What's New for You?
Billet Based Distribution (BBD)

What's Changing and Why?

The Navy is refining the detailing process for enlisted personnel with the addition of Billet Based Distribution (BBD). BBD matches Sailors to specific billets based on rate, rating, and the Navy Enlisted Classification Code (NEC). When fully implemented, BBD will enable the Navy to manage force structure (manning) and personnel more efficiently in support of warfighting readiness.

Sailor Impact and Call to Action

BBD does not change the Sailor negotiation and application process in Career Management System – Interactive Detailing (CMS-ID); Sailors will continue to use CMS-ID to apply for available jobs, which now reflects all of the requirements on the billet file. To work efficiently and effectively, BBD depends upon accurate personnel records, which means that **Sailors must routinely review, update and verify ALL of the information on their CMS-ID "Sailor Info" pages** (*see the back of this document for specific guidance*). **Failing to do so will negatively impact BBD effectiveness, as well as the detailing process**.

Additional Information

When is BBD coming to the Fleet?

BBD is scheduled for the first half of Fiscal Year 2016.

Why is this Important to Sailors?

Matching the right person to the right billet depends on accurate billet and personnel information. Sailors must ensure that CMS-ID/BBD reflects their current information accurately. Missing or inaccurate information negatively impacts BBD performance, and reduces the Sailor's chance of being selected for a desired position or location.

What will it do?

BBD will deliver the actual billet level requisition, allows for manual alignment override, provides robust reporting, and will become available to Activity Manning Managers and Distribution Managers as defined by role by PERS-4013. In the future BBD will provide full fleet interactive capability.

What's great about BBD?

- **Transparency** – Provides Fleet Activity Manning Managers with access to their Sailors' information and, in most cases, displays the same information viewed by detailers and placement coordinators.
- **Timeliness** – Provides the most current information to both command and the manning authority.
- **Readiness** – Provides accurate and detailed manning information to fleet personnel managers.
- **Efficiency** – Provides the ability to align individual Sailors with a specific position, resulting in better detailing decisions. Also provides an assessment of how well a sailor meets all billet requirements.

NPC Placement Coordinators (PERS 4013) will support fleet commands throughout the BBD implementation process.

For more information on BBD:
http://www.npc.navy.mil/bupers-npc/enlisted/billet_based/Pages/default2.aspx
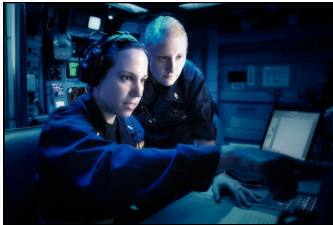
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Billet Based Distribution

VERIFY SAILOR PERSONNEL DATA IN CMS-ID

Correct and current personnel data supports the detailing and assignments decision-making process used by Sailors, Command Career Counselors, Command Representatives and Detailers. Therefore, it is essential that Sailors' data in CMS-ID be up to date to ensure qualification for selection to a desired billet. The following personnel information should be verified routinely.

"VIEW MY PERSONNEL DETAIL"

1. Login to CMS-ID at https://www.cmsid.navy.mil
2. On the CMS-ID Home Page, hover over "Sailor Info" then select "View My Personnel Detail"

PROFESSIONAL INFORMATION

NOTE: Unless otherwise indicated, information is updated in NSIPS by the Command Personnel Office or servicing Personnel Support Detachment (PSD), via your Command Pass Coordinator (CPC).

- **Name**
- **Rating**
- **Prospective Rating** (if available). Corrections made in NSIPS if Command Advanced. All other corrections verified through the Examination Status Verification Report (ESVR) provided by NETPDTC.
- **Warfare Designator** (Sailor's special qualifications). Displays most current designator only. All other designators located in "My History" section.
- **Assigned Rating.** Command Personnel Manager must contact the command's Placement Coordinator at NAVPERSCOM (PERS-4013).
- **ADSD** (Active Duty Service Date)
- **PRD** (Projected Rotation Date) Contact Command Personnel Manager. If date requires adjustment, submit NAVPERS 1306/7 to your Detailer via your chain of command.
- **EAOS** (End of Active Obligated Service)
- **SEAOS** (Soft End of Active Obligated Service)
- **Branch/Class**
- **SPI** (Special Program Indicator) Identifies ADSW status.
- **Onboard UIC** (Unit Identification Code)
- **Activity Name**
- **Date Received**

If under orders, verify the following.

