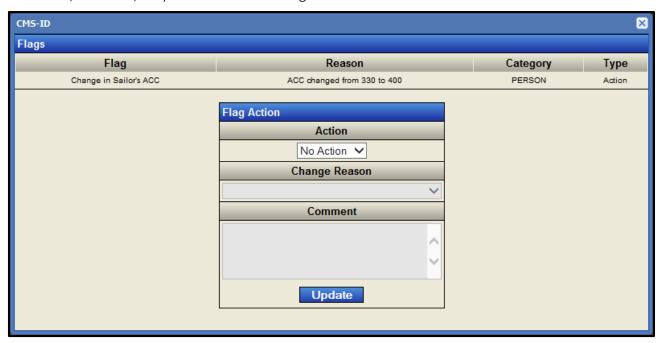

Figure 33 – Action Flag

12.1.2 Information Flags

These flags are assigned to one or more roles as an informational alert to users with reason to be concerned when data changes. Information Flags can be searched and details can be viewed;

however, no action can be taken by user roles assigned an Information Flag. An Information Flag can be assigned as an Action Flag to another user role.

Figure 34 – Information Flag

12.2 Flag Search

Data change flags can be searched using two methods: from the *Alignment Search* page and also from the *Flags for Review Queue* accessed via the *Alignment* menu, *Flag Review* option.

12.2.1 Flag Search from Alignment Search

Alignments can be searched by flag type via the Alignment Search page.

1. Initiate a search using advanced criteria as outlined in section 1.2 Advanced Search.
2. Select the desired **Flag Type** from the *Flag Status* field in the *Alignment Status Optional Search Criteria* section. Additional optional criteria can be added as desired.
3. Click **Search**.

The *Alignment Search Results Details* will display all current alignments that have been flagged with the selected flag type as indicated in the *Alignment Data* columns of the returned results.

To view the Flag Details, select the desired flag by clicking the **VIEW** hyperlink for the alignment.

12.2.2 Flag Search from Flags for Review Queue

The Flags for Review Queue provides more robust search capability for specific flags and populations of personnel. This queue should be used when specifically performing flag maintenance rather than using the *Alignment Search* page.

The user is presented with optional search criteria to narrow the flag search results. There are no mandatory criteria and if none are selected, all flags within the user's AoR will be displayed. The user can select the following criteria:

- UIC or Command Name
- Communities (ratings)
- Pay Grade
- EMC code
- Flag title

To perform a flag search:

1. Select the desired optional search criteria.
2. Click **Search**.

Data change flags matching the selected search criteria will be displayed in two ways:

- Flag Count summary:
  - Separated by type, either Action or Information flag
  - Each type is further detailed by category, either Sailor, billet, or activity.
  - All summary numbers are hyperlinked to navigate to the *Alignment Search* page to display the alignments containing the flag type selected. To view the flag details, follow procedures in section 12.2.1 Flag Search from Alignment Search.
- Flags for Review Action List:
  - This table lists each flag by title, action taken, and flag type.
  - Flag title is hyperlinked to navigate to the *Alignment Search* page to display the alignment containing the selected flag. To view the flag details, follow procedures in section 12.2.1 Flag Search from Alignment Search.

12.2.3 Flag Detail

From the *Alignment Search Results Details*, the user can view flag details via the *Flag* column of the *Alignment Information* section of the results.

Select the desired flag by clicking the **VIEW** hyperlink for the alignment. Flag details are displayed in the *Flag* pop-up window. If more than one flag was generated for that alignment, each flag is listed.

Flag details contain:
- Flat Title – description of the flag
- Flag Reason – Provides detail of the changed data
- Flag Category – Either Person, billet, or activity
- Flag Type – Action or Information

Appendices

Appendix A – Data Change Flags

Flag Description
Activity Flags
Activity's imminent deployment date added
Activity's imminent deployment date changed
Activity's imminent deployment date deleted
Change in Activity's ARC
Change in Activity's OPC
Change in Activity's TGC
Billet Flags
Billet's funding delayed
Billet's funding ending soon
Billet's funding started
Billet's funding extended
Billet's NEC became closed-loop NEC
Billet's NEC removed from closed-loop NEC
Billet's NEC became floating NEC
Billet's NEC removed from floating NEC
Change in billet's rating
Change in billet's EMC
Change in billet rate not crossing pay band
Change in billet's rate crossing pay band
Change in billet's PNEC
Change in billet's SNEC
Change in billet's Primary Functional Area Code (PFAC)
Change in billet's Secondary Functional Area Code (SFAC)
Change in billet's service component
Non-refillable Excess Position becomes refillable
Refillable Excess Position becomes non-refillable
Refillable Excess Position expires within 90 days
Alignment restriction expires within 90 days
Sailor Flags
Change in Sailor's rating
Change in Sailor's current rate not crossing pay band
Change in Sailor's current rate crossing pay band
Change in Sailor's Rating Control Number (RCN)

Flag Description
Change in Sailor's EMC
Change in Sailor's prospective rating
Change in Sailor's prospective rate crossing pay band
Change in Sailor's prospective rate not crossing pay band
Change in Sailor's PRD
Change in Sailor's DNEC
Change in Sailor's ACC
Change in Sailor's EDLN
Change in Sailor's EDA
Change in Sailor's Estimated Date of Departure (EDD)
Change in Sailor's service component
Sailor gained an NEC
Sailor loses an NEC
Sailor's NEC became a floating NEC
Sailor's NEC was removed from floating NEC
Sailor's NEC became closed-loop NEC
Sailor's NEC was removed from closed-loop NEC
Unexpected Sailor gain
Unexpected Sailor loss
Sailor's billet no longer exists

Appendix B – Quality of Alignment Descriptions

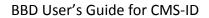| Alignment Quality	Description
QoA 1	These alignments are considered to be a perfect alignment where the aligned Sailor meets the Rating, pay grade and all NEC requirements of the billet.
QoA 2 & QoA 3	These alignments are considered to be good alignments that meet the billet requirements for Rating and may meet the pay grade or some NEC requirements.
QoA 4 & QoA 5	These alignments are considered to be fair alignments but are outside the pay band or only meet the Rating requirement of the billet and not the NEC requirement. These alignments are available for a monthly CMS-ID realignment action unless the alignment is locked by the authorized user.
QoA 6	These alignments fall outside the business rules governing alignments. As such, a QoA 6 is a hard locked alignment and must be managed manually by the activity. A QoA 6 alignment would be used in cases similar to when DRATE assignments are made or a pay grade substitution to a higher pay grade is made.
QoA 7	This system generated alignment occurs when there is a data change either to the billet requirement or the Sailor's record that renders the current alignment invalid. A QoA 7 cannot be manually assigned. These alignments should be immediately evaluated and alignment change recommendations submitted. Options include realigning to a billet requirement resulting in a QoA 1 through 5, locking the current QoA 7 alignment which changes it to a QoA 6 alignment, or realigning to an excess position.
Excess Alignments	Excess alignments are made when there are no billet requirements available for which the Sailor can align as a QoA 1 through 5 and a QoA 6 is not warranted. Additionally, CMS-ID will align Sailors to excess positions when there are alignment tie-breakers and no other alignment is available for the displaced Sailor. Additionally, some CMS-ID initiated alignments are automatically aligned to excess positions based upon the status of the Sailor (i.e., activated reservists, pregnancy, and limited duty). 1) Non-refillable excess alignments are to positions that exist only while the Sailor is aligned to the position. Once the Sailor is realigned elsewhere or transfers, the excess position is deleted. 2) Refillable excess alignments are to positions that persist even vacant. This type of position can be advertised in CMS-ID for backfill.

Alignment Quality	Description
Unaligned Sailors	These Sailors are alignment eligible based upon their data, but for some reason are not aligned to a billet requirement or excess position. This status could be the result of an alignment change that displaced the incumbent Sailor. Like QoA 7 alignments, these Sailors require immediate attention and alignment change recommendations submitted.
Alignment Exempt	These Sailors do not align to billet requirements or excess positions. These personnel are usually assigned in a temporary or transient status. Realignments to Alignment Exempt status cannot be done manually.
Unfunded Alignments	Alignments will normally be made to funded billet requirements identified on the AMD. In rare cases, alignments to unfunded billet requirements can be authorized. An alignment to an unfunded billet requirement where the Sailor meets the rating, pay grade and NEC requirements may satisfy the activity's readiness profile more efficiently than an excess position alignment.
Held Billets	These billets are not available for alignment actions. These billets have been flagged by MCA and TYCOM authority restricting alignments and advertisement due to circumstances such as compensation, invalid requirements, or significant billet restructuring. NPC may leave a previously aligned Sailor in a held billet on a case-by-case basis.

Appendix C – Maintenance Tables

Maintenance Table	Historical View Available
CHANGE REQUEST	
Create/Maintain Workflow	No
PRD Change Request Reasons	Yes
PRD Change Request Further Review Rules	Yes
Change Request Threshold	Yes
SDIP Eligibility Rules	Yes
DNEC Change Reasons	Yes
NEC	
Floating	No
On the Job Training (OJT)	Yes
Tracking	Yes
Closed Loop	Yes
Component	Yes
Critical	Yes
SCORING	
QoA	Yes
QoA Rule	Yes
Floating NEC	Yes
Bridged NEC	Yes
Vacant Billets	Yes
REQUISITION	
CNO Prioritization Factors	Yes
Critical NEC Prioritization Factors	Yes
Factor Bands	Yes
Requisition Prioritization Factors	Yes
Equitable Allocation Projection Points	Yes
Equitable Allocation Percentage	Yes

Maintenance Table	Historical View Available
TUM Prioritization Factors	Yes
Requisition Comments	No
Requisition Comment Rules	No
Requisition Category Rules	No
Restricted Posting Rules	No
Requisition Category Change Reasons	No
Projected Loss Modification Rules	No
ALIGNMENT	
Compressed Rating	Yes
Loss Projection Window	Yes
Alignment Change Reasons	Yes
Alignment Lock Change Reasons	Yes
Flag Maintenance	No
Pay Bands	Yes
Enlisted Management Communities	Yes
ACTIVITY	
Activity Employment Types	Yes
Default Activity Employment Type	Yes
Activity Employment Type UICs	Yes
Activity Deployment Status	Yes
Deployment Action Types	Yes
UIC Access Grouping	No
ACTIVE/FTS MANAGEMENT	
Modify Orders Negotiation Window	No
Edit Sailor Alerts	No
Edit Application Flags	No
Edit Application Gates	No
Edit AC2RC Application Flags	No
Edit AC2RC Application Gates	No

Maintenance Table	Historical View Available
Toggle RCN/Paygrade Gates	No
Edit UIC Notes	No
Manage Excluded Activities	No
Manage Excluded Communities	No
Edit RCN UIC Notes	No
WIS Maintenance	No
Community Mapping	No
SYSTEM MANAGEMENT	
System Capabilities Allowed	No
System Capabilities Assigned	No

Appendix D – User Roles

Role	Access
Activity Manning Manager	RVRA
Enlisted Command	RVRA
Enlisted Command Career Counselor (CCC)	RVRA
Enlisted User (Active/FTS/SELRES)	RVRA
Reserve Command	RVRA
Reserve Command Career Counselor (CCC)	RVRA
Reserve View Only	RVRA
Type Commander	RVRA
View Only	RVRA
Enlisted Detailer	UVRA
Manning Control Authority	UVRA
Naval Operational Support Center (NOSC) Detailer	UVRA
Placement Coordinator	UVRA
Placement Coordinator Lead	UVRA
Rating Assignment Officer (RAO) Detailer	UVRA
Rating Specialist	UVRA
Rating Specialist Lead	UVRA
Reserve Assignment Coordinator	UVRA
Allocation Manager	UVUA
CMS-ID Administrator	UVUA
Help Desk	UVUA
Special Case Placement	UVUA
WIS Coordinator	UVUA

Appendix E – Icon List

The following is a list of the icons that are used throughout CMS-ID. The description provided explains what happens when the icon is clicked.

	Send the information in the associated fields to a printer.
	Export the information to an Excel spreadsheet.
	Refresh the information.
	Accept the information as it appears or accept changes that have been made.
	Undo the changes that have been recently made.
	Delete the information in that section.
	Expand the table below to display additional information.
	Collapse the table below to hide information.

Appendix F – Terms and Definitions

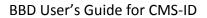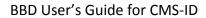| Term	Definition
Activity	A grouping of billets all having the same UIC.
Aligned Personnel	Those that are assigned to a funded billet only.
Alignment	The process of matching a person to a billet or position.
Area of Responsibility (AoR)	The grouping of billets and/or personnel that a given user is responsible for managing.
Assigned Rating	Currently held in EAIS, this field conveys the rating an Enlisted Sailor is considered to be for the current assignment.
Activity Readiness Code (ARC)	A two-digit alphanumeric code that groups like activities for the purposes of mission readiness measurement.
Bridged Critical NEC	Of those NEC requirements identified as critical, this lists how many gapped critical NECs are being bridged by another onboard Sailor.
Bridged NEC	A gapped NEC code requirement being filled by an Enlisted Sailor aligned to a different billet/position.
Closed-Loop NEC	A NEC distributable community normally associated with one rating or group of ratings sharing a common occupational skill, and where the sailor has earned a highly specialized talent within his or her general rating experience. The person is managed based solely on this NEC skill, vice the rating.
Community	All ratings in the United States Navy (USN) including those specified by the functional business owner(s).
Component NEC	Prerequisite qualifications for the assignment of the Principal NEC code.
Compressed Rating Structure	The combining of several general or service ratings at senior pay grades to form broader career fields when the occupational content is similar. These ratings exist only at the senior level and are not identified previously as a general or service rating.
Current Onboard	Total inventory of all personnel onboard an activity regardless of status or alignment (alpha roster count).
Critical NEC codes Percentage of Manning Thresholds	The percentage of requirements for a critical NEC codes that are required to be filled to meet the mission requirements for an activity.
Desk Codes	A code designated to identify an area of responsibility assignable to a user.

Term	Definition
Distributed NEC	A NEC code an Enlisted Sailor is administratively assigned to indicate the Enlisted Sailor is filling a specific NEC requirement.
Deployment Status	Deployed, return, training, basic phase, etc.
Employment Type	A grouping of activities that either perform like missions or deploy on similar schedules.
Equitable Allocation Manning	Level expected for a prioritization category if alignable personnel were evenly distributed to activities with billets/positions that fall within the prioritization category.
Equitable Allocation Personnel Projection Point	The point in time used to calculate personnel to be included in the equitable allocation calculations.
Excess Position	A position created for personnel that are assigned above an activity's manpower requirements.
Filled Floating NEC	Lists how many floating NEC requirements are actually filled by onboard Sailors.
Floating NEC	A NEC requirement appearing on a billet/position but is an activity skill requirement rather than a requirement for a billet/position.
Full Strength	Currently a Navy Enlisted System (NES) data field Strength Indicator (SCIND) value with an "F" in the second position indicates full strength.
Funded Billet	A manpower requirement that has been funded by a resource sponsor.
Gapped NEC Requirement	A NEC requirement on a billet/position not being filled due to a billet/position vacancy or an aligned billet/position with the aligned sailor not possessing the required NEC.
Host Activity	The activity that is capable of accommodating an embarked or a tenant activity.
Manning Requirement Type (MRT)	Describes a billet's/position's funding status and manpower status. (I.e. funded billet, unfunded billet, refillable excess position, or excess position).
Manning Score	Represents the cumulative assigned QoA score of all funded alignments.
Mediator	The participant in a reviewer group who only engages when there is disagreement among group reviewers and whose recommendation and comments, if made, are recorded as the reviewer group's recommendation.
Orders Negotiation Window	Represents the time period an Enlisted Sailor is eligible to negotiate for PCS orders.
Primary	The first NEC requirement which appears on a billet/position.

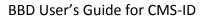| Term	Definition
NEC	
Primary Reviewer	The participant in a reviewer group whose recommendation and comments are recorded for the group when all reviewers in that group concur.
Principal NEC	Identifies a stand-alone skill and may include skills or abilities identified by Component and/or Related NEC codes.
Prioritization Category	A grouping of requisitions defined by a set of characteristics that will be prioritized against one another.
Projected Alignment Level	The expected level of manning for a given activity at a projected point in time.
Projected Gain (PG)	An Enlisted Sailor who is under PCS orders to a given activity.
Projected Loss (PL)	An Enlisted Sailor who has SEAOS, EDLN, PRD, or PCS orders before the start of the orders negotiation window.
Quality of Alignments (QoA)	Assigned to each alignment based on match comparison between billet requirements and personnel data.
Refillable Excess Position	An excess position that is intended to be advertised for a backfill when vacant.
Requisition	An Enlisted personnel demand signal for manpower vacancy.
Responsibility	The position a role performs as a participant in the workflow process.
Reviewer	The main participant in a workflow process who makes recommendations and comments.
Reviewer Groups	Act as a single workflow participant encompassing multiple individual reviewers who ultimately provide a consolidated recommendation.
Role	The user role that is acting as a participant in the workflow.
Secondary NEC	The second NEC requirement which appears on a billet/position.
Take Up Month (TUM)	The month that the requisition is expected to be filled.
Target Alignment Level	The desired level of manning for a given activity.
Tentative Gain (TG)	An Enlisted Member that has been selected for a billet prior to initial orders being assigned a DTG.
Total Excess Personnel	Count of personnel aligned to other than funded billets or those that are alignment-exempt.
Total Critical NEC	Count of critical NEC requirements at an activity.

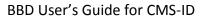| Term	Definition
Total NEC	Count of all NEC requirements at an activity.
Tracking NEC	NEC codes assigned to track personnel with certain accomplishments or special circumstances that are not used to describe billet requirements.
Unaligned Personnel	Those that should be aligned per the rules and criteria but for reason they are not.
Unfunded Billet	A manpower requirement that has not been funded by a resource sponsor.
Unique Position Identifier (UPI)	A unique code identifying an excess position.
Vacant Billet	Funded billet with no aligned Sailor or where Sailor is a PL.

Appendix G – Acronyms

The following is a list of acronyms contained within the BBD User's Guide for CMS-ID. Each acronym in the document is expanded upon for the first occurrence only.

AC	Active Duty
ACC	Accounting Classification Code
AEMS	Activity Enlisted Manning Status
AMD	Activity Manpower Document
AoR	Area of Responsibility
ARC	Activity Readiness Code
ASVAB	Armed Services Vocational Aptitude Battery
ATC	Area Type City
BA	Billets Authorized
BBD	Billet-Based Distribution
BO	Business Objects
BSC	Billet Sequence Code
BSO	Budget Submitting Office
CCC	Command Career Counselor
CMS-ID	Career Management System – Interactive Detailing
CNO	Chief of Naval Operations
CONUS	Continental United States
CPO	Chief Petty Officer
C-Way	Career Waypoints
DFAS	Defense Finance and Accounting Services
DGM	Distribution Guidance Memorandum
DNEC	Distributed Navy Enlisted Classification
DNRC	Distributed Navy Enlisted Classification Reason Code
DoD	Department of Defense
DoD ID	Department of Defense Identification
DRATE	Distribution Rate
DSTAT	Deployment Status
DTG	Date/Time/Group
EAIS	Enlisted Assignment Information System
EAOS	End of Active Obligated Service
EDA	Estimated Date of Arrival
EDD	Estimated Date of Departure
EDLN	Estimated Date of Loss to the Navy
EFM	Exceptional Family Member
EMC	Enlisted Management Community
EVAL	Evaluation

FAC	Functional Area Code
FitRep	Fitness Report
FOUO	For Official Use Only
FTS	Full-Time Support
FYDP	Future Years Defense Plan
GM	Gunner's Mate
INV	Inventory
LPW	Loss Projection Window
MCA	Manning Control Authority
M/F	Male/Female
MRT	Manning Requirement Type
NPC	Navy Personnel Command
NEBC	Navy Enlisted Billet Classification
NEC	Navy Enlisted Classification
NES	Navy Enlisted System
NOSC	Naval Operations Support Center
NTMPS	Navy Training Management and Planning System
OJT	On the Job Training
OPC	Operational Component
OS	Operations Specialist
PACT	Professional Apprenticeship Career Track
PCS	Permanent Change of Station
PFA	Physical Fitness Assessment
PFAC	Primary Functional Area Code
PFR	Pending Fleet Reserve
PG	Prospective Gain
PII	Personally Identifiable Information
PL	Projected Loss
PNEC	Primary Navy Enlisted Classification
PRD	Projected Rotation Date
PRIMAN	Primary Manning
PST	Prescribed Sea Tour
QoA	Quality of Alignments
RAO	Rating Assignment Officer
RCN	Rating Control Number
REP	Refillable Excess Position
RVRA	Restricted View – Restricted Action
SAAR-N	System Authorization Access Request Navy
SAR	Search and Rescue

SCIND	Strength Indicator
SCR	System Change Request
SDIP	Sea Duty Incentive Pay
SEAOS	Soft Expiration of Active Obligated Service
SELRES	Selective Reserves
SFAC	Secondary Functional Area Code
SNEC	Secondary Navy Enlisted Classification
SSN	Social Security Number
TDI	Temporary Duty under Instruction
TFFMS	Total Force Manpower Management System
TG	Tentative Gain
TGC	Type Commander Group Code
TPP&H	Transient, Patient, Prisoner, and Holdee
TUM	Take Up Month
TYCOM	Type Commander
UIC	Unit Identification Code
UPI	Unique Position Identifier
USFF	U.S. Fleet Forces Command
USN	United States Navy
UVRA	Unrestricted View – Restricted Action
UVUA	Unrestricted View – Unrestricted Action
WIS	Women in Ships