NOTE: Coordinate with your Command Career Counselor (CCC) and Detailer to correct errors.

- **Prospective UIC**
- **Prospective Activity Name**
- **PCS Order Status**
- **Est Loss (Current Command)**
- **Est Arrival (New Command)**
- **DNEC1/DNEC2** (Distribution Navy Enlisted Classification Code). Command Personnel Manager contact Command Placement Coordinator at NAVPERSCOM (PERS-4013).
- **DTG** (Date Time Group) of orders.
- **AIP** (Assignment Incentive Pay)
- **EDLN** (Estimated Date of Loss to the Navy)
- **NEC(s)**. Displays only last five received. Contact Command Personnel Manager who must submit a NEC Change Request, NAVPERS 1221/6 to mill_nec_request@navy.mil.

PERSONAL INFORMATION (includes Contact Information)

Review and update contact information every six months. Be sure to click "Update" at the bottom of the page.

- Marital Status
- Sex
- Primary and Secondary Family Member(s)
- Citizenship
- Location (Command Location)
- Work Phone Number
- Work Email
- Home Phone Number
- Home Email
- Cell Phone Number
- Navy Email

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SUPPORT INFORMATION

- **C-WAY Status and received date.** Contact CCC for guidance.
- **Security Clearance Section.** Inaccurate data will prevent career opportunities during the detailing process. Contact Command Security Manager if incorrect.
  - Security Clearance Eligibility
  - Security Clearance Investigation Complete Date
  - Security Clearance Review Date
- **EFM Category (Exceptional Family Member) EFM Category, Enrollment, and review dates.** Contact Command Personnel Office or servicing PSD via your CPC.
- **Language**
  - Update foreign language skill level: contact Mr. Darrin L. Williams, Navy Foreign Language Testing Office, at (850) 452-6529, DSN 922, or languagetesting@navy.mil.
  - Add new foreign language skill: The Defense Language Aptitude Battery (DLAB) and/or Defense Language Proficiency Test (DLPT) are available at most Navy College offices and select naval commands.

"VIEW MY HISTORY"

On the CMS-ID Home Page, hover over "Sailor Info" then select "View My History".

- **Platform Type History.** Contact Command Personnel Office or servicing PSD, via your CPC.
- **NEC History.** Currently shows only last five received. Command Personnel Manager submits NEC Change Request NAVPERS 1221/6 to MILL_NEC_REQUEST@NAVy.MIL.
- **PRIMS Info.** Contact Command Fitness Leader for verification.
- **IMPORTANT**: Once a PFA NAVPERS 1070/613 is "Verified" in NSIPS, the command cannot delete it. To remove, the command submits request to PERS-31 on official letterhead. View more information, including PERS-313 contact information at http://www.npc.navy.mil/bupers-npc/career/recordsmanagement/militarypersonnelrecords/Pages/default2.aspx.
- **EVAL/FITREP Info.** Contact Command Personnel Office or servicing PSD, via your CPC.
- **Warfare History.** All warfare qualifications will be displayed here.

"MY DUTY PREFERENCES"

At a minimum review, update, and verify all preferences prior to entering your detailing window.

1. On the CMS-ID Home Page, hover over "Sailor Info".

For additional information regarding BBD:

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

For additional information regarding CMS-ID:

https://www.cmsid.navy.mil/jass/Index.action **OR contact your Detailer.**

The Sea Warrior Program (PMW 240) manages a complex portfolio of information technology (IT) systems to support Navy human resource management, criminal justice, Fleet support, afloat business applications, Navy and DoD portfolio management, DON administration, and joint aviation aircraft scheduling. The PMW 240 Program is part of the Navy Program Executive Office for Enterprise Information Systems (PEO EIS) which develops, acquires, fields, and sustains enterprise network, business, and Fleet support IT systems for the warfighters of the Navy and Marine Corps.

